THE UNIVERSITY OF TEXAS AT ARLINGTON

DOCTOR OF NURSING PRACTICE

STUDENT HANDBOOK

The College of Nursing and Health Innovation

Academic Year 2022-2023

Revised: July 5, 2022
In all cases, the Graduate Catalog supersedes.

DISCLAIMER: The student handbook is updated annually and as needed for programmatic and policy changes. The electronic version of this handbook supersedes all print copies.

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SECTION I
PROGRAM OVERVIEW

A. CONHI VISION AND MISSION

Mission

Our mission is to advance global health and the human condition through transdisciplinary collaboration by engaging in high-quality teaching, research, scholarship, practice and service to prepare a diverse population of health professionals and to reduce health disparities.

Vision

To provide innovative, exceptional education, through research and practice to advance health and the human condition globally.

B. PROGRAM HISTORY AND ACCREDITATION

In October of 2008, the Texas Higher Education Coordinator Board approved the Doctor of Nursing Practice program at UT Arlington. The first students were admitted in the fall semester of 2009.

The DNP includes competencies consistent with The Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006), The DNP Current Issues and Clarifying recommendations (DNP White Paper, August 2015), and the Practice Doctorate Nurse Practitioner Entry-Level Competencies (NONPF, 2006). These documents and the NONPF Domains and Core Competencies of Nurse Practitioner Practice provide the foundation for the curriculum. Graduates of the DNP program will demonstrate additional leadership, clinical expertise, and innovation in problem recognition and resolution using evidence based practice. Courses that focus on clinical inquiry/research, translation of evidence into clinical practice, vulnerable populations, and advanced knowledge of the health care delivery system are included in the curriculum.

The Essentials of Doctoral Education for Advanced Nursing Practice October 2006 can be located at http://www.aacn.nche.edu/DNP/pdf/Essentials.pdf. Information about the Essentials is available at http://www.aacn.nche.edu/aacn-publications/white-papers/DNP-Implementation-TF-Report-8-15.pdf.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at The University of Texas at Arlington are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

The University of Texas at Arlington is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

C. PROGRAM ADMINISTRATORS

Elizabeth Merwin, PhD, RN, FAAN. Dean, College of Nursing and Health Innovation.

John Gonzalez, DNP, APRN, ACNP-BC, ANP-C. Chair, Department of Graduate Nursing.

Margarita Treviño, PhD, RN, CHN. Associate Chair for Nursing Education, Nursing Administration, Doctor of Nursing Practice, PhD in Nursing Programs and PhD Advisor.

Cynthia Plonien DNP, RN, CENP Program Director, Doctor of Nursing Practice

Candice Calhoun-Butts, PhD Assistant Dean, Office of Enrollment and Student Services

D. CURRICULUM

1. Program Outcomes

The DNP program prepares advanced practice nurses who will demonstrate leadership, clinical expertise, and innovation in problem recognition resolution. The program outcomes are:

- Translate clinical and/or administrative science to transform practice
- Demonstrate organizational and systems leadership in promoting interprofessional collaboration and quality improvement
- Appraise and synthesize the evidence for translation in advanced nursing practice
- Apply knowledge of information systems and technology in the evaluation and use of data to improve healthcare outcomes
- Analyze and advocate policy to improve healthcare outcomes
- Evaluate issues and trends in global and population health to improve healthcare outcomes

2. Courses and Descriptions

The courses of the DNP curriculum provide knowledge of science, translational science, and societal factors that affect health. The courses are designed to facilitate the development of skills that will prepare the graduate for a career of scholarship and advanced practice. These skills include leadership in healthcare systems, analyzing data, leading in policy changes, disseminating scholarly work, advanced practice nursing, and clinical

information systems. [Course descriptions](#) for all courses may be found in the University Catalog, available online.

3. **Admission Criteria**

   Applicants may apply to enter the DNP program with a Master's Degree in Nursing from a National League for Nursing Accrediting Commission (NLNAC) or American Association of Colleges of Nursing's Commission on Collegiate Nursing Education (CCNE) accredited school of nursing or equivalent. Eligible applicants include Board certified Advanced Practice Registered Nurses (APRN's), Board certified Nurse Midwives (CNM); Certified Registered Nurse Anesthetist (CRNA); Board certified Clinical Nurse Specialists (CNS); and Nurse Administrators who completed a Master's of Science in Nursing with a Nursing Administration specialty (MSN-ADM) or Informatics.

   The GRE requirement is waived for applicants with a masters in nursing/nursing

   science Additional admission criteria are:
   - Current Vita
   - Current CPR, ACLS, or PALS if required for their specialty area
   - 3.5 GPA on master's course work (unconditional)
   - 3.0 to 3.49 on master's course work (conditional)
   - TOEFL,TSE-A or IECTS for international students - see [University Catalog](#)
   - Master's Degree in Nursing
   - Current unencumbered RN license in any US State or Territory
   - APRNs: Current certification
   - Non-APRNs: Verification letter from institution of clinical hours in master program
   - Graduate level statistics course with a "B" or 3.0 equivalent or higher

   Prior to enrolling in the course requiring project implementation, the student will be required to meet the following additional criteria:
   - Professional liability insurance
   - Immunizations required by the CONHI
   - Clear criminal background check
   - Negative drug screen

4. **Program Formats**

   Courses in the DNP program are offered in two formats: 1) a traditional semester, blended online/face to face synchronous format, and 2) an accelerated course time format that is asynchronous online. Both program formats allow the full-time student to complete the program in two to two and a half years. The content for both program formats is identical.

The traditional semester program of 15 weeks is a blended online format. All course content is online using Canvas, a learning platform. The face-to-face contact is a synchronous meeting utilizing web-conferencing. The face-to-face time with the faculty instructor is one to three times a semester.

The accelerated course time format has all course content online using Canvas, a learning platform. There is not a face-to-face time class meeting required for the instructor and students. Each of the courses are eight weeks in length. The final two practicums are 13 weeks each.

5. **Enrollment Options**

Traditional Semester Format

Students may be enrolled full- or part-time. Full-time enrollment in the DNP program is 6 hours per semester. Part-time enrollment is 5 or fewer hours each semester.
Full-time enrollment is a requirement for employment as a Graduate Teaching Assistant or Graduate Research Assistant.

Accelerated Format

Students may be enrolled in one course per eight-week session with five sessions for year one and three sessions for year two. The practicums are their last two sessions at 13 weeks each. Students may step out for a session with the understanding that their degree plan will change, as well as their timing to graduation.

Transfer Credit

Transfer work is not accepted in the DNP program.

6. **Degree Plans**

The DNP program includes a total of 36 semester credit hours. The required courses identified for the DNP curriculum meet the AACN Essentials for Doctoral Education for Advanced Nursing Practice (AACN, August 2006). The number of clinical/practicum hours that a student applies to the DNP degree from their master's degree is included in the degree plan.

