

**THE UNIVERSITY OF TEXAS AT ARLINGTON**

**COLLEGE OF NURSING & HEALTH  
INNOVATION**

**DEPARTMENT OF UNDERGRADUATE  
NURSING**

**BSN STUDENT HANDBOOK  
For students in undergraduate programs**

**BSN (campus based & accelerated online)**

**RN-BSN (campus based & accelerated online)**

**January 2025**

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

## Table of Contents

INTRODUCTION .....	5
Academic Calendar.....	5
Administrative Offices Phone .....	5
Administration Names .....	5
College of Nursing & Health Innovation Vision and Mission .....	5
Vision .....	5
Accreditation.....	5
College of Nursing History.....	5
Two Paths to a Common Goal – BSN.....	6
BSN Program Outcomes .....	6
AACN Essential of Baccalaureate Education for Professional Nursing Practice .....	7
General Information .....	8
Student Contact Information/Official Means of Communication .....	8
Americans with Disabilities Act (ADA).....	8
Religious Accommodations in the academic setting (University Policy) .....	8
Advisement .....	9
Student Success.....	9
Working Students .....	9
Professional Writing/APA.....	9
Honors College.....	10
Inclement Weather/School Closing .....	10
Gift Policy.....	10
University Catalog .....	10
Department of Undergraduate Nursing Policy & Handbook Library.....	10
ACADEMIC EXPECTATIONS/REQUIREMENTS.....	10
Maintaining Good Standards .....	10
Academic Integrity and Honesty .....	10
Academic and Professional Standards .....	11
Computer Requirements.....	11
Learning Environment Behavior .....	11
Learning Management System (LMS) Canvas .....	12
BSN Testing Policy .....	12
70% Rule .....	13

Comprehensive Assessment and Preparation Program (CAPP) .....	13
Academic Policies .....	14
BSN Program Acceptance .....	14
Timeframe to Complete the BSN Program.....	14
Progression in the Nursing Program.....	14
Withdrawal From Nursing Courses.....	15
Dropping Course(s)/Resignation from the University .....	16
Incomplete as Course Grade .....	16
Grade Exclusion.....	16
Criteria for Readmission of BSN Students.....	16
Communicating Academic and Non-academic Concerns .....	17
Dispute and Grievance Procedures .....	17
Admission and Progression Appeals .....	17
Graduation .....	18
Pinning Ceremony .....	18
Nightingale Pledge* .....	18
BSN Program Clinical Handbook .....	19
Core Performance Standards (CORE) Overview .....	19
Accommodations .....	20
Unexpected Health Care Changes Occurring During Program .....	21
Licensure/Ineligibility.....	21
Licensure Ineligibility After Starting the Program.....	21
Orientation Attendance .....	21
Clinical/Lab Requirements .....	22
Clinical Management System .....	22
Clinical Eligibility/Clearance.....	22
Immunization Providers .....	23
Criminal Background Checks .....	23
Drug Screening .....	24
Medical Insurance .....	24
Annual Clinical Orientation.....	24
Clinical Placement.....	24
Continuing, Returning, Transfer Students .....	25
Clinical Attendance.....	25
Religious Accommodations in the clinical setting.....	26

Authorized Patient Care Clinical Experiences.....	26
Dress Code .....	27
Student Identification .....	27
Clinical Performance Requirements & Evidence of Clinical Competence .....	27
Medication Administration Competency Assessment.....	27
Administering Medications and Patient Safety .....	28
Standards of Professional Nursing Practice (BON 213.27, 217.11, 217.12) .....	29
Injuries or Exposure to Bloodborne Pathogens .....	30
Program/Student Recognition.....	31
Award for Excellence in Clinical Nursing .....	31

# INTRODUCTION

## Academic Calendar

<http://www.uta.edu/uta/acadcal.php>

## Administrative Offices Phone

817-272-2776

## Administration Names

Tanya Sudia, PhD, RN, FNAP, FAAN  
Interim Dean,  
Senior Associate Dean,  
College of Nursing and Health Innovation

Jessica G. Smith, PhD, RN  
Interim Chair, Undergraduate Nursing  
[jessica.smith2@uta.edu](mailto:jessica.smith2@uta.edu)

