UNIVERSITY *of* WISCONSIN
GREEN BAY

College of Health, Education and Social Welfare

Nursing & Health Studies

Traditional BSN Handbook

December 2021

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Nursing and Health Studies Mission

Baccalaureate and graduate programs provide high quality, student-centered nursing and health profession education that builds on prior experiences, knowledge and skills. Students are inspired to think critically and address complex health issues in a diverse and evolving world, conscious of environmental sustainability. These programs transform communities by improving health and healthcare delivery.

<div align="right">Revised and Approved of by NUFO 5/5/14</div>

Vision

The Nursing & Health Studies vision is identical to the vision of the UW-Green Bay College of Health, Education and Social Welfare, which is: *Together we will inspire students and transform communities.*

<div align="right">Approved of by NUFO 5/5/14</div>

Nursing and Health Studies Goals

The Program Goals are to:
1. Offer a baccalaureate nursing degree that serves as a foundation for the provision of quality healthcare, career advancement, and graduate education.
2. Maintain an environment conducive to adult learning.
3. Maximize program accessibility by utilizing various course delivery methods, including on-line and face-to-face.
4. Collaborate with the community of interest in advancing the education of nurses and health professionals.

<div align="right">Revised and approved of by NUFO 5/5/14</div>

Nursing and Health Studies Organizational Framework

Figure 1 depicts the organizational framework and the nursing program's position in the College of Health, Education and Social Welfare (CHESW). The budgetary chairperson of the Nursing & Health Studies Unit reports to the Dean of the College of Health, Education and Social Welfare.

As designated in the Administrative Code, the Nursing & Health Studies Unit has an active Executive Committee consisting of tenured faculty members. The Chairperson of the Nursing & Health Studies unit chairs the Executive Committee. Decisions on personnel, budget, and curriculum require Executive Committee input. The Chairperson of the Nursing & Health Studies Unit also supervises the Nursing & Health Studies Unit faculty and staff.

The BSN@HOME Steering Committee, made up of representatives from the six collaborating UW-System Nursing Programs, is responsible for directing policy for the BSN@HOME program. The Chairperson of the Nursing & Health Studies Program serves

as the representative on the BSN@HOME Steering Committee and is the direct communication link between the BSN@HOME Steering Committee and faculty.
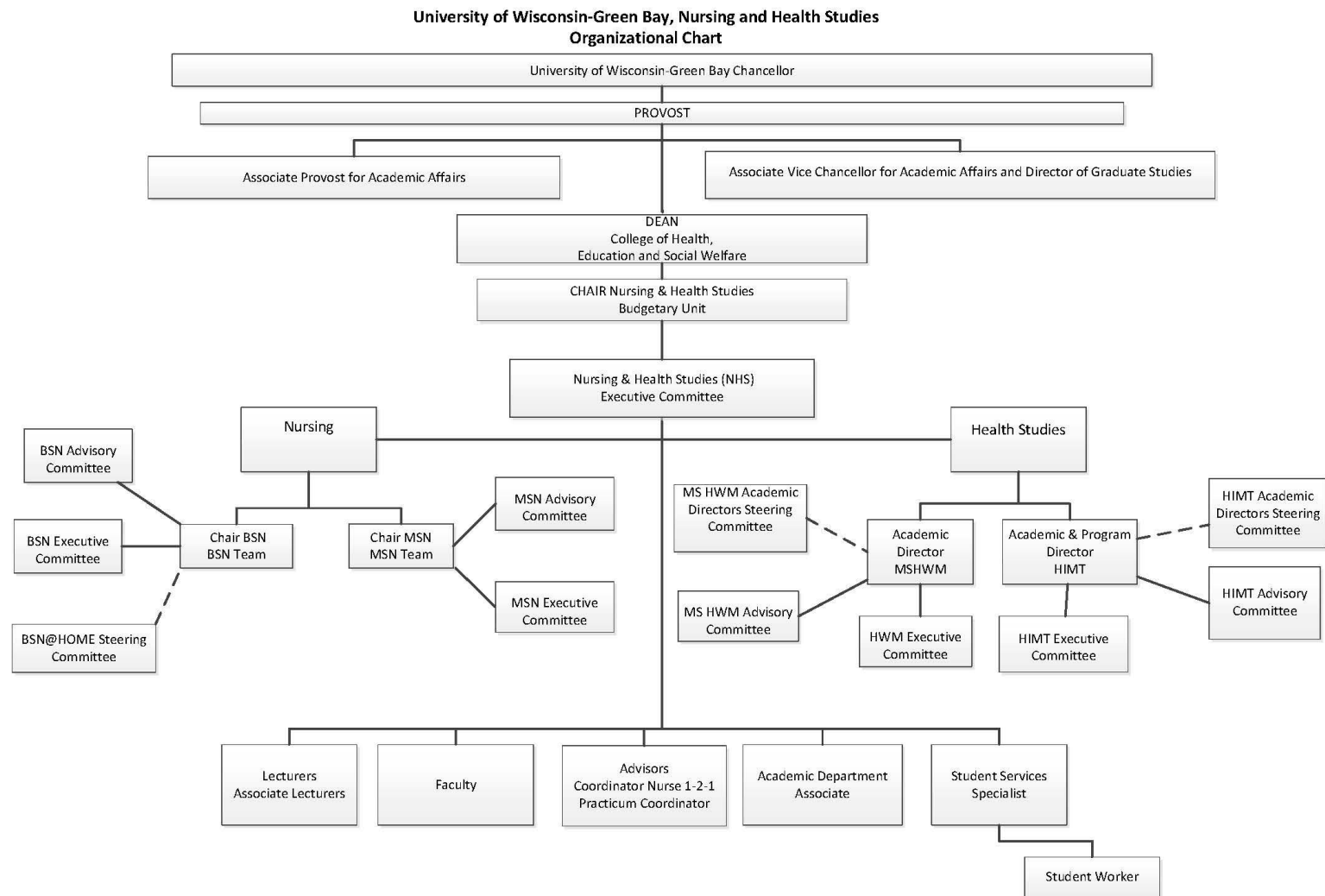
The BSN **Nursing Advisory Committee** is made up of representatives of the community of interest to the Nursing Programs. The Advisory Committee communicates with the Nursing & Health Studies Unit Chairperson and faculty about how the program can best serve the needs of the community of interest.