The degree must be completed within 6 years. A full-time student should plan on 2 years minimum to complete required course work. A part-time student should expect 3-5 years to complete required course work.

DNP Required Courses	Semester Credit Hours
N6382 Health Care Policy	3 Credit Hours

N6307 Population Health	3 Credit Hours
N6322 Translational Research	3 Credit Hours
N6320 Leadership in Health Care Systems (first course)	3 Credit Hours
N6323 Evidence Appraisal	3 Credit Hours
N6324 Clinical Information Systems	3 Credit Hours
N6326 Project Proposal Development	3 Credit Hours
N6327 Clinical Scholarship to Improve Healthcare Outcomes	3 Credit Hours
N6620 DNP Practicum I (270 Clinical Hours)	6 Credit Hours
N6621 DNP Practicum II (270 Clinical Hours)	6 Credit Hours
Total Program Hours	**36 Credit Hours**

7. Program Expectations

All students will complete the DNP practicum courses and a DNP Project as evidence of program completion. The *DNP Project* is the ANCC recommendation for this final requirement. Capstone or dissertation is inappropriate and should not be stated as such by the students. The students are required to provide three deliverables for the DNP project:

1. Podium presentation to the academic community
2. Poster presentation
3. DNP Project Evaluation Report

Throughout the program, students will be evaluated according to achievement of program outcomes through successful completion of individual course objectives. All other coursework must be completed prior to enrolling in a practicum course.

E. State Authorizations

The University of Texas, College of Nursing and Health Innovation offers a number of programs in the online format. To do so, the College of Nursing and Health Innovation must follow federal and state laws for the operation of programs in states outside of Texas. The CONHI's ability to offer programs outside of the State of Texas is variable and highly dependent upon the program, federal laws, and state laws including each states' board of nursing regulations. It is important that every student understand and acknowledge that the completion of a graduate nursing program may only occur in a state in which the College of Nursing and Health Innovation can operate.

Students are required to review the list of approved states per program at the following link: CONHI State Authorization Disclosure

Graduate nursing students must understand the following:
1. States in which UTA CONHI graduate programs are approved to operate may change without prior notice. This may adversely affect progression in the program as described below.
2. Approved states may change their laws and regulations at any point without prior notice to UTA CONHI. This may adversely affect progression in the program as described below.
3. Living in, moving to, or working (temporary or permanent assignments) in a state in which UTA CONHI graduate nursing programs are not approved to operate may result in one or more of the following:
a. a delay in graduation
b. not graduating
c. withdraw from a course
d. withdraw from the program
e. may require students to come to Texas to complete clinical and/or any portion of the graduate program
f. a denied clinical placement
g. a delay in clinical placement

Due to the constraints of international law the nurse practitioner programs do not operate outside of the United States. Requests received from a student to attend or continue in a non-nurse practitioner from an international location are reviewed on an individual basis.

Travel assignments are subject to the details of this policy and may not occur without prior approval.

Prior to accepting a travel assignment or moving, students are required to email NursingSOA@uta.edu to discuss the implications on their progression to graduation and clinical placements.

Students who are admitted to the program and live or work, a temporary or permanent assignment, in a state which is not approved for the DNP program to operate must contact their advisor immediately by sending an email to DNP@uta.edu.

All students are required to review the CONHI State Authorization Disclosure to determine if the program in which they are enrolled leads to licensure and if the curriculum leads to licensure in their respective state.

SECTION II
DNP PROGRAM POLICIES AND PROCEDURES

This section of the Student Handbook contains general policies and procedures that apply to graduate students in the DNP Program within the College of Nursing and Health Innovation. Students are expected to follow the rules and regulations as indicated in the university catalog and the Student Handbook. The *Rules and Regulations* of the Board of Regents of the University of Texas System, the *Handbook of Operating* Procedures of the University of Texas at Arlington and the University Catalog of the University of Texas at Arlington supersede departmental, program, or college publications.

A. GENERAL POLICIES

1. Ethics

Code of Ethics

Ethical decision making embodies the values of the nursing discipline. As professional nurses and nurse leaders, DNP students are expected to maintain the highest standards of the profession. Students will be asked to read and sign the College of Nursing and Health Innovation Student Code of Ethics attestation at the beginning of each course. Students are encouraged to keep one copy for their records.

Academic Integrity

The University of Texas at Arlington College of Nursing and Health Innovation supports the University of Texas at Arlington Honor Code and academic regulations regarding academic integrity. Students are responsible for knowing and complying with the Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or that I contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Click on the University Honor Code link to view the code.

Students in the Graduate Nursing Programs are expected to follow the rules of academic integrity and submit only academic work and assignments that are entirely their own work. Academic dishonesty (violations of academic integrity) may include cheating, plagiarism, and collusion. Information regarding dishonesty may be found in the University Catalog. For additional information regarding student conduct and discipline click on the UT Arlington Policy link.

In addition to the general rules of academic integrity, students are expected to comply with the following:

- Students may not collaborate with anyone else on assignments, quizzes, examinations, or any other academic work except as directed by the assignment/instructor's directions.

- Students may not resubmit any assignment or part of a previous assignment – written, audio, or video recorded - for which they previously received a grade. This applies to courses from which a student withdrew and/or in which a failing course grade was achieved.

- Students may not submit the same assignment (written or recorded) or portion of an assignment to more than one course unless specifically allowed or directed by the instructor's directions. This applies to both graded and non-graded assignments.

- Students may not resubmit any work which has previously been submitted for course credit at any educational institution unless prior written approval is received. Written approval for resubmitted work must be received from both the current course instructor and the instructor of the course in which the work was previously submitted.

- Students may not copy or share any course materials or documents, past or present assignments, nor quiz/examination questions on any social platform or publicly available website.

- Students may not seek, acquire, receive, or provide unauthorized information or assistance regarding an exam, quiz, or assignment (such as purchasing, using, or distributing any unauthorized course materials in order to gain academic advantage).

- Students are expected to accurately and completely document and record clinical practice hours completed and patient/client care activities. Falsifying any documents related to clinical hours or patient/client care activities (including documenting as fact, information not obtained through one's own direct assessment and examination of a patient or falsely recording clinical practice hours) constitutes dishonesty.

- Students are expected to accurately collect and submit data collected for completion of course and program requirements. Falsification of data or data collection methods constitutes academic dishonesty

Students suspected of committing academic dishonesty will be referred to the Office of Community Standards. Students found responsible for academic dishonesty are subject to a grade penalty for the assignment in question, which may include a point deduction up to and including a zero and/or course failure. As noted in the University catalog, sanctions may include probation, suspension and expulsion from the university. Procedures and additional information related to academic dishonesty and violations of the University Honor Code may be found on the Office of Community Standards' website.

2. **APA Format**
   Correctly citing the source of information used to prepare papers and presentations is an essential skill for a doctoral prepared nurse. The CONHI has selected the American

   Psychological Association (APA) format for scholarly papers. Students are expected to write their papers, including citations, using the APA format. Please refer to the syllabus to determine the edition currently required for APA editing.