Cynthia Koomey, PhD, MSN, RN, CNE  
Associate Chair, Undergraduate Nursing  
Director, RN-BSN Program  
[cynthia.koomey@uta.edu](mailto:cynthia.koomey@uta.edu)

Ceil Flores, PhD, RN, CNE  
Director, Student Support  
[cflores@uta.edu](mailto:cflores@uta.edu)

## College of Nursing & Health Innovation Vision and 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.

## Accreditation

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

## College of Nursing History

The UT Arlington College of Nursing was established in 1971 as the U.T. System College of Nursing in Fort Worth and was housed in John Peter Smith Hospital. In 1976, the school became an academic unit of UT Arlington, moving to the campus in 1977. The history of the UT Arlington College of Nursing and Health Innovation is available at: [CONHI History](#).

## **Two Paths to a Common Goal – BSN**

The Department of Undergraduate Nursing (DUN) provides both a BSN and an RN to BSN course of study. Both options are offered in a Campus-Based (CB) and an Accelerated Online (AO) format.

For Registered Nurses who have completed an accredited Associate Degree or Diploma nursing program, the RN to BSN course of study allows full-time students to complete required BSN courses in one academic year. Part-time options are also available. Upon successful completion of the program, the student is awarded the Bachelor of Science in Nursing degree.

For students seeking to become Registered Nurses, there is a four-year course of study consisting of nursing courses, university core courses and other prerequisite required courses. Upon successful completion, the student is awarded the Bachelor of Science in Nursing degree and is eligible to take the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse.

## **BSN Program Outcomes**

Upon completion of this undergraduate program, students will be able to:

1. Integrate foundational knowledge to apply the art and science of nursing by providing evidence-based care in delivering competent, culturally sensitive, and developmentally appropriate holistic care.
2. Demonstrate person-centered care using analytical, systematic, nursing clinical judgment in delivering competent, culturally sensitive, and developmentally appropriate holistic care.
3. Ethically apply public health knowledge across the age continuum through patient advocacy and interdisciplinary collaboration by coordinating resources to protect the health and safety of diverse patient populations.
4. Integrate scholarly research knowledge, evidence-based practice, and theory into nursing policy and practice to provide innovative care for individuals, families, and communities.
5. Utilize standards of practice to provide safe nursing care in all patient care settings while promoting quality improvement, minimizing risk, and preventing errors to patients, self, and others, with an awareness of the nursing role within the interprofessional team.
6. Communicate, collaborate, and delegate respectfully and effectively to promote and maintain diversity, equity, inclusion, and belonging for optimal health outcomes.
7. Integrate the principles of organizational structure in healthcare systems and coordinate resources to provide cost-effective, safe, quality, and equitable care to diverse populations.
8. Utilize informatics and advanced technology to integrate concepts of electronic health, mobile health, and telehealth systems in planning, implementing, and evaluating patient-centered care.
9. Apply the principles of ethical/legal behavior, collaborative practice, accountability, and patient advocacy while integrating diversity, equity, inclusion, and belonging into the development of nursing professional identity.
10. Demonstrate personal, professional, and leadership growth by applying self-reflection of one's practice that fosters self-care behaviors that promote wellness, lifelong learning, resiliency, knowledge, and expertise.

## AACN Essential of Baccalaureate Education for Professional Nursing Practice

The [Essential of Baccalaureate Education for Professional Nursing Practice](#) are published by the American Association of Colleges of Nursing. The Essentials provide the educational framework for the preparation of professional nurses and describe the outcomes expected of graduates of baccalaureate nursing programs (AACN, 20021). The ten Domains are as follows: Domain 1: Knowledge for nursing practice; Domain 2: Person-Centered Care; Domain 3: Population Health; Domain 4: Scholarship for Nursing Discipline; Domain 5: Quality and Safety; Domain 6: Interprofessional Partnerships; Domain 7: System-based Practice; Domain 8: Informatics and Healthcare Technologies; Domain 9: Professionalism; and Domain 10: Personal, Professional, and Leadership Development.