Nursing faculty and staff comprise the Nursing & Health Studies Unit (NHSU), the main decision-making body of the Unit, which is chaired by the unit Chairperson. NHSU is responsible for: (1) approving recommendations of **NHSU standing committees (BSN & MSN Team)**, (2) recommending policy/procedure to the Nursing & Health Studies Unit Executive Committee on matters with budgetary and/or personnel implications, (3) identifying staffing needs and making recommendations to the Executive Committee, and (4) assuring implementation of approved policies/procedures/unit activities. NHSU Bylaws are congruent with the Mission Statement of the Nursing & Health Studies Program and the policies and procedures on faculty organization as outlined in the UW-Green Bay Faculty Handbook (Chapter 53.13).

NHSU functions as an approval body for decisions made by the BSN & MSN teams who are responsible for curriculum/teaching learning process oversight), program evaluation (via student, graduate, alumni, and employer input), and ensuring adequate student services and policies related to prospective and current students.

Student input is solicited in a number of ways including but not limited to meetings during a regularly scheduled class, surveys, participation in virtual meetings, teleconferences, and email. The faculty, BSN and MSN teams, and advisors work directly with students to provide access to the program, assist with admission and progression in the major, facilitate learning, achievement of expected program outcomes, and eventual graduation, and assure accountability of the program to the community of interest.

Figure 1: Nursing and Health Studies Organizational Chart

University of Wisconsin-Green Bay, Nursing and Health Studies
Organizational Chart

University of Wisconsin-Green Bay Chancellor

PROVOST

Associate Provost for Academic Affairs

Associate Vice Chancellor for Academic Affairs and Director of Graduate Studies

DEAN
College of Health,
Education and Social Welfare

CHAIR Nursing & Health Studies
Budgetary Unit

Nursing & Health Studies (NHS)
Executive Committee

Nursing

Health Studies

BSN Advisory Committee

BSN Executive Committee

BSN@HOME Steering Committee

Chair BSN
BSN Team

Chair MSN
MSN Team

MSN Advisory Committee

MSN Executive Committee

MS HWM Academic Directors Steering Committee

MS HWM Advisory Committee

Academic Director MSHWM

HWM Executive Committee

Academic & Program Director HIMT

HIMT Executive Committee

HIMT Academic Directors Steering Committee

HIMT Advisory Committee

Lecturers
Associate Lecturers

Faculty

Advisors
Coordinator Nurse 1-2-1
Practicum Coordinator

Academic Department Associate

Student Services Specialist

Student Worker

External bodies that interface regularly with UW-Green Bay Nursing:

UW Extended Campus (Formerly CEOEL)

Nursing Advisory Committee

Partner Campuses

All entities communicate and collaborate together, working with and on behalf of students, potential students and alumni

KEY: _____ Authority
- - - - - - Governance Bodies

Revised 9/3/19

Accreditation and Approval

UW-Green Bay's BSN program is part of the highly respected University of Wisconsin System. The University of Wisconsin-Green Bay is regionally accredited by the **North Central Association of Colleges and Schools – Commission on Institutions of Higher Education**, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602.

Nationally accredited by the Commission on Collegiate Nursing Education (CCNE)

The RN to BSN baccalaureate program in nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. (http://www.aacn.nche.edu/ccne-accreditation).

The RN to BSN Program is in compliance with the **Wisconsin Department of Safety & Professional Services Board of Nursing**, PO Box 8366, Madison, WI 53708-8366. Tel 608- 267-2357; TTY #- 608-267-2416 (hearing or speech impaired only).

Traditional Nursing Program Description

Nursing is a caring profession that reflects the **science and art of nursing**. Caring reflects a humanistic value and it **requires sensitivity to one's self and others**. Nurses care for clients and families from diverse cultural backgrounds across the lifespan in a variety of settings. Nurses recognize that the healthy client can perform self-care activities that maintain safety and contribute to well-being. Nurses also recognize that people vary in their ability to achieve well-being. Nurses communicate effectively through verbal, nonverbal, written and technological means. Interdisciplinary collaboration is needed for individualized, therapeutic nursing interventions.

The UWGB Nursing Program recognizes the intrinsic value and mutual respect of each person. **This includes a caring teacher-learner relationship in a collaborative learning environment.** Faculty act as facilitators of learning opportunities that support clinical reasoning and result in clinical judgment.
Learners make independent decisions about their learning needs and ways to achieve that learning.

As role models of clinical reasoning and judgment, faculty shape an educational environment which empowers students to become independent learners, to accept responsibility for lifelong learning and develop professional competencies such as teamwork and accountability as managers of care.

Nurses, as managers of care, use the nursing process and clinical reasoning to meet client and family needs. Nursing care based on clinical reasoning reflects consideration of the client's basic and higher-order needs and result in a healthful state of physical, emotional, mental and spiritual well-being.

Clinical reasoning and clinical judgment should include the following Quality and Safety Education for Nurses (QSEN) competencies:

1. **Patient-Centered Care**: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Teamwork and Collaboration**: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidence-Based Practice**: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement**: Use data to monitor the outcomes of care processes and use improvement methods to continuously improve the quality and safety of healthcare systems.
5. **Safety**: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics**: Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

Nursing Program Policies

Nursing Student Code of Conduct

The nursing profession requires high standards of legal, ethical and moral accountability. The Nursing Program supports and abides by the UWGB Dean of Students Student Conduct, but nursing students are further expected to behave in compliance with the professional standards of nursing and the ANA Code of Ethics for Nurses and the NSNA Code of Ethics.

Students demonstrating unsafe or disruptive behavior (e.g., overly argumentative, yelling, inappropriate language, or making it difficult for other students to learn) in the clinical facility or in class will be managed consistent with the Dean of Students policy. Violation of clinical site policies, or failure to attain and demonstrate skills appropriate to the site may result in removal from the site, and possibly removal for the duration of the course resulting in a failing grade.

In response to unsafe behavior, a serious incident, or disruptive behavior, the instructor will consult with the Chair of the Nursing & Health Studies program as soon as possible, ideally

within hours of the incident. The Chair, in consultation with the CHESW Dean and Clinical Instructor, will decide if the student will return to the clinical site and/or classroom. If the student is not allowed to return to the clinical site or classroom, the student will accrue a failure for the activity, which may result in a failing grade for the course.

American Nurses Association Code of Ethics for Nurses

The current (2015) ANA Code is as follows:
1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association (2015). *Code of ethics for nurses with interpretive statements.* Washington, DC: American Nurses Association.

National Student Nurses' Association (NSNA)

[NSNA Code of Professional Conduct](#)
The following code of conduct was adopted by the NSNA. UW-Green Bay nursing students are expected to emulate these:
> 1. maintain the highest standard of personal and professional conduct.
> 2. actively promote and encourage the highest level of ethics within nursing education, the profession of nursing and the Student Nurses' Association.

3. uphold and respect all Bylaws, policies and responsibilities relating to the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.