3. **Status of RN Licensure**
   All graduate nursing students must have an unencumbered license as designated by ***their licensing Board of Nursing (BON)*** to participate in graduate clinical nursing courses. It is imperative that any student whose license ***is under investigation by a Board of Nursing or*** becomes encumbered by a BON ***at any time while a student is enrolled in a Graduate Nusing Program*** **must immediately notify the Chair of their Department**. ***Students who fail to report the above may be subject to dismissal.***

B. FINANCIAL ASSISTANCE

1. Scholarship and Fellowship Opportunities

The CONHI offers a variety of scholarship opportunities. For more information please review the following link: Scholarships and Fellowships.

2. Graduate Assistantship Policy

Graduate teaching and research assistantships may be available to full-time students through grant funding and other sources. If a student is admitted on a provisional basis, he or she is not eligible for an assistantship until all provisional requirements have been met. A student admitted on a probationary status may be considered for an assistantship provided he or she maintains a 3.0 GPA while enrolled as a doctoral student, conforms to admission conditions

specified by the department or the University, and meets assistantship enrollment requirements.

Students for whom English is not the native language must demonstrate proficiency in English before being appointed to an assistantship at UT Arlington.

The University Catalog contains complete information on Graduate Assistantship and Associate ship Policies. For additional information, please refer to the University Catalog.

C. ACADEMIC PROGRESS

1. Degree Plan

The Graduate Nursing Programs implement advisement via the Internet and/or in person with Academic Advisors. In the MSN and Post MSN Certificate Programs, students can reach an academic advisor via email at DNP@uta.edu or by calling 817-272-2776 and selecting option 3.

Following admission, as part of new student orientation, a degree plan is developed that indicates the course and semester in which the student will complete each course. Students may access their degree plan at any time in their MyMav Student Center. Each semester, the student is expected to register according to their degree plan. Students needing changes in their degree plan must discuss their requested changes with an Academic Advisor prior to enrollment. Failure to follow the degree plan may result in delays in completing the degree in a timely manner.

2. Course Adds, Drops and Withdrawals

Graduate students who wish to change their course schedule by adding or dropping/withdrawing from a course must first consult with an academic advisor.

Students in campus-based programs are encouraged to consult the academic calendar for the final withdrawal date for each academic semester. Students in accelerated option programs are encouraged to consult the final withdrawal date that is applicable to the specific start date and week format of enrollment. Click on the accelerated online academic calendar to locate all related important dates.

Adds and drops may be made through late registration either on the Web at MyMav or in person through the student's academic advising department. Drops/withdrawals can continue through a point two-thirds of the way through the enrollment period. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Students with questions regarding financial aid should contact the Office of Financial Aid and Scholarships for more information.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the last day to drop will receive a grade of W. Students must submit a drop request form via

MyMav no later than 4pm CST on the respective drop deadline. Drop requests received after 4pm CST will not be processed.

Dropping or Withdrawing after the Last Day to Drop

Dropping a course after the Last Drop/Withdrawal Date requires the permission of the DNP Program Director and the Chair of the Department of Graduate Nursing. Students seeking this permission must first contact an academic advisor. The academic advisor will work with the student to submit a "Graduate Withdrawal and Drop Policy Exception Form".

Repeated Course Withdrawal

A student may withdraw from the same course a maximum of 2 times. "Withdrawal" is defined as dropping a course after census date and is indicated by a "W" on the student's academic transcript. The third time the student enrolls in the course they will not be permitted to withdraw from the course after census date. Students with extenuating circumstances may petition the Graduate Studies Committee in Nursing for permission to withdraw. Students in the accelerated online program, must repeat the course before enrolling in the next required course. Students in the traditional campus program must consult with the DNP program director prior to registering for a new course.

3. **Leave of Absence**

   Under some circumstances, such as health-related issues or major financial issues, a student may request a leave of absence. Leaves may be granted for up to two long semesters in the traditional program and one year in the accelerated online program. A student, who wishes to request a leave of absence, should discuss the leave with the Graduate Advisor. A student requesting leave must complete the Leave of Absence Request form and obtain the approval of his or her Graduate Advisor who will forward the request to the Office of Admissions, Records and Registration (ARR) for final review and approval. Requests may be delivered to ARR before or during any semester in which the student is not registered for courses. Requests must be received by the ARR no later than Census Date in the semester in which the leave is to begin.
   Students can review detailed information in the Graduate School Catalog.

4. **Grade Requirements**

   A student is considered to be in good academic standing and making satisfactory progress in a degree program if he or she:
   - meets all admission conditions within the time required
   - has a B (3.0 GPA) or better on all coursework undertaken while in graduate school, and

- Has a B (3.0 GPA) or better grade-point average in courses prior to enrolling in their Practicums.
- A student that makes a "D" in a course must retake that course and achieve a 3.0 GPA to progress in the program.
- Course Grading Scale for Doctoral Programs
    - A: 92-100
    - B: 83-91
    - C: 74-82
    - D: 68-73 Student cannot progress in the program
    - F: Below 59 Student cannot progress in the program
- Students must meet the requirements of each practicum and pass to satisfy degree requirements.
    - Students who must withdraw from the practicum will not be able to apply the hours achieved to their final practicum hour requirement
    - Students who do not meet all the requirements of the practicum will receive a grade of "R" (repeat) and must reenroll in the practicum to continue. The student will be able to apply all work in this practicum to the course that they are reenrolling in. The "R" will not affect the student's

A student must be in good academic standing by the end of his or her final semester in order to receive an advanced degree from UT Arlington. Policy information is in the University Catalog.

5. Graduate Student Termination Policy

It is the student's initial responsibility to recognize when he or she is having academic difficulties. The student is expected to initiate steps to resolve the problem. If a student is having academic difficulty, depending on the severity of the problem, he or she may receive an oral warning and/or written statement of the problem and be required to take corrective actions. Failure to take these corrective actions can result in termination from the degree program.

If a student who was admitted unconditionally has a grade point average in all graduate courses taken as a UT Arlington graduate student less than 3.00, he or she will be placed on academic probation. The student must attain a grade point average of at least 3.00 in the next semester in which he or she is enrolled or be subject to dismissal. Courses graded I, P, R, or W cannot be used to remove the condition of academic probation.

If a student admitted on probation earns a grade below a B during the first 12 hours of coursework, he or she is subject to dismissal.

If a student has been dismissed from the program for failure to meet the 3.0 GPA requirements, he or she may be readmitted for further graduate study in the same or in a different program only if a Petition to the Graduate Faculty has been approved by the appropriate Committee on Graduate Studies.