Courses	Level	AACN Essential	UTA BSN Program Outcomes
<b>BSN</b>			
<b>NURS 3364</b>	Nursing preparatory	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 3366</b>	Nursing preparatory	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 5, 6, 7, 8,</b>
<b>NURS 3365</b>	JR I	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 3320</b>	JR I	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 4, 8</b>
<b>NURS 3632</b>	JR I	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 3261</b>	JR II	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 3321</b>	JR II	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 3381</b>	JR II	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 3661</b>	JR II	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 4199</b>	SR I	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 4331</b>	SR I	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 7, 8,9</b>
<b>NURS 4341</b>	SR I	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 6, 8,</b>
<b>NURS 4581</b>	SR I	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 8, 9</b>
<b>NURS 4323</b>	SR II	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 4350</b>	SR II	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 4351</b>	SR II	I,II,III, IV,V,VI, VII, VIII, IX, X	<b>1, 2, 3, 4, 5, 6, 7, 8, 9</b>
<b>NURS 4462</b>	SR II	<b>I,II,III, IV,V,VI, VII, VIII, IX, X</b>	<b>1, 2, 3, 4, 5, 6, 8, 9</b>

## General Information

### Student Contact Information/Official Means of Communication

Students are required to maintain a current mailing address and telephone contact with the University. A change to this information may be completed online via MyMav. This is essential in order that schedules, official correspondence, scholarship notification and emergency messages will not be delayed or lost. Per UTA policy, MavMail is the official communication for all CONHI and university-wide employees to communicate pertinent information and students will be held responsible for all communication distributed in this manner. Students may not claim indulgence on the plea of having moved their lodgings and, therefore of not having received the communication.

It is expected that UT Arlington e-mails and Learning Management System (Canvas) accounts required by many courses will be accessed by all students at least weekly during the semester. Students will be held responsible for information distributed in this manner. Students MUST check their clutter, spam, and junk folders, regularly as many emails end up in these folders.

### Americans with Disabilities Act (ADA)

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. More information later in the handbook [Reasonable Accommodations](#)

**Student Access Resource Center, (SARC)** For information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations, contact the **SAR** center or call 817-272-3364.

**Counseling and Psychological Services, (CAPS)** The service is available to students to help increase their understanding of personal issues, address mental and behavioral health problems, and make positive changes in their lives. For more information, contact **CAPS** or call 817-272-3671.

**Non-Discrimination Policy:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. [Full Policy](#).

### Religious Accommodations in the academic setting (University Policy)

Students who wish to observe a religious holy day that interferes with classes, examinations or completion of assignments must submit the Religious Accommodation Request Form (RARF) to the course instructor. The request form must specify each class to be missed and/or the planned absence(s). A request should be submitted as early as possible, but generally thirty (30) days in advance of the desired accommodation. Failure to provide reasonable advance notice may impact the University’s ability to accommodate the request. If the student wishes to appeal the outcome of the request, then they make this request to the Dean of Students.

Click the link for the [Full Policy](#)

Click the link for the [Religious Accommodations Request Form](#)



## Advisement

Students are required to meet with an undergraduate nursing advisor during their preparation for admittance to the nursing program. Enrolled campus-based students must meet with an advisor each semester to be cleared for enrollment. In some cases, group advisement may take place.

AO BSN & AO RN-BSN students are advised virtually but may schedule an in-person appointment. There are two options available to meet with your advisor:

1. Scheduled appointment.
2. Walk-In Days – Current UT Arlington students (those students with a UT Arlington student ID number), Nursing and Health, and Nursing students can elect to attend advising on Walk-In Days without an appointment.

Nursing and Health Advisors: [bsnadvising@uta.edu](mailto:bsnadvising@uta.edu)

BSN Advisors: [udbsn@uta.edu](mailto:udbsn@uta.edu)

RN-BSN Advisors: [RNadvising@uta.edu](mailto:RNadvising@uta.edu)

## Student Success

The [Student Success](#) program uses peer mentors, tutoring services and specialized faculty support to enhance the students' learning experiences. A course, Learning Professional Nursing and Life Skills (NURS 2232) is offered to assist students who experience challenges with testing, time management, clinical practice, and/or professional behavior.