4. strive for excellence in all aspects of decision-making and management at all levels of the Student Nurses' Association.

5. use only legal, ethical, and human rights standards in all association decisions and activities in accordance with the NSNA core values.

6. ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA bylaws, policies and state/federal law.

7. ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.

8. maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses association.

9. affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.

10. uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.

11. always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.

12. cooperate in every reasonable and proper way with association volunteers and staff and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.

13. use every opportunity to raise awareness of the Student Nurses' Association mission, purpose and goals at the school chapter level.

14. Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state, and national chapter level as defined in bylaws and policies.

Adopted by the 1999 House of Delegates, Pittsburgh, PA at the 47th Annual NSNA convention/Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX

Academic Progression Policies

Academic progression in the nursing program supports the development and synthesis of the necessary skills from fundamental understanding to complex critical thinking. The academic progression is designed to support educational success, licensure and transition to practice.

To progress in the nursing program, students **must earn a final grade of 'C' (75%)** or better in all required nursing courses. Clinical courses are graded as pass/fail. Students must earn a passing grade in clinical. Clinical is defined as any activity assigned by the nursing faculty that occurs during clinical/laboratory times. This may include the work in the Clinical Skills lab, attendance at a professional nursing meeting off campus, attendance in classes on clinical days on campus, and/or examinations on clinical days.

Students must pass each level of required nursing courses (200-level, 300-level & 400-level) PRIOR to progressing to the next level of required nursing courses (e.g. 200-level* required nursing courses MUST be completed before progressing to 300-level required nursing courses; 300-level required nursing courses MUST be completed before progressing to 400-level required nursing courses).

If a level is not successfully completed, academic progression in the Nursing Program will be affected. **Students who do not progress due to academic or other reasons will need to reapply to the nursing program**. Re-entry into the program is not guaranteed and approvals are dependent upon resources and clinical availability. Nursing courses are offered during specific semesters.

UW-Green Bay Traditional BSN Program HESI Remediation and Grading Policy

UW-Green Bay Nursing has adopted the HESI RN program. HESI includes tests and review resources designed to help you learn, understand, apply, and assess key nursing concepts and develop clinical judgment skills. Nursing schools are aware that cumulative testing throughout the program supports success in the program and on the licensing exam (NCLEX-RN).

Our Goal is Your Success! Throughout the program, you will take specialty exams designed to measure your ability to apply content related to specific clinical nursing areas. In addition, in your final semester, you will take the HESI Exit Exam to assist you as you prepare for the NCLEX-RN. Studies published to date demonstrate that the HESI Exit Exam (E2) was 96.4% to 99.2% accurate in predicting NCLEX-RN success for students who achieved the recommended score of 900 or greater (Elsevier Education, 2018).

This document describes the **HESI Remediation and Grading Policy** adopted by the UWGB Traditional BSN nursing program. **Remediation** is defined by Custer (2018, p. 148) as "timely, supple mental, individualized instruction provided after identification of a deficit, academic, or otherwise, which benefits the student in some way."

Following HESI Specialty and Exit Exams, students are required to remediate depending on their HESI exam score (specific to each exam). The remediation requirements are greater for students with lower HESI scores.

All students must participate in the Remediation Plan.

Custer, N. (2018). Remediation in nursing education: A concept analysis. *Teaching and Learning in Nursing, 13,* 147-152. doi.org/10.1016/j.teln.2018.02.002

Students are **required to take HESI standardized nursing exams each semester** to assist them in preparing for the National Council Licensure Examination (NCLEX).

HESI Computerized Testing Session Procedures

1. Students are expected to arrive on time for testing sessions and are to be seated and ready to test at the designated start time.
2. All personal belongings should be placed in the front of the room or at a designated area determined by the faculty. This includes all bags, coats, hats, phones, watches, electronic devices and any other items at the discretion of the faculty.
3. All cell phones or other electronic devices should be turned off.
4. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
5. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
6. Only a computer and mouse (as needed) and a pencil will be allowed on the desk during the testing session.
7. **Faculty will provide paper** for each student to use during the testing session. Students will be required to write their name on the paper and return it to the faculty at the conclusion of the examination. Failure to return this paper to the faculty prior to leaving the testing session will be considered a violation of the University's Academic Integrity Policy. **Any student who removes the paper from the testing session will be subject to the Academic Integrity process which may include receiving a zero on the examination or other disciplinary actions.**

8. No food or beverages will be allowed at the desk during testing sessions.
9. Students may be asked to move to another seat or assigned to a seat for the testing session at the discretion of the faculty.
10. Talking during the exam is not permitted unless an emergency occurs.
11. If questions arise, raise your hand for assistance.

Do your own work. Any evidence of cheating will be subject to the University's Academic Integrity Policy.

HESI Remediation & Grading Policy

Students **must** complete **all** remediation requirements by the due date. **Your faculty can see your remediation progress**.   If remediation is not complete, the student may not progress to the next semester until required remediation is complete.

HESI Score 900 or above	1- Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **one** hour (at least 2 packets) of study is required. 2- Select **one HESI Case Study** in a content area of weakness based on your HESI Exam Student Report and complete with **80% score**.
HESI Score 899 - 850	1- Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **two** hours (at least 4 packets) of study is required. 2- Select **one HESI Case Study** in a content area of weakness based on your HESI Exam Student Report and complete with **80% score**.
HESI Score 849 - 800	1- Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **three** hours (at least 6 packets) of study is required. 2- Select **two HESI Case Studies** in a content area of weakness based on your HESI Exam Student Report and complete with **80% score**.
HESI Score 799 - 750	1- Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **four** hours (at least 8 packets) of study is required. 2- Select **two HESI Case Studies** in a content area of weakness based on your HESI Exam Student Report and complete with **80% score**.
HESI Score 749 - 700	1- Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **five** hours (at least 10 packets) is required. 2- Select **three HESI Case Studies** in a content area of weakness based on your HESI Exam Student Report and complete with **80% score**.
HESI Score 699 or below	1- Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **six** hours (at least 12 packets) is required. 2- Select **three HESI Case Studies** in a content area of weakness based on your HESI Exam Student Report and complete with **80% score**.

Student must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. The HESI program will log the time spent in remediation content. Don't print and log out of HESI remediation to study. Students can break up the required remediation hours into multiple sessions.

HOW TO ACCESS YOUR REMEDIATION

Log into your Evolve account https://evolve.elsevier.com/cs/ is the link for the account for each student. Then go to HESI Assessment Next Generation, 1st Edition

Choose "Remediation".