Termination due to inadequate academic progress is a decision made by the DNP Academic Advisor and Graduate Studies Committee. The DNP Faculty Committee or DNP Academic Advisor may recommend termination for failure to prepare a DNP Scholarly Project proposal or any of the three DNP project deliverables in a satisfactory manner, or for failure to complete and submit work in an acceptable amount of time. The recommendation to terminate a student will be presented by the Academic Advisor to the Graduate Studies Committee for a vote, giving the specific reasons involved, all warnings provided to the student, and a description of the procedures and actions leading to the recommendation. A student who wishes to appeal the decision of the Graduate Studies Committee must submit the appeal in writing to the DNP Advisor Graduate Nursing Programs within one year of the date of the decision by the Graduate Studies Committee. The DNP advisor will submit it for review to the Department Chair. The decision of the Department Chair is final.

Students who lack a graduate level statistics course and are granted a probationary admission to the DNP program will be required to take a graduate level statistics course in their first semester. Any student without a graduate level statistics course will not be allowed to progress beyond their first semester in the DNP program until they have completed the course. Should a student take a graduate level statistics course while on probation and achieve a course grade that is less than a B they will be dismissed from the program.

6. **Petitions**

Students who wish to submit a petition to continue in the Graduate Nursing Program must meet with their Academic Advisor. During that meeting, students should be prepared to discuss how/why plans to regain good academic standing during the probation semester were not successful and develop a specific plan for improvement. The student is responsible for submitting the petition electronically. The petition form is available at the following link: [Petition Form](). Students are also strongly encouraged to meet with the student success faculty (see information in previous section related to student success) to develop plans to support academic success.

The student's petition to continue in the Graduate Nursing Program will be reviewed by a subcommittee of the Graduate Studies Committee in Nursing. If the subcommittee agrees to approve the student's petition to continue, the Academic Advisor will work with the student to review/revise the student's degree plan and assist with clearing the student for enrollment. If the subcommittee does not agree to approve the petition, the petition will be referred to the full Graduate Studies Committee in Nursing for discussion and action. The Committee meets monthly during the academic year and does not meet during the summer session. Students should be aware that they will be unable to enroll until the full Committee meets in regular session. Students should also be aware they may need to submit a "Readmission form" if they

experience an enrollment gap that includes a fall or spring semester. The readmission form is available on the UTA website.

In some cases, a student may need/wish to submit a second petition to continue. If the conditions of the first petition were met, the subcommittee of the Graduate Studies Committee in Nursing will review the petition. As above, if the subcommittee agrees to approve the student's petition to continue, the Academic Advisor will work with the student to review/revise the student's degree plan and assist with clearing the student for enrollment. If the conditions of the first petition were not met, the petition will be referred to the full Graduate Studies Committee in Nursing for discussion and action.

Students whose petitions to continue are approved by the Graduate Studies Committee in Nursing may enroll as stipulated in the requirements of the approved petition. If a student's petition is not approved by the Graduate Studies Committee, dismissal from the University will stand. The student is not eligible for readmission to the Graduate Nursing Programs. A student who wishes to appeal the decision of the Graduate Studies Committee must submit the appeal in writing to their academic advisor who will then forward it to the Graduate Nursing Department Chair for review. The decision of the Chair is final.

Graduate Nursing Student Course Failure Policy

The Department of Graduate Nursing is committed to maintaining a high-quality academic experience, high academic standards, and preparing graduates to practice the art and science of advanced nursing practice safely and to the full extent of their education. Advanced nursing practice requires the registered nurse to apply graduate level education to serve as leaders in health policy, leaders of health care systems and to improve the health and outcomes, for individuals, families, and populations.

Student academic performance represents the level of mastery of the content taught in their respective program. Course grades of D and F represent a severe knowledge deficit and are the antithesis of safe advance nursing practice.

Progression Policy

Beginning Fall 2022 progression in the MSN, PMC, DNP, or PhD programs will not be permitted nor will a student be able to enroll in additional nursing courses if they:
1. receive a grade of D or F in more than one graduate level course or
2. receive any combination of grades D or F on two attempts of the same course

Special Considerations

1. Students who meet the above criteria will be dismissed from their respective program.
2. Students who desire to transfer programs and meet the above criteria but remain in good academic standing must petition the nursing Graduate Studies Committee for approval to transfer programs.
3. Grades of D or F earned in remediation courses will not be considered in the two failure policy; however, earned failing grades in remediation courses will impact the overall GPA.

4. Students who are inactive and reapply for admission will be subject to the terms of this policy upon application for readmission. An inactive student who reapplies for admission and has two failing grades, as defined by this policy, and have a GPA of 3.0 or higher, must petition the nursing Graduate Studies Committee for readmission.
5. For continuing students who currently have one or more failures, any subsequent failures will result in dismissal from the program.

D. Resolution of Concerns

Student Complaint and Grievance Procedures

The policies and procedures for Student Complaints, including grade and non-grade grievances are located on the University of Texas Arlington website and may be accessed by clicking on the links below:
- Student Complaints
- Grade Grievances

A confidential log of student complaints is maintained in the College of Nursing and Health Innovation Dean's office.

Student Complaints

Student complaints related to issues or concerns in the graduate nursing program should be submitted in writing and may include grade and non-grade complaints. If a student has a complaint regarding the conduct of a course, a concern about a faculty member's feedback, or a grade on an individual assignment in a course, it is the student's responsibility to first make a serious effort to resolve their concern with the faculty member involved. When the complaint is not resolved following discussion with the individual faculty member, the student should contact their Academic Program Director. Other complaints (for example, issues regarding clinical placements and/or policies and procedures of the graduate nursing program) should first be addressed by contacting the student's Academic Program Director. If a complaint remains unresolved, the student should contact the Associate Chair for their academic program for further assistance.

Students are encouraged to maintain a record of their efforts to resolve the complaint which may include emails, names of individuals contacted, and any meetings that occurred to resolve the complaint. At each step of the complaint process, if the student's complaint is not resolved, the student will be informed of the next step in pursuing their complaint.   If the complaint or concern is still not resolved AND the student has evidence that they were treated differently than their peers and/or the institution processes or policies were not

followed, the student may submit a formal appeal to the Dean of Students. To view the formal complaint and appeal process click on the following link: <u>Student Complaints.</u>

Course Grade Grievance Procedures

In an attempt to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated.

Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:

- **Differential treatment** – examples might be providing benefits such as extra time for assignments to some but not all students in the class; excluding some students from attendance or other course requirements, OR
- **Procedural irregularities** – examples might be adding a new requirement that was not listed in the class syllabus; using criteria for grades not made available to the student ahead of time.

RESPONSIBILITIES OF THE FACULTY

At the outset of a course, the faculty will provide students an overview of the expectations related to the course (e.g., assignments, grading, absences and academic dishonesty). The faculty will ensure that the grading policies are uniformly applied to all students in the class. If an appeal process begins and if additional documentation is requested from the faculty, then the faculty must provide the documentation requested within 10 business days. Failure to supply the requested material may be considered as a cause for a finding in the student's favor.