## Working Students

- It is recommended that a BSN student's combined employment and semester-hour load not exceed 16-20 hours per week in either regular or summer semesters.
- Students employed in an agency have a responsibility, personally and professionally, to engage in only those activities which fall within their job description as non-professional workers (i.e. nursing technician). They have a responsibility to refuse to participate in activities which they have not been legally licensed to perform (i.e., giving medication, assuming total responsibility for a division, etc.)
- Students should be aware that the Department of Undergraduate Nursing assumes no responsibility for their activities as an employee of an agency. Students are personally responsible and liable for any activity in which they participate while employed. Individuals who practice illegally (i.e. outside the scope of their job) may jeopardize their future since persons who are convicted of a violation of the Nurse Practice Act may not be eligible to write the NCLEX examination and subsequently receive licensure.
- Professional liability insurance purchased by students through the Department of Undergraduate Nursing is only valid in their student role, not their employment role. Information on insurance requirements is available elsewhere in this handbook.
- Students may be employed as nursing technicians, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy either in writing or precedent, defining the scope of these functions. Any individual not licensed in the State of Texas to practice professional nursing, and who engages in such practice, is doing so illegally and may be prosecuted accordingly.
- Supervision by a professional licensed nurse does not provide protection to the student or make the student's actions legal.

## Professional Writing/APA

APA style manual will be used by the UT Arlington Department of Undergraduate Nursing with some specific requirements for the undergraduate courses. There is an additional [document](#) that will be helpful for BSN students using the 7th Edition prepared by the UT Arlington librarian. There is also a [tutorial](#) available online.

## Honors College

Contact [Dr. Adegbola](#), the Honors Coordinator. AO BSN students are not eligible for Honors College.

## Inclement Weather/School Closing

In case of inclement weather, students may call **University's Emergency Information Hotline at 1- 866-258-4913** for closing inquiries. Information will also be posted on the UT Arlington website, the UT Arlington Facebook page, and distributed to your UT Arlington e-mail account.

AO BSN students at distance sites must contact their clinical instructors for closures. (Check your course syllabus --- specific information may be included in the course syllabus regarding clinical sites.)

## Gift Policy

In accordance with *Regents Rules and Regulations* and the *UTA Standards of Conduct*, the College of Nursing and Health Innovation has a “no gift” policy. A donation to the [UTA College of Nursing and Health Innovation Scholarship Fund](#) would be an appropriate way to recognize a faculty member's contribution to your learning. For more information regarding the Scholarship Fund or making a donation, please [visit our website to connect with the Office of University Advancement](#) via interest form or email.

## University Catalog

The [University Catalog](#) is available online. It does not contain all regulations that relate to students. However, it contains helpful information, course descriptions, program information, admission requirements, etc.

## Department of Undergraduate Nursing Policy & Handbook Library

The College of Nursing [Policy & Handbook Library](#) can be found online.

# ACADEMIC EXPECTATIONS/REQUIREMENTS

## Maintaining Good Standards

Each student is required to:

- Keep apprised of and adhere to the rules and regulations of the most current BSN Department of Undergraduate Nursing Student Handbook and the [UT Arlington College of Nursing & Health Innovation Catalog](#).
- Devote adequate time and preparation to the class and clinical activities to meet the stated objectives.
- Demonstrate academic integrity in each element of their performance.
- Apply ethical behavior appropriate to the standards of a developing professional at all times and particularly in relation to maintaining the confidentiality of information regarding clients.
- Maintain personal health to accomplish the Core Performance Standards as defined.
- Participate in evaluating the College of Nursing, its faculty, courses and program of study.

## Academic Integrity and Honesty

- 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 by the Office of Community Standards will receive a grade of zero (0) for the assignment grade in question.** 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. This information comes from the [UTA Student Conduct and Discipline Policy](#)

### Academic and Professional Standards

All students entering the Department of Undergraduate Nursing must subscribe to the standards and codes of the profession. Patients and society as a whole expect Department of Undergraduate Nursing students, as nursing professionals to adhere to the:

- [Texas Board of Nursing Unprofessional Conduct Rules](#)
- [American Nurses Association \(ANA\) Code of Ethics for Nurses](#)
- [UT Arlington Department of Undergraduate Nursing Student Code of Ethics](#)
- [University of Texas at Arlington Honor Code](#)
- [Department of Undergraduate Nursing Honor Code](#)

### Computer Requirements

All students enrolled in the Department of Undergraduate Nursing must have internet access and a laptop computer meeting minimum computing recommendations: A list of computer specifications is outlined on the Department of Undergraduate Nursing [website](#). Students may be asked to purchase and download software to meet course and/or program requirements.