If you have questions, please review tutorials on http://evolve.elsevier.com/studentlife/

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Sample Points toward Course Grade (20 Points)

Some Courses may assign points toward the final course grade based on the HESI exam score.

Proctored HESI Exam (1st version)	Remediation – See detailed Plan	Proctored HESI Exam (2nd version)	Total Possible Points
Date	Dates	Date	20/20
Score 900 or above 9 pts	**6 pts** At least 1 hr remediation HESI Student Access* 1 - 10 question Adaptive Quizzing or more Report and complete with 80% score**	**5 pts**	**20/20 pts**
Score 899 - 850 7 pts	**6 pts** At least 2 hrs remediation HESI Student Access* 2 - 10 question Adaptive Quizzing or more Report and complete with 80% score**	**4 pts**	**17/20 pts**
Score 849 - 800 6 pts	**6 pts** At least 3 hrs remediation HESI Student Access* 2 - 10 question Adaptive Quizzing or more Report and complete with 80% score** Select **one** HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score**	**3 pts**	**15/20 pts**
Score 799 - 750 5 pts	**7 pts** At least 4 hrs remediation HESI Student Access* 3 - 10 question Adaptive Quizzing or more Report and complete with 80% score** Select **one** HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score**	**2 pts**	**14/20 pts**
Score 749 - 700 3 pts	**8 pts** At least 5 hrs remediation HESI Student Access* 4 - 10 question Adaptive Quizzing or more Report and complete with 80% score** Select **one** HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score***	**2 pts**	**13/20 pts**
Score 699 or below 2 pts	**8 pts** At least 6 hrs remediation HESI Student Access* 4 - 10 question Adaptive Quizzing or more Report and complete with 80% score** Select **two** HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80% score***	**1 pts**	**11/20 pts**

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<mark>Sample</mark> Remediation Contract

Directions: Completion of this contract, including proof of Adaptive Quizzing and Case Studies, should be uploaded or provided to the instructor no later than 48 hours prior to taking the 2nd version HESI Exam.

Date: _____

Student Name: _____

Exam Type/Name (Specialty or Exit): _____

HESI Score 1st version: _____

Hours of HESI online post exam remediation required based on score: _____

Hours of HESI online post exam remediation completed: _____

Number of Adaptive Quizzing Topic/s (10 question custom quiz) completed: _____
(Must achieve 80%; include screenshot copies of quiz results)

Number of Case Studies Topic/s completed: _____
(Must achieve 80%; include screenshot copies of case study results. N/A for students achieving 850 and above.)

Remediation Plan: Categories: Client needs; Nursing process; Specialty; Sub-specialty

Subjects: Based on above categories (Top 3)	HESI score <850 or lowest	Action performed: # dedicated hours, adaptive quizzing, case study, etc.	Questions correctly answered	Date completed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

12/20/2021

I _____ (Student Name) verify that I have completed the above remediation plan by _____ (Date).
Student Signature: _____

Remediation Plan reviewed/approved by: _____
Date: _____

Class and Clinical Attendance Policy

Attendance is essential. The student is expected to attend all classes and to willingly participate in class discussions. Attendance may be taken and missing classes may be reflected in your grade. Students are expected to complete class preparation activities (e.g., Ticket to Class) prior to class. **An unexcused clinical absence will result in failure of the course**. Examples of unexcused clinical absences include vacation, medical and dental appointments, and job interviews.

Academic Integrity

Students who engage in academic misconduct are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. Academic misconduct includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act.

University of Wisconsin System Code (UWS Ch. 14-14.03 (2) provides specific examples of academic misconduct and reads in part: "Examples of academic misconduct include, but are not limited to:

- ✓ cheating on an exam;
- ✓ collaborating with others in work presented, contrary to the stated rules of the course;
- ✓ submitting a paper or assignment as one's work when a part or all of the paper or assignment is the work of another;
- ✓ submitting a paper or assignment that contains ideas or research of others without appropriately identifying the source of those ideas ...
- ✓ knowingly and intentionally assisting another student in any of the above ..."

The code is available at the University of Wisconsin System Student Academic Disciplinary Procedures (Links to an external site.) [pdf] page. University of Wisconsin campuses have specific procedures to investigate and deal with academic misconduct.

APA Writing Style Policy

NOTE: New 2019 APA 7th edition book and format are required.

The Nursing and Health Studies unit requires adherence to guidelines published in the latest edition of the Publication Manual of the American Psychological Association for formal writing assignments. Complete APA format may be required for all formal papers.

Consult with your course faculty for specific requirements. APA format specifies the format for the title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Typically, online discussions do not require APA format unless you are citing information from a reference source (your textbook, other books, journal articles, etc.), in which case you must properly use APA format for in-text citations and references. All documents must be submitted in Word (.doc or .docx) or Rich Text Format (.rtf).

For assistance with APA formatting, please refer to the UW Green Bay Cofrin Library APA resources (Links to an external site.) or request a free, online appointment with the UW Green Bay Writing Center.

Advising Policy

All students are assigned a Nursing Program advisor who helps the student interpret institutional requirements, provides advice about courses, and helps the student interpret progress toward the degree. Students have the responsibility of contacting the Nursing Program advisor at least once a year for academic progress planning. Students should monitor their academic plans to ensure they satisfy all graduation requirements. Consult with your Academic Adviser for support in reviewing and understanding your degree requirements.

To get the most out of your advising sessions:

1. Know your responsibilities:

- Schedule regular appointments or make regular contact with your adviser throughout the semester. Be on time and prepared for appointments. Be considerate by calling ahead to cancel or reschedule appointments, when needed.
- Prepare for your advising appointments with thoughtful questions. Participate actively in the session.
- **Check your UWGB email daily** for important notices and communications. Respond to emails professionally and in a timely manner.
- Understand your Academic Plan, keep track of your progress and make revisions as needed.
- Be empowered to take responsibility for your educational goals.

Confidentiality Related to Coursework Policy

When communicating information in online or face to face courses based on personal or work- related experiences, keep in mind that the University of Wisconsin-Green Bay adheres to rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that

students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of courses. To maintain anonymity, methods such as alias or initials should be used.

For more information on these laws, please refer to the following websites:
- FERPA
- HIPAA

Covid-19- updated 12/20/21

Specific COVID-19 guidelines may change during the semester based on current public health conditions and level of community transmission, and will be announced via email by the Chancellor's Office.

Informed by CDC and county health board guidance, Chancellor Directive on Face Coverings requires mask use for all while in indoor classrooms, laboratories, studios, creative spaces (hereafter referred to as instructional space), and public spaces. Students who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance should seek an accommodation through the Office of COVID-19 Response (covidresponse@uwgb.edu or (920) 465-5060).