RESPONSIBILITIES OF THE STUDENT

Step 1. The student must first discuss the issue or grade with the faculty involved. (If a clinical grade, this would be the Clinical Faculty. If the issue cannot be successfully resolved, then the student will discuss the matter with the Lead Teacher/Faculty of Record).

Step 2. In the event the student and the faculty are unable to reach agreement, or the faculty is unavailable, the student may request a meeting with the Lead Teacher/Faculty of Record's supervisor. (Associate Chair of the Department/Program Director as an example.) At this meeting, the student must present evidence of either **Differential treatment** or **Procedural irregularities**. Disagreement with the faculty's assignment of a grade is not grievable.

Step 3. In the event the student and the Associate Chair/Program Director are unable to reach agreement, the student must complete the **Student Academic Grievance Form. The form is available in the Dean's Office.**

PROCEDURES

1. Before a student appeals to the Department Chair/Associate Dean of the Department, the student must have attempted to resolve the complaint with the Program Director or Associate Chair.

2. An appointment with the Department Chair of the involved Undergraduate or Graduate program may be scheduled to review the grievance procedures. This is not an interview to review the details of the grievance.

3. Complete the Student Academic Grievance Form using additional sheets of paper as necessary. Return the completed form to the Office of the Chair/Associate Dean of the Department.

4. The Chair/Associate Dean will appoint a committee of neutral faculty from within the Department to review the Appeal. The Committee shall be composed of at least 3 faculty who are unrelated to the issues or persons involved. The Chair of the Committee will be designated by the Chair/Associate Dean at the time of appointment. The Chair of the Committee will contact all members and provide information and establish a meeting within 5 business days.

5. The Committee will review the appeal and all supporting documentation that has been submitted. The Committee may request an interview with the faculty and/or the student. The student may request the opportunity to meet with the Committee.

6. The Committee's recommendations will be provided to the Chair/Associate Dean within 10 business days of completion of deliberation.

7. Following review, the Chair/Associate Dean will inform the student of the decision in writing. The decision will be emailed or mailed to the student at the address provided on the Student Academic Grievance Form.

8. The Chair/Associate Dean will notify the Dean of the decision.

Note: These procedures follow the UTA Academic Grievance-Grade and Non-grade Process.

https://www.uta.edu/student-affairs/dos/file-a-complaint/academic-grieviance-grade-non-grade

Reference for UTA student complaints is found at
https:www.uta.edu/deanofstudents/complaints

1. Board of Nursing Reportable Student Incidents

Registered Nurses enrolled in a graduate nursing program at UTA are serving in a professional capacity. Graduate students are required to act in accordance with their respective State Board of Nursing's Nurse Practice Act and Rules and Regulations. Violations of standards of nursing practice, as defined by the student's respective State Board of Nursing will be reported to the appropriate Board of Nursing.

In the event a reportable event is suspected to have occurred, the faculty witness to the event will discuss the event with the Department Chair. The Department Chair will examine the respective Board of Nursing Nurse Practice Act and Rules and Regulations and make a determination on the report ability of the event. Upon determining that the event is reportable, the Department Chair will inform the Dean and student, complete the necessary paperwork and submit it to the student's respective Board of Nursing.

Reportable events include but are not limited to:
1. Academic Dishonesty
2. Falsification or omission of any admission documentation
3. Falsification of licensure
4. Falsification of information submitted for clinical clearance
5. Falsification of information submitted requesting assistance with clinical placement
6. Unsafe clinical behaviors include but are not limited to:
    a. Fails to follow standards of professional practice as detailed by the Texas Board of Nursing Practice Act, and Rules and Regulations or the student's State's Board of Nursing.
    b. Inability to accept and/or act on constructive feedback
    c. Need for continuous, specific, and detailed supervision for the expected course performance
    d. Inability to implement advanced clinical behaviors required by the course.
    e. Failure to complete required clinical assignments
    f. Falsification of clinical hours.
    g. Violation of student confidentiality agreement.
    h. Falsification of clinical logs, clinical assignments, patient documentation
    i. Knowledge deficits which increases the risk of or causes injury to a patient.
7. Falsification of GAP Analysis.
8. Incivility which disrupts patient care.
9. Other activities which violate the respective Board of Nursing Practice Act or Rules and Regulations.

In addition to reporting unsafe clinical behaviors to the student's respective licensing agency, the student will receive a course grade of "F". If the unsafe clinical behaviors are related to academic dishonesty, the incident will also be reported to the Office of Community Standards.

Some states do not have a Board of Nursing. In this instance students are equally responsible to the standards of practice, rules and regulations and laws established by the appropriate state licensing agency. The above language applies in these instances as well.

Civility and Professional Behavior

UTA CONHI believes in a culture of caring. At the CONHI, civility is expected from faculty, staff and students. Incivility will not be tolerated. Incivility is defined as any one-time or repeated action or unprofessional behavior (whether physical, psychological, verbal and/or non-verbal) including but not limited to behavior that is: disrespectful, obnoxious, impolite, hostile, disregarding, rude, discourteous, offensive, vulgar, aggressive, taunting, violent, intimidating, belligerent, and/or bullying. Students are required to maintain civil and respectful communication with faculty, staff, and students at all times and to act in accordance with the ANA Code of Ethics. Uncivil communications with faculty and staff may result in one or more of the following:

1. Notification informing the student that a communications was inappropriate, and their concerns will be addressed when they pose their communication in a civil, professional manner.
2. When necessary, reporting behavior to the appropriate parties. Threats of harm to an individual, the college or university will be reported to the Office of Community Standards, the UTA Police Department and the student's respective State Board of Nursing.

Students should keep in mind that they are communicating with faculty and staff members that they will need to rely on for references and recommendations in the very near future. Completion of references and recommendations for a student are at the sole discretion of the faculty or staff member. Students are beginning a new phase of their professional career and professionalism is one of the areas that will be evaluated in any recommendation

SECTION III
DNP PROGRAM GUIDELINES AND REOURCES

A. CULTURE OF THE DNP PROGRAM

Faculty and administrators of the UT Arlington CONHI have created a community of scholars that includes PhD and DNP students. Within this community, we provide peer review and celebrate achievements such as grant funding, publications, and presentations. The culture promotes excellence in scholarly work in discovery, teaching, application, and integration (Boyer, 1990).

1. Professional Socialization

The DNP program prepares the advanced practice nurse to make or continue to make significant contributions to the nursing profession and health care. Participation in professional and college sponsored activities will provide students with opportunities to be socialized as doctoral prepared nurses. The Associate Chair asks that students submit (via email) any news of professional accomplishments such as awards, offices held in professional organizations, publications, and presentations for inclusion in program and CONHI

newsletters. Students also are encouraged to attend the national level Doctor of Nursing Practice conference that is held annually as well as conferences related to growth and development of the Advanced Practice Nurse.