### Learning Environment Behavior

- Faculty have a commitment to the nursing profession and the next generation of nurses and expect professional demeanor and accountability in student development. Thus, we believe that classroom behavior is as important as clinical behavior, and we have expectations that students will demonstrate professional behavior in interactions with faculty, staff, peers and agencies.
- Students are representatives of the College of Nursing and Health Innovation Department of Undergraduate Nursing and the nursing profession. Classroom dress is expected to project an image of professionalism.

- Students are responsible for all content presented in lecture, lab and required readings whether in attendance or not. It is expected that students will utilize textbooks and other reference materials to fulfill course objectives.
- Taping is **not allowed** unless permission has been obtained from the instructor.
- Students who need taping as an accommodation for a disability must go through the UT Arlington Student Access and Resource Center and have the permission of the course faculty.
- Programmable devices (e.g., calculators and smart watches) are not allowed during testing, except when approved by the instructor.

### **Learning Management System (LMS) Canvas**

- The LMS is considered an extension of the classroom, thus respect of peers and faculty is expected.
- No use of profanity is allowed on the LMS and may result in loss of online course communication.
- No political messages of any kind may be posted on the LMS.
- Depending on the course, the LMS should be checked a minimum of once daily. Refer to individual syllabi for further information.
- Messages of a sexually suggestive or harassing nature may not be posted on the LMS or any e-mail in the University system.

### **BSN Testing Policy**

The purpose of the policy is to provide standardized exam development procedures and exam administration conditions to ensure all students in the College of Nursing and Health Innovation Undergraduate BSN program are provided a fair and consistent opportunity to demonstrate knowledge.

**Accommodations** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning, may seek services and/or accommodations by contacting The Student Access and Resource Center (SARC). Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found on their [website](#). Students are responsible for providing the instructor with official notification in the form of a letter certified by The Student Access and Resource Center within the first week of the semester or immediately after receipt whether they intend to use their accommodations or not. Accommodations will not be considered without this documentation.

**Exam Scheduling with Accommodations** Students with testing accommodations from The Student Access and Resource Center, students in the Accelerated Online program and students enrolled in Nursing preparatory courses may test in locations other than the 2<sup>nd</sup> floor of Pickard Hall.

**Scheduling Exams in the Alternative Testing Center** Students with accommodations may be eligible to schedule exams in the Alternative Testing Center. Students must schedule their exams in the ATC no later than 5 business days prior to the scheduled exam date and time and forward their individual ATC Test Request Forms to course faculty. More information about scheduling exams in the Alternative Testing Center can be found at on their [website](#). Students who do not schedule exams and submit Test Request Forms to course faculty within 5 business days prior to the scheduled exam date and time will not receive accommodations.

Students are expected to review and be familiar with the Testing Policy before taking their first exam. The full policy is in the [policy library](#).

## 70% Rule

*Exams/Individual written assignments for progression and rounding policy*

In order to successfully complete an undergraduate nursing course, the following criteria must be met:

- 70% weighted average on proctored exams
- 70% weighted average on major written assignments
- 70% on final clinical evaluation tool
- 70% overall course grade

In determining the final course grade, the weighted average on major proctored exams and/or major written assignments will be checked first. If a student achieves a 70.00% with no rounding of the average on these course components, the additional graded items will count toward the final course grade.

If the student does not achieve a 70.00% with no rounding of the average on the major proctored exams and/or major written assignments, the grade stands as a D or F as determined by the numerical value from the weighted average on the major proctored exams and/or major written assignments.

On all tests, the grades are rounded to two decimal places (i.e., 85.679=85.68)

- For the final course grade there will be no rounding (i.e., 89.67=B, 69.99=D)
- A final course grade of C or better is required in all nursing courses to pass/progress.

## Comprehensive Assessment and Preparation Program (CAPP)

All students enrolled in this course must participate in the Course Content Mastery Assessment, which is a component of the program's Comprehensive Assessment and Preparation Program. The Course Content Mastery Assessment is worth 10% of the total course grade and consists of practice assessments, proctored assessments, focused reviews, and active learning exercises. **Students must complete all components of Phase 1 and Phase 2 to pass the course.** After each proctored assessment, students are categorized into one of four proficiency levels:

LEVEL <1: Scores in the <1 category do not meet minimum expectations for performance in this content area.

LEVEL 1: Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area.