People who are not fully vaccinated shall observe social distancing guidelines, where possible, while in instructional and public spaces.

If you are experiencing COVID-19 symptoms, you should get tested for COVID-19 and not come to class. This is the case for all symptomatic individuals, regardless of vaccination status. Please contact the Office of COVID-19 Response if you have any questions.

COVID-19 Resources
- UWGB Coronavirus Information page
  https://www.uwgb.edu/coronavirus/ (Links to an external site.)
- Wisconsin Department of Health Services COVID-19: Avoid Illness page
  https://www.dhs.wisconsin.gov/covid-19/protect.htm#:~:text=wash%20your%20hands.-,Wear%20a%20cloth%20face%20covering%20over%20your%20mouth%20and%20nose,6%20feet%20away%20from%20others.&text=Masks%20or%20cloth%20face%20coverings,remove%20the%20covering%20without%20assistance (Links to an external site.)

- CDC Coronavirus page
  https://www.cdc.gov/coronavirus/2019-ncov/index.html

Student Accessibility Services Policy

In concordance with UW-Green Bay policy, students with a disability should contact the Student Accessibility Services at UW-Green Bay (SAS@UWGB.EDU or 920-465-2841 or https://www.uwgb.edu/student-accessibility-services/) to request accommodations. Requests should be made early because accommodations can take 4 to 8 weeks to arrange.

Students with disabilities may need to coordinate with other institutions about accommodations. The Director of Student Accessibilities Services can help inform those institutions.

Students with Disabilities

Students who have concerns about physical accommodations or violations of the Americans with Disabilities Act should contact the ADA Coordinator at (920) 465-2841. If you need to arrange for academic accommodations, contact Student Accessibility Services at https://www.uwgb.edu/student-accessibility-services/ or (920) 465-2841 to discuss what resources are available to assist in your academic success.

Grading Policy

Grade point averages indicate academic and class standing and are a means of measuring the quality of a student's academic work. Grade point averages are computed on a 4.0 scale. See chart for letter grade point values.

Since grading standards differ from institution to institution, transfer grades are not used in computing grade point averages. Transfer grades are used to compute eligibility for admission to the nursing major.

Nursing faculty adhere to the grading policies of UW-Green Bay, in the awarding of letter grades A, AB, B, BC, C, D, and F.

The range of accumulated points needed to receive specific grades is determined by the course instructor, although the following grading scale is frequently used:

A	=	94-100 Points
AB	=	90-93 Points
B	=	85-89 Points
BC	=	80-84 Points
C	=	75-79 Points

CD	=	71-74	Points
D	=	65-70	Points
F	=	<65	Points

 "I" or incomplete grades may be requested from an instructor by a student who, due to extenuating and unusual circumstances, is unable to complete course work. The instructor has the prerogative to grant an "I" or incomplete grade. If an "I" is granted, the instructor will set a due date for all remaining work (no later than the last day of the next semester). The "I" or incomplete grade will be changed to the earned grade upon completion of the work or at the due date. If a student does not submit work by the due date, the "I" or incomplete grade will automatically convert to an "F" or failure in the course.

Reference https://catalog.uwgb.edu/graduate/general-information/academic-rules-regulations/incompletes/ for information regarding incomplete grades (I grade)

Grievance Policy

The Nursing Program follows the UW-Green Bay Policies and Procedures for student formal complaints. These policies can be found on the Dean of Students Website http://www.uwgb.edu/dean-of-students/ .

Academic Grievance & Non-Academic Grievance

Students who have grievances related to course grades, conduct of classes or other course matters should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the grievance can then be taken to the Dean of Students who will notify the appropriate Associate Dean.

Students who have grievances related to University staff should first address those complaints directly with the individual. If the student is not satisfied, the grievance can be taken to the appropriate supervisor of that department and, if resolution is not achieved, the student may then go to the Dean of Students Office.

Pursuant to the *United States Department of Education Program Integrity Rule,* the University of Wisconsin-Green Bay is required to provide all prospective and current students with the following information: If you are a student residing in a state other than Wisconsin and have a complaint regarding a distance education course/program or regarding the University of Wisconsin-Green Bay, please click here for information related to how to resolve a complaint as well as a list of contacts from each state in which a student may file a complaint. (https://www.uwgb.edu/human-resources/employee-relations/grievance-and-complaint-procedures/)

Discrimination and Harassment

Discrimination and harassment have no place on our campus. The intent of harassment is to create a hostile or demeaning environment through inappropriate actions. Harassment can be verbal or physical in nature. Annoyances, threats, demands for favors or constant calling or e- mailing are just some ways individuals can be harassed. If a student feels he or she is being harassed in a general or sexual manner, they should contact the Dean of Students office at (920) 465-2152.

Discrimination on the basis of race, color, sex, religion, national origin, age, disability or sexual orientation is not acceptable behavior at UW-Green Bay. Our campus works hard to foster acceptance and understanding of all those who bring the many different forms of diversity to our campus. If you observe or are the target of any form of discrimination, contact the Dean of Students office at (920) 465-2152 for assistance in resolving the matter.

Netiquette Policy

All members of the class are expected to follow the rules of common courtesy with all online and social communications. Be careful of the tone and content of online communication. Without facial expressions and voice inflections, misunderstandings can occur and the comments can be deemed as inappropriate or offensive.

Unacceptable online conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, rude, or in any way offensive. Persistent abuse of online etiquette may result in disciplinary action.

Visit The Core Rules of Netiquette (Links to an external site.) for more information.

Plagiarism Policy

Using someone's words without quoting the person is plagiarism. Using someone's ideas, even though the person's words are different from your words, without citing the source is plagiarism. UW-System has subscribed to software that helps detect instances of plagiarism. Plagiarism will result in a failing grade. Reports of plagiarism are also made to University administration.

Use in-text citations to cite your sources. For example, if you use the ideas cited in an article, place the author and publication year (e.g. Smith, 2010) at the end of the sentence. The Cofrin Library Plagiarism Guide, is a good resource. Click on the tabs at the top of that website for an introduction to the concept of plagiarism, strategies for avoiding plagiarism, UW-Green Bay policy on plagiarism, and information on citing sources.

Program Assessment/Evaluation Policy

The Nursing Program evaluates all aspects of the program according to the Quality Improvement Plan (QIP) for the Nursing Program. Recommended changes are implemented based on the evaluation findings.