2. Joint Authorship with Faculty

When a student collaborates with faculty on a project or publication, decisions regarding who will be listed as the first author should be negotiated at the beginning of the project. If a student presents work or develops materials for publication as a part of doctoral course requirements, the presentation/publication should indicate the student's affiliation with and status as a DNP student in the UT Arlington CONHI. Additionally, if a student uses faculty data or requests or obtains faculty assistance on a presentation or publication, he or she should work with the faculty to determine if the faculty member's name should appear as a second author of the work.

*Authorship should be restricted to those individuals who have met each of the following three criteria:

- Made a significant contribution to the conception and design of the project, or the analysis and interpretation of the data, or other substantial scholarly effort;
- Participated in drafting, reviewing and/or revising the work; and
- Approved the final version for publication.

(Barbara Resnick, Editor, Geriatric Journal, 2018)

B. RESOURCES

1. Technical Support

MyMav, the online system for registration and payment, provides access to course grades and a record of all courses completed. A student's net ID and password provides him or her with secure access to MyMav and other electronic support programs including the UTA email system, the library, and the Canvas course management system. Students who have difficulty with electronic access should contact the Help Desk maintained by the University or by email at helpdesk@uta.edu.

2. Academic Advising

The student services has designated an Academic Advisor for DNP students. After acceptance into the DNP program and prior to class registration, students will work with the Academic Adviser to establish a degree plan or a plan of study. During the program, it is important that students discuss their academic plans with the Academic Adviser. Questions regarding performance in the program or factors that are affecting a student's ability to progress should be discussed with the Director of the DNP program. The Academic Adviser and DNP program Director are available by email or by scheduling a web conference appointment. Faculty may also request that the Program Director meet with a student. Both the Academic Adviser and Program Director are available for questions about program requirements, policies, and resources within the

CONHI and UT Arlington if the student is unable to locate in the syllabus, handbook, or online at the university website.

C. DNP PRACTICE HOUR REQUIREMENTS AND GAP ANALYSIS

The faculty of the CONHI value the varied experience of the DNP post-master's students. This experience greatly enriches all students' educational journey in the DNP program; however, it is important to ensure that all students meet the minimal practice hours' requirements as outlined by the American Association of Colleges of Nursing's (AACN) in the *Essentials of Doctoral Education for Advanced Nursing Practice* (2006). The *Essentials of Doctoral Education for Advanced Nursing Practice* (2006) requires that all Doctorate of Nursing Practice graduates have a minimum of 1000 post-baccalaureate clinical/practice hours. In accordance with this requirement the DNP faculty has developed a process by which to ensure that all students meet this requirement prior to graduation.

Practice Hours Requirements, Verification and GAP Analysis

1. The DNP post-master's program requires students to complete a minimum of 500 to 1000 practice hours depending on the number of clinical hours achieved in their master program. **The practice hours do not allow direct patient care hours for developing new skills or knowledge, such as for a new certification**. The students are provided a guide to establishing hours for their project and non-project hours prior to entering the first practicum. The degree plan at admission to the program will indicate the number of hours the student may apply to their DNP degree from their master's degree program. The number of hours the student needs to achieve in their practicums is identified at the start of the first practicum. Students will work in collaboration with their DNP faculty project advisor to ensure the appropriateness of the practice hours and setting. The practice hours must be outside of the individual's normal scope of paid employment.

2. The practicum hours are scheduled to be completed across the following courses: N6620 DNP Practicum I **and** N6621 DNP Practicum II. Students who are unable to achieve all required practicum hours or have not completed their project and/or DNP project deliverables will be allowed to repeat one of the courses according to need until all requirements are satisfied.

3. In order to help guide the practice hours the student will develop a set of objectives, have them approved by their DNP Faculty Project Advisor. Preceptors are not used in the DNP program. Students will maintain a log of their practice hours which specifies the activities completed within *Exxat*. Students will document the amount of time for each activity, a total sum of the hours and document which of the AACN *Essentials of Doctoral Education for Advanced Nursing Practice* (2006) were met with each activity. The hours

will be approved or denied by the student's DNP Faculty Project Advisor. The student will place their summary of hours in their DNP E-Portfolio. Doctoral prepared (DNP/PhD) RN faculty may serve as DNP faculty project advisors and supervise the practice hours and project hours of APRN and Non-APRN DNP students.

4. As a culmination of the DNP program, students are required to demonstrate the knowledge and skills obtained in the program through the completion of a Scholarly DNP Project with deliverables. The time a student spends in the planning, implementation, and evaluation of their Scholarly DNP Project may be logged as practice hours. A total of 250 hours may be logged as practice hours for both practicums.

5. Students are required to complete a total of 1000 post-baccalaureate practice hours in order to graduate from the DNP program. These hours may include a combination of clinical hours completed at the master's level and clinical hours completed during the DNP program. Each student's file will be individually reviewed and a plan to meet this requirement developed.

   a) Qualified Advanced Practice Registered Nurse (APRN) applicants with a current national certification as an APRN are expected to have had a minimum of 500 clinical hours in their APRN master's program in order to meet requirements for APRN recognition and national certification. The DNP post master's program provides a minimum of 500 clinical hours resulting in a minimum total of 1000 clinical hours for graduation with the DNP degree.

   b) Qualified applicants who hold a master of science in nursing (MSN) in administration or in another area of nursing are expected to have had some clinical hours in their master's program. Clinical hours completed in the MSN program will be verified by requesting a written verification of hours from the MSN program. The number of clinical hours verified by the MSN program will be used to meet the 1000 post-baccalaureate clinical hour requirement. Each practicum offers up to 500 hours.

   c) The maximum number of clinical/practice hours that will be awarded from an MSN program, for all students, is 500.

   d) In accordance with *The Doctor of Nursing Practice: Current Issues and Clarification Recommendations (August 2015) by AACN*, students who hold an advanced nursing certification may be awarded post- baccalaureate clinical hours. An advanced nursing certification is defined as one that requires a master's degree in nursing and significant post-graduation clinical experience in the specialty area. Any student with a current advanced nursing certification will be awarded 500 post-baccalaureate clinical hours. A written verification of clinical hours completed in the MSN program will not be require if the student meets these criteria.

6. The Director for the DNP Program is responsible for conducting the practice hour reviews and gap analysis, approving appropriate practice hours as described herein, and determining any additional academic requirements indicated by the clinical/practice hour review.

D. GRADUATE NURSING REVIEW COMMITTEE FOR DNP PROJECT PROPOSAL

Purpose: This policy addresses the approval process to ensure the DNP student's scholarly project proposal fits the federal definition of "Research with Human Subjects" IRB review and approval is required before any research activities begin per UT Arlington's 5-705.

Overview: The UT Arlington Office of Regulatory Services and the UTA IRB have empowered the Graduate Nursing Review Committee to make preliminary determinations as to whether DNP projects submitted to the GNRC may include aspects of Human Subjects Research under 45 CFR 46.102(d).

Committee

1. The committee will be composed of a minimum of three (3) graduate nursing faculty members of UTA CONHI. Expansion may occur as needed for an increasing DNP student population.
2. The committee will meet once a semester to review DNP Project proposal applications.
3. The DNP Program Director will serve as the committee chair. The Coordinator for the practicums will serve on the committee.
4. The committee membership is voluntary and will serves for a two academic year minimum. The member may serve longer as desired.

Process for Project Proposal Approval

1. The students will submit their application on forms as approved by the University IRB with their completed DNP project proposal to the committee at the completion of NURS 6326.
2. The committee will review the project proposal and determine the following:
- The results will be disseminated, but they are not generalizable knowledge. The results will include use of the most current research to translate the knowledge into practice, thus it is not new generalizable knowledge.
- This project is an evidence-based/quality improvement project that will translate existing knowledge into the clinical setting. The intention of the project is to implement local, setting-specific improvements to the quality or processes of patient care, not to discover or test new ways to improve processes and patient care with the intention of sharing scientific findings. Therefore, this project is not considered Human Subjects Research and does not require IRB review.
- This quality improvement project did not satisfy the *definition of research* under 45 CFR 46.102(d). Therefore, it was not subject to the Health and Human Services regulations for the protection of human subjects in research

(45 CFR part 46), UT Arlington's policy 5-705, *Statement of Principles and Policies Regarding Human Subjects in Research,* or require Institutional Review Board approval.

- The student must also provide within the proposal document supportive information as required by the university IRB.
- The student will be allowed to enroll in NURS 6620 and start project implementation upon approval by the committee.
- Once the project is approved, the student is notified by receipt of a letter of approval from the Graduate Nursing Review Committee as approved by the University IRB.

E. DNP PROJECT

When obtaining/gathering evidence for the DNP Project, students are expected and required to adhere to ethical standards and guidelines set forth by the CONHI and by UT Arlington. Students should become familiar with those policies prior to conducting any project. The DNP Project will require institutional review board (IRB) approval through the Graduate Nursing Review Committee (GNRC) in order to proceed with the project.

All students will be required to enter their project site into the clinical management system by the end of the first course in which they are enrolled. This will ensure a reasonable time for the University legal staff to obtain a contract with the project site. It is the expectation that the student will complete their project at their work site. Students should investigate the hospital or practice site requirements for completing this project. The site may require additional IRB or administrative approval. The student should plan this time when completing their studies. Students may not implement their project in the project setting without having an approved project site in the clinical management system.

Information related to conducting research is available at the Office of Regulatory Service. Forms related to research may be found online. Students are provided the forms for the GNRC in their project proposal course N6326 and in the DNP Student Organization Course (available January 2020).

After the DNP Scholarly Project proposal is approved by the GNRC, a student planning to conduct research with human or animal subjects will submit a protocol to the UTA Institutional Review Board (IRB). The protocol may also need to be submitted to the IRB of the institution/facility in which the student wishes to conduct the project. Each student will work with his or her DNP project advisor to complete and submit the appropriate IRB forms. The IRB protocol must be approved by the DNP project advisor as part of the IRB process. At the time a student begins the project, his or her human research subject training must be current. Along with the IRB, the student and the student's project advisor must submit a financial relationship statement to avoid any threats to the integrity of the study. **The student must understand that this may delay their graduation time if full IRB approval is needed**.

F. DNP PROJECT PROPOSAL

Purpose**:** This policy addresses the student that has completed NURS 6326, developed their DNP project proposal; then the student is unable to implement the project due to circumstances beyond the student's and university's control.

Overview: To ensure timely completion of the degree program, a student unable to implement their planned project will be enrolled in DNP Practicum 6331 to have faculty supervision for developing a new project proposal. Students will be able to start earning practicum hours up to a maximum of 180 hours and will complete a project proposal to be implemented in NURS 6620.

Miscellaneous
1. The policy will be posted as follows:
    a. In the University catalogue with the required courses of the degree plan
    b. In the DNP Handbook
    c. In the 6326 Syllabus
2. It is the student's responsibility to notify the DNP program director and Academic Adviser if they have lost their job or otherwise are unable to complete the project at their work site.
3. It the Graduate Placement Clinical Coordinator's responsibility to notify the student, Academic Adviser, and DNP Program Director if the project site for a student will not sign a contract enabling the student to implement their project.

G. GRADUATION REQUIREMENTS

1. Degree Requirements

Each graduate student must complete degree requirements in accordance with the catalog in effect at the time the student entered the graduate program in which the degree will be awarded or, at the student's option, the catalog of any subsequent year in which the student was in residence. Students who wish to follow degree requirements in a catalog of a subsequent year must talk with and get permission from their academic advisor.

Please note that changes in University regulations and policies become effective for all enrolled students in the year for which the catalog is in effect, regardless of the year of initial enrollment. Thus, students may choose to satisfy degree requirements specified in an earlier catalog, but all must observe University regulations and follow graduation procedures prescribed in the catalog in effect in the intended semester of graduation.

Additional information is available at online in the University Catalog.

Application for Graduation

Graduating students must file an Application for Graduation by the deadline

posted online at http://www.uta.edu/records/graduation/deadlines.php, typically 30 days after the first day of classes. Additional information and links to apply for graduation are available at http://www.uta.edu/records/graduation/. Please refer to the University Catalog for complete information at http://catalog.uta.edu/ Students with questions about graduation, please email the Academic Adviser.

SECTION IV
UNIVERSITY OF TEXAS AT ARLINGTON
COLLEGE OF NURSING AND HEALTH INNOVATION
ACADEMIC NURSING, KINESIOLOGY AND PUBLIC HEALTH PROGRAM
SUBSTANCE ABUSE POLICY

The University of Texas at Arlington (UTA) College of Nursing & Health Innovation (CONHI) is committed to maintaining a safe, healthy, and productive learning environment for students, faculty, staff, clients, and visitors. In order to provide a safe learning environment, students must be able to perform with reasonable skill in a safe, secure, productive, and effective manner, and remain able to do so through the entire time they are students at UTA.

All students are expected to be in good academic standing throughout their Academic Undergraduate Nursing, Graduate Nursing, Kinesiology or Public Health Program (Program). Good academic standing for CONHI students includes maintaining professional behavior, personal accountability, academic integrity and for Undergraduate or Graduate Nursing Students, upholding the Code of Ethics for Nursing Students.   Failure to meet these expectations may result in course failure or dismissal from the Program. Good academic standing extends beyond the classroom and is an expectation CONHI holds of students during their clinical courses, while present in healthcare facilities, and while present within their communities.

Students will be required to sign an attestation with each clinical course for which they enroll verifying they will adhere to this Policy. Regardless of whether a student has signed the attestation, students must adhere to this Academic Nursing Program Substance Abuse Policy (Policy) at all times. Violations of this Policy may result in disciplinary action up to and including dismissal from the Program.