Research Policy

Student, faculty, and staff research in nursing is permitted and encouraged. All UW-Green Bay research policies must be followed. Undergraduate nursing students who carry out research usually do so in conjunction with a Senior Honors or Independent Study course. In order to undertake research, students must have approval of: (1) a nursing faculty member for the research project; and (2) the UW-Green Bay Institutional Review Board (https://www.uwgb.edu/institutional-review-board/)

The UW-Green Bay Institutional Review Board must approve the research prior to data collection. Collaborating agencies or organizations, including those where research subjects will be recruited, must approve the research project prior to data collection. Informed consent to participate in the study must be secured from each participant prior to data collection.

Researchers using humans as subjects must undergo CITI training concerning the responsible conduct of research. http://www.uwgb.edu/research/research-compliance-and-training/citi- training/

Approved NUFO 2/9/04

Social Media Coursework Related Policy

To be consistent with UW-Green Bay social media guidelines (https://www.uwgb.edu/univcomm/policies/social-media-policy.asp) and the American Nurses Association (ANA) principles for social media, keep content appropriate and confidential matters private. Whatever is posted on a social media site (e.g., Facebook, Twitter, YouTube, LinkedIn, Flickr, etc.) instantly becomes available to the public. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:
1. Nurses must not transmit or place online individually identifiable

patient information.

2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

<div align="right">Approved NUFO 4/16/12</div>

For more information, click here.

Background Checks

Background checks are required prior to registering for clinical/practicum experiences and should occur no more than four years before the practicum experience begins. This policy is in accord with the Wisconsin Division of Quality Assurance (DQA) four-year rule, accreditation standards, and practicum agency requirements. Occasionally practicum agencies require an additional agency-specific background check. Students whose assigned agency requires an additional background check are responsible for providing the necessary information and any associated costs.

The UW-Green Bay Nursing and Health Studies program utilizes an outside vendor for background checks. Through an online interface with the vendor, students request a background check and receive access to background check results. The Nursing and Health Studies programs also have access to the background check results. The Chair of the Nursing and Health Studies Unit or his/her designee will conduct a case-by-case analysis of any situation involving criminal or questionable behavior discovered by the background check. The practicum agency will be notified of background check issues prior

to assignment and may decline placement. Students who refuse to submit to a background check or whose background check is not favorable may be ineligible to participate in clinical or practicum experiences and may be unable to complete degree requirements.

<div align="right">Approved of NUFO 8/24/09</div>

Guidelines for Clinical/Practicum Courses

Throughout the prelicensure BSN program, students will participate in practicum experiences in a variety of healthcare settings/ agencies. University guidelines require that for every one-credit of clinical/practicum the student will spend three hours. For a two-credit clinical/practicum, students complete 84 clock hours.

Students must submit evidence of immunizations, titers, licenses, top three choices for public health agency placement sites, and other information prior to attending practica/clinical. Some health requirements must be updated annually (e.g., influenza vaccine, annual TB test). Students are expected to carry their own health insurance. Any

students not meeting the Greater Green Bay Healthcare Alliance requirements (below) by the due date may be excluded from clinical and be dismissed from the program.

Student Health Policy

UW-Green Bay follows the requirements of the Greater Green Bay Healthcare Alliance (GGHCA). Below are the student health requirements.

Required Practicum Documentation:

A. CPR Certification
A copy of a current CPR certification card must be submitted. The course must be the American Heart Association Basic Life Support (BLS) for Healthcare Providers classroom course, completed within the last two years. Copy must be front and back of the card & card must be signed. E-cards are also acceptable. Note: Heartsaver and online-only classes without a classroom skills component are not acceptable for health professionals.

B. Immunizations
The nursing program requires students to comply with the immunization/health requirements from the Wisconsin   Healthcare Alliance https://ggbhaorg.files.wordpress.com/2021/10/immunization-health-requirements-9-24-2021.pdf . Prior to beginning practica/clinical experience, students are required to submit documentation of immunizations or immunity. If an immunization is contraindicated for medical reasons, students are required to file documentation of medical contraindication, and faculty will contact the practicum agency to request a waiver of the required immunization. If you have any medical concerns regarding receiving any of the required vaccines, please contact the Practicum Coordinator. A student's failure to have all required immunizations may influence the Nursing and Health Studies program's ability to place the student in practicum sites, and limit the student's ability to meet requirements for practicum completion.

The first dose of MMR must be given after 12 months of age. The second dose of MMR needs to be at least 28 days after the first dose. Hepatitis B – Three dose series; the second dose should be at least one month after the first dose; the third dose should be at least 4 months after the first dose. Varicella second dose to be given at least 4 weeks after the first; Herpes zoster vaccination is recommended second for all over age 60, regardless of previous history, unless contraindicated.

COVID 19 Vaccination Requirements and Practicum Placement

UW-Green Bay does not require COVID-19 vaccination for students, faculty, and staff, however, many of our clinical partners (i.e., Public Health Departments, Prevea, Advocate Aurora Health [AAH] including Aurora Baycare Medical Center [ABMC],

HSHS, Oneida Tribe, etc.) are requiring the COVID-19 vaccine for faculty and students participating in clinical/practicum experiences in their facilities. While these systems may provide an option to request a vaccine waiver for medical or religious reasons, there is no guarantee that vaccine waivers will be approved. We will confidentially assist students on an individual basis if placement concerns arise due to their COVID-19 vaccine status.

In the event a clinical placement cannot be secured, student program progression may be impacted.

Where to Get Immunizations and Check Titers

Immunizations and titer checks are available through primary care offices (physicians and nurse practitioners), clinics, and some public health departments. Some health insurance plans do not cover adult immunizations, so it is recommended that students check with their plans before making appointments. Campus track students can receive immunization and have titers checked through the UW-Green Bay Wellness Center for a charge. Students receiving immunizations at UW-Green Bay Wellness Center are required to complete a health history form that is available in Student Services, Room 1400.

Clinical Agency Requirements

Some agencies have other health requirements in addition to those of the Nursing Program. Students are advised of these requirements by the practicum coordinator or faculty so that they can be completed before the practicum experience begins. Such requirements may include physical examination, drug screening, health insurance, finger printing, an agency specific background check, etc. The cost of such requirements is the responsibility of the individual student.

Practicum Student Leave of Absence Policy

In the event that a student who is participating in a UWGB practicum (BSN, Nurse 1-2-1, or MSN) requires leave from the practicum course, the following guidelines shall be implemented:

Leave of Absence
Prior to being granted a leave of absence (LOA), the student must submit a letter requesting leave to the Nursing & Health Studies Chairperson as soon as possible but not less than one week prior to the planned leave. The LOA is not official until approved.

- The request will be evaluated on necessity, time involved, and instructor availability and practicum/clinical agency ability to accommodate the change in schedule.
- LOAs in excess of two weeks may result in removal from the practicum/clinical course. Students needing **clinical makeup** may have to

pay the associated cost of instruction (i.e., faculty time).