Registered Nurses

If a student is a registered nurse and has a positive drug screen, the student will be referred to the state BON where the student is licensed. The student must comply with all BON requirements prior to returning to any clinical course(s). Failure to complete any BON requirement will result in dismissal from the CONHI.

Impaired Behavior Students

Impaired students are not fit for participating in a Program and may pose significant health and safety risks to themselves and others. In the clinical setting, students must be fit for duty and are expected to perform in a safe manner without signs of impairment. Students exhibiting

one or more signs of impaired behavior directly before or at any time during a clinical rotation shift will be immediately assessed. [See Impaired Observation Checklist (IOC)*].

When a faculty member or preceptor personally observes or receives reliable information that supports a reasonable suspicion that a student may be impaired, the faculty member or preceptor will assess the student using the IOC. If the IOC results confirm impairment, the student will be removed immediately from the clinical setting and will be required to submit to the appropriate screening test at an approved screening center, including UTA Health Services. The specific test will be based on the suspected substance and may include blood, urine, or saliva sample(s). Typically a blood alcohol level test is administered when alcohol is the suspected cause of impairment and a 10 panel urine screen is administered when impairment is suspected due to other substances. Students are solely responsible for the cost and scheduling of impaired behavior drug screenings, evaluations, and treatments.

Students must arrive at the testing site for their impaired behavior screening within two hours of referral. Students suspected of impairment are not allowed to drive themselves to the testing site and must make appropriate transportation arrangements such as calling a friend or family member to transport them or using a transportation system, such as a taxi, etc. Depending on the level of impairment, the student may be referred to the facility's emergency department (where the student is participating in a clinical course) for evaluation and care.

Once at the screening center, students will have up to three hours to provide an adequate specimen (the approved screening center will determine the adequacy of the specimen). Students must remain at the testing site the entire three hours or until an adequate specimen is provided, whichever occurs first.

Approved screening centers will adhere to the following:
- maintain the chain of custody;
- confirmation GCMS (gas chromatography and mass spectrometry);
- initial screen must include split sampling method;
- blood alcohol level drawn if alcohol involvement suspected; and
- if student fails to provide adequate sample within required three hour time period, stop the test and report to the referring faculty member or preceptor, or other CON designated representative, the student failed to provide adequate sample.

Students screened for impaired behavior cannot return to their clinical course(s) until their results are received and approved by appropriate CONHI personnel. Students who refuse to submit to, fail to appear for, or fail to provide an adequate sample for their impaired behavior drug screen will not be allowed to return to any clinical course(s) and will earn a failing grade in their clinical course(s).

If an impaired behavior student's screening is positive due to alcohol or substance abuse, the student must be evaluated by a qualified healthcare professional (psychiatric mental healthcare provider or substance abuse provider), follow the qualified healthcare professional's recommendation for treatment if applicable, receive a recommendation from the qualified healthcare professional to return to the Program, and provide documentation the student is able to safely return to the Program. Upon an impaired behavior student's

return to clinical courses, random urine drug screens will be conducted each semester throughout the student's Program and at the sole discretion of CONHI.

SECTION V
Clinical/Practicum Policies and Procedures

A. Clinical Placement Policies and Procedures

Students are responsible for reading and following the clinical policies and procedures in the clinical management system. The clinical management system guides students through clinical placement and clearance processes. The following policies are posted in the clinical management system.

- Graduate Student Clinical Placement Policy and Procedure
- Graduate Student Clinical Performance Policy
- Graduate Student Clinical Site and Preceptor Policy
- Students Experiencing Difficulties with Clinical Placements
- Graduate Nursing Clinical Clearance Requirements Policy

B. Professional Liability Insurance

The Liability Insurance Policy is provided through UTA and is covered by a student fee each year that is assessed in the Fall registration. Click on the Liability Insurance Policy link to obtain additional information.

C. Verification of Medical Insurance Coverage

All newly admitted UTA Graduate Nursing Students are required to provide Verification of Medical Insurance Coverage that includes Emergency Department coverage and follow-up treatment for needle sticks and blood borne diseases. This mandatory requirement has been approved by the UT System Board of Regents.

D. Exposure to Bloodborne Pathogens

In the event of injury, needle stick, and/or exposure of the nursing student to blood or body fluids, the nursing student should immediately notify the nursing clinical faculty. The faculty is responsible for notifying the appropriate person at the agency where the incident occurred and completing the agency's documentation if appropriate. The faculty will also notify CONHI's Clinical Compliance Coordinator. Life threatening emergency treatment will be implemented at the clinical facility. If emergency treatment is not available on site, 911 should be activated. If the clinical facility does not provide care indicated for the injury/incident or it is a non-emergent situation, the student may select a health care provider of their choice.

The faculty will be responsible for completing the Injury/Illness Report form for Students and Visitors located in Canvas and the Faculty Student Incident Check List. The Injury/Illness Report form should be forwarded to The University of Texas at Arlington Environmental Health

and Safety Department.

E. Clinical Performance Requirements and Evidence of Clinical Competence

Nursing is a practice profession in which patient and family safety must be protected. MSN and PMC students enrolled in a nurse practitioner track are responsible for demonstrating clinical competence. The faculty will investigate all allegations and concerns of all unsafe clinical behavior. If faculty deem a student's clinical performance as unsafe, students may not drop or withdraw from the clinical course regardless of the drop or withdrawal date. The student will be immediately removed from the clinical setting, will be prohibited from completing any additional clinical hours for the course in question, and receive a grade of F.

Any of the following behaviors constitute a clinical failure:
1. Fails to follow standards of professional practice as detailed by the Texas Nursing Practice Act[1] (available at http://www.bon.state.tx.us/) or the student's respective Board of Nursing or state licensing agency.
2. Inability to accept and/or act on constructive feedback.
3. Need continuous, specific, and detailed supervision for the expected course performance.
4. Inability to implement advanced clinical behaviors required by the course.
5. Failure to complete required clinical assignments.
6. Falsification of clinical hours.
7. Violation student confidentiality agreement.
8. Falsification of clinical logs, clinical assignments, patient documentation.
9. Knowledge deficits which increases the risk of or causes injury to a patient.
10. Dismissal from the clinical setting by the preceptor, or their designee, for unsafe clinical behavior, knowledge deficits, or incivility with the patient, family, preceptor or other employees of the clinical agency.

[1]Students should also be aware that violation of the Nursing Practice Act is a "reportable offense" to the Texas Board of Nursing or their State's Board of Nursing or state licensing agency.

The following program requirements are also associated with patient safety and will result in clinical failure without regard to the drop or withdrawal time frames. Clinical failures related to the below items will be reviewed by the Department Chair and/or the Associate Chair.
1. Non-compliance with clinical clearance requirements.
2. Non-compliance with Drug and Alcohol policy
3. Unlawful behavior prohibiting sufficient background check required for clinical participation