A copy of the signed LOA agreement, including documentation of the revised student's practicum schedule (if known) will be provided to the student.

Leave of Absence letter format:

Name of Student requesting Practicum Leave of Absence: Course Title & Number:
Date submitted:

Requested start date of leave:

Expected return to practicum date: Approval date:

Additional Provisions:

Death in the Family/Bereavement

Students must notify the Practicum course instructor and the practicum agency representative of a death in the family. Upon notification and arrangements made with the Practicum course instructor and practicum agency representative, and subject to the rules governing the practicum agency, a student will be allowed a maximum of one week's absence for the death of a family member.
http://www.uwgb.edu/dean-of-students/assistance-advocacy/bereavement-policy.asp
In the event that the practicum agency's standard bereavement policy is inconsistent with the University policy, the policy of the practicum agency shall govern. The student must make up any shifts, rotations or projects that are required under the practicum placement prior to the end of the placement.

Student Pregnancy

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences. The practicum/clinical agency shall determine such exposure and, with the faculty, determine the ability of the student to continue in practicum/clinical. In the event that the pregnancy requires medical leave, the section governing Emergency Medical Leave shall apply. The University does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

Emergency Medical Leave

If ill, injured, or underwent surgery which will prevent full participation in the practicum/clinical or a lengthy absence, the student must inform the NHS Chairperson and his/her nursing advisor. The student must provide a report from his or her health care provider documenting any restrictions. The course instructor, in consultation with the NHS program chair, will determine if such limitations will limit the student's continued participation in the practicum/clinical. Students must immediately report any contagious diseases to both the course instructor.

In the event that the student medical condition prevents the student from fully participating in the practicum/clinical, the placement shall be suspended until such time as the student produces satisfactory medical clearance. The Nursing program will work with the student to determine a reasonable plan to complete remaining clinical requirements. As noted above, when emergency leaves extend beyond the enrolled semester/term, students may be required to enroll in a clinical course outside of original semester. Any accommodations required to complete the practicum/clinical after medical leave shall be the responsibility of the student.

Withdrawal

The student shall have the right to petition the Appeal Committee for medical or bereavement withdrawal. The online appeal policy and form can be found: https://www.uwgb.edu/bursar/appeals/appeal-information/

Clinical Policies

Class and Clinical Attendance Policy

Attendance is essential. The student is expected to attend all classes and participate in class discussions. Attendance for each class will be taken and missing classes may be reflected in your grade. Students are expected to complete class preparation activities (i.e., "Ticket to Class, readings, videos) in advance.

An unexcused clinical and/or Lab absence will result in failure of the course. We understand that illnesses or other extenuating factors may occur. Therefore, notify your faculty as soon as possible prior to the start of any clinical if you expect to be absent. Arrangements will then be made either for an alternative clinical experience or a clinical makeup by the clinical instructor in collaboration with the Director of Nursing. **A clinical makeup fee may be charged for clinical makeup.**

Student Dress Code Policy

The UW-Green Bay Nursing program has adopted the following dress code guidelines for students while in the clinical, simulation, and lab settings. **Violations of the dress code may result in the student being asked to leave the clinical area.** Also, dress code violations will be reflected in the student's clinical evaluation.

1. Students must purchase uniforms (scrub top and bottom) from the College's designated uniform vendor (The Elite Group). Students whose religion/culture does not allow them to wear pants should discuss this with their faculty.
2. Plain white or black long-sleeve tee shirts or turtlenecks may be worn under the scrub top.
3. Lab coats may be required for some clinical experiences and may be purchased through the College's approved vendor.

4. A UWGB name pin (first name, last initial) must be worn and visible above the waist. If lost, students must purchase a replacement.

5. **Shoes** must be <u>closed toe</u> (i.e., no crocs, clogs, or open toe shoes), mostly white, with white laces only. Professional shoes or leather athletic shoes with neutral color accents are acceptable. Students are advised not to purchase clogs or crocs because they are prohibited in some institutions. High-top athletic shoes may not be worn.

6. In the clinical area, the following is **not** acceptable:
   - Smelling of strong perfume, aftershave, colognes, and/or cigarette smoke
   - Chewing gum
   - Heavy make-up
   - **Fingernails** must be kept short and well-groomed. Neutral colored nail polish is permitted. **No** acrylic nails, gel tips, or dark colored nail polish is permitted.
   - **Jewelry** - no dangling earrings, bracelets, necklaces, and rings (other than wedding bands) are permitted. Medical Alert bracelets are permitted.
   - No obvious **body piercings**, including nose, eyebrows, tongue, and lip are permitted. Ears are limited to one post earring per ear lobe. Flesh tone plugs instead of jewelry is permitted.
   - **Hair** must be clean, neat and if long, pulled back and/or up in braid, bun, or pony tail to avoid hair falling onto the patient. No extreme hair color (ex. bright green, bright blue) or ornaments are permitted.
   - **Facial Hair.** Male students should be clean shaven or have neatly trimmed beards or mustaches.
   - **Tattoos** may **not** be visible.

7. Students involved in select clinical courses (e.g., Community Health, Mental Health) may wear appropriate street attire as defined by the faculty and/or facility. Blue jeans, sweat shirts, sweat pants, tank tops, t-shirts, halter tops, shorts, yoga / exercise pants and other tight or revealing clothing may not be worn. The name pin must be visible at all times.

Note: Additional requirements related to attire or behavior in the hospital or other clinical areas may be made by any faculty member responsible for class or clinical instruction.

Transportation to and from clinical Agencies Policy

All nursing students will participate in clinical experiences in a variety of settings. The nursing program requires that students assume responsibility for providing their own transportation to and from clinical sites. The use of a car and/or carpooling is a necessity.

Use of Electronic Devices in Clinical Policy

This policy is to establish guidelines for appropriate and professional use of electronic devices (e.g. cell phones, smart phones, tablets, computers) during clinical by nursing students. "Clinical" is defined as the various settings utilized in any clinical nursing course (for example, skills laboratory, acute care facilities, long-term care facilities, clinics and physician offices, and community settings).

Students must first adhere to the policies of the clinical facility regarding the use of electronic devices in clinical settings.
If electronic devices are approved for use according to clinical facility policy, the following restrictions apply:
- Electronic devices may only be used for clinically-related reasons as approved by each clinical instructor,
- All devices must be kept on "silent" or "vibrate" mode in the clinical setting,

- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited,
- Taking any voice recordings, photographs or videos during clinical is strictly prohibited,
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information. Students may not download or store any confidential client data on a personal electronic device,
- Violations of this policy and/or the policy of the clinical facility may result in clinical remediation or failure.

Infectious Disease Policy

Clinical Agencies
 A. Clinical agencies used by the nursing program for clinical/practicum experiences are to have written infection control plans designed to minimize or eliminate exposure to infectious disease.
 B. The clinical agency's infection control plan shall include:
   1. A schedule and method of implementing the infection control plan.

2. A schedule for reviewing and updating the plan to reflect significant changes in tasks, policies, and procedures.

3. A method of dealing with and documenting occupational exposure.
   C. Clinical agencies are required to make the infection control plan available to the College's administration for examination and copying.

Standard Precautions and Isolation Practices

1. All students will follow standard precautions and second tier isolation practices as defined by the CDC and the agency policy and procedures to minimize exposure to infectious disease.
2. Accidental Exposure, Post Exposure, and Follow-up
   A. Clinical agencies utilized by the nursing program for clinical practice experiences are to have written post-exposure plans including follow-up of the exposed faculty or student including antibody or antigen testing, testing of the source patient, counseling, illness reporting, and safe and effective post-exposure prophylaxis according to standard CDC recommendations.
   B. In the event of significant exposure to blood or body fluid, defined by the CDC as: "a percutaneous injury (e.g., needlestick or cut with a sharp object) or contact of mucous membrane or nonintact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious",

The nursing student will:

1. Immediately and thoroughly wash or rinse (if mucous membrane) the exposed area
2. Report the incident to the clinical instructor

The clinical instructor will:
1. Report the incident immediately to the appropriate representative at the clinical facility
2. Facilitate completion of the steps for follow-up as outlined by the policies and procedures at the clinical facility.

Note: All testing and/or treatment after exposure will be at the student's expense.

Student/Intern HIPAA Violation Policy

POLICY:

Student/Interns in University of Wisconsin-Green Bay programs are required to learn about and abide by the health information privacy requirements of the Federal Health Insurance Portability and Accountability Act (HIPAA) privacy rule. Students/Interns are informed of the requirements of HIPAA through required training they undergo when admitted to the respective program. Reminders of these requirements may also occur at placement agencies that may require additional HIPAA training.

Procedure:

1. Students/Interns will complete HIPAA training required by the agency he or she is placed at.

2. Violations of HIPAA will follow agency guidelines.

3. In addition, student and/or agency will contact practicum/internship course instructor and report the violation.

4. Violations of the HIPAA are subject to the corrective actions in *Table 1: Corrective Actions for HIPAA Violations.*

5. A Letter of Misconduct describing the violation and corrective actions will be placed in the student/intern's student file.

Table 1: Corrective Actions for HIPAA Violations.

Level of Violation	Type of Violation	Process	Corrective Action	Notification
Level 1	Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. For example, sending/faxing information to an incorrect address.	Discussion between instructor and student/ intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 2	Failure to follow existing policies/procedures governing patient confidentiality. For example, talking about patients in areas where others might hear, or failure to obtain appropriate consent to release information, or failure to fulfill training requirements.	Discussion between instructor and student/ intern.	Re-education and/or process improvement.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file.
Level 3	Repeat offense of Level 1 or 2 Violation.	Discussion between instructor and student/ intern.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action.	Written communication between instructor and student/intern and Letter of Misconduct filed in student file. Copy of letter sent to the Office of the Dean of Students.

Level 4	Inappropriately accessing a patient's record without a need to know. For example, accessing the record of a friend or family member out of curiosity without a legitimate need to know the information.	Range from discussion between instructor and student/intern to program chair, Associate Dean, Dean, or Risk Management Officer convening a committee to address action.	Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action up to expulsion.	Written report and copy of Letter of Misconduct filed in student file and copy sent to UW-Green Bay Privacy Officer, Office of the Dean of Students
Level 5	Accessing and using patient information for personal use or gain or to harm another individual.	Notification to program chair, Associate Dean, Dean, and Risk Management Officer. Dean convenes committee to address action.	Range from: Removal from program; to disciplinary sanctions as: Probation; suspension; expulsion	Written report to and copy of letter of Misconduct filed in student file and UWGB Privacy Officer, Office of the Dean of Students

NOTE: Each UWGB program's Grievance Policy and Procedure is found in the program

Handbook and is available to students/interns who believe they have been treated inequitably.

Approved by NHSU 12/1/18

Medication Calculation Assessment Policy for Pre-Licensure Students

Concurrent with enrollment in the first clinical nursing course, when medication administration is introduced, students will be provided instruction and learning materials on the math competencies needed for safe medication administration and the use of common abbreviations. Students are expected to utilize these materials to understand, practice and master drug dosage calculations that are needed to safely administer medications. Competency in safe drug administration will be assessed throughout the curriculum with math questions on all examinations in addition to the mandatory testing.

Initial Medication Calculation Assessment:

1. Initial Medication Calculation Assessment will be assessed in NURS 270.
2. This assessment will include drug dosage calculations and conversions.
   a. Passing is defined as 80% and above; failure is defined as less than 80%.
   b. The student will have a maximum of three attempts to pass the examination with a grade of 80%.
   c. A first examination failure (less than 80%) requires mandatory remediation before subsequent examination scheduling, which will be determined by the faculty.
   d. A second examination failure (less than 80%) will result in an Unsatisfactory rating on the Clinical Evaluation Tool for that week.
   e. The second examination failure also requires mandatory completion of all recommended remediation, in addition to seeking direction from the instructor and/or adviser on any particular problem areas.
   f. Scheduling of the third examination will be determined by the faculty.
   g. A third examination failure (less than 80%) constitutes a **course clinical failure**. The student would receive an Unsatisfactory rating on the clinical evaluation tool and thus fail the course with an "F" based on not meeting all clinical objectives.

Sigma Theta Tau International Society of Nursing
Kappa Pi Chapter-at-Large Membership

Philosophy of Membership Eligibility
Sigma Theta Tau International Society membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Sigma Theta Tau encompasses more than 150 chapters located at colleges and universities throughout the world.

UW-Green Bay co-sponsors the Kappa Pi
Chapter at Large with Bellin College.

Purpose of Sigma Theta Tau International
• Recognize superior achievement and scholarship
• Recognize the development of leadership qualities
• Foster high professional standards
• Encourage creative work
• Strengthen commitment to the ideals and purposes of the profession

Membership Invitation
>Invitations are extended to all BSN students who meet the Sigma Theta Tau International's membership criteria, which include *portion of the nursing curriculum completed, cumulative GPA and rank in clas*s. An induction ceremony is held each year for all new members.