LEVEL 2: Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area.

LEVEL 3: Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area.

Phase 1 of the Course Content Mastery Assessment is worth 4% of the course grade. All students complete a Practice Assessment and complete an active learning template for the five (5) lowest topics. Active learning templates must be handwritten, legible, and accessible to receive credit. Students must complete all components of Phase 1 in accordance with the grading rubric by the due date to receive credit for Phase 1. Late assignment submissions will not be accepted.

Phase 2 of the Course Content Mastery Assessment is worth 6% of the course grade and is based on the score received for the proficiency level achieved. All eligible students must complete the Proctored Assessment. All students are required to complete individual remediation as outlined in the Comprehensive Assessment and Preparation Program Policy. Students scoring <1 will receive an Incomplete for the course and will complete the Focused Review and hand-written Active Learning Templates for all Topics to Review listed on the Individual Performance Profile. Active Learning Templates must be handwritten, legible and accessible to receive credit. A learning contract from course faculty will include a due date for completion of the Focused Review and Active Learning



Templates during the Incomplete period. Students who complete Focused Review and Active Learning Templates by the assigned deadline in the Incomplete period will receive full credit for Phase 2 based on the score received for the Level achieved and progress in the program. Students scoring <1 who do not satisfactorily complete Focused Review and Active Learning Templates by the assigned deadline will not receive a passing grade in the course regardless of course grade and will not progress to their next clinical course Click the link for the [Full Policy](#).

## Academic Policies

### BSN Program Acceptance

Applicants who accept their position in the BSN program on two occasions and do not start the program will be ineligible for program consideration for two application periods (one year). The applicant may reapply to the BSN Program after the one-year suspension.

Applicants who accept their position and do not start the BSN program or are not enrolled on **or** after the census date will be required to reapply to the BSN program for the next available ranking cycle.

### Timeframe to Complete the BSN Program

The BSN program is designed for full time enrollment, with students completing the BSN program in four semesters. Students who need to take a semester or more off due to personal or family health concerns, military obligation, financial issues, or other issues must meet with a UD BSN academic advisor. Students enrolling part-time will experience delayed progression and graduation. The part-time option must be discussed with an academic advisor and the student's degree plan will be updated.

Students must complete the BSN program within **four years** of starting the BSN nursing courses. Students unable to meet this time requirement will be dismissed from the program. They may reapply to the program, adhering to all required admission criteria listed on the Admission Brochure, and if accepted, restart the entire program.

### Progression in the Nursing Program

#### BSN

Academic Probation: Students will earn a failing grade for the course and will be placed on academic probation if they:

- score less than 70% on weighted exam or assignment average
- do not meet requirements of the [Comprehensive Assessment and Preparation Program](#)
- do not achieve minimum score requirements on [Medication Administration Competency Assessment](#)
- score less than 70% on the Final Clinical Evaluation Tool

**Progression Requirements:** Students who fail a nursing course, including the nursing preparatory course Pathophysiologic Processes: Implications for Nursing, will be placed on academic probation. Students on academic probation, due to earning less than 70% weighed test score OR an overall numerical course grade of less than 70%, OR clinical failure, are required to take NURS 2232: Professional Nursing and Life Skills course.

As a result of the nursing preparatory course or nursing course failure, students will remain on academic probation throughout the remainder of nursing school. Failure of a second course will result in program dismissal.

#### Requirements of the course:

- Students must take the course during their next semester of coursework.
- Students who are required to take the course, but do not earn a passing grade, will be required to complete the course again and earn a passing grade. Course failure does not count as the second

course failure, leading to program dismissal. [Full Policy](#)

**Program Dismissal:** Students in the BSN program will not be permitted to continue in the nursing program nor to enroll for additional nursing courses if they:

- receive a grade of D or F in more than one required nursing or nursing preparatory course, or
- receive any combination of grades of D or F on two attempts of the same course

### **RN-BSN**

Students in the RN-BSN program will not be permitted to continue in the nursing program nor to enroll for additional nursing courses if they:

- receive a grade of D or F in more than two nursing courses, the student will be dismissed from the program for a period of three years.

Students are responsible for confirming whether they are eligible to continue in the College of Nursing. An ineligible student who nevertheless registers in the College shall be dropped, and the student shall not receive special considerations on a plea of lack of knowledge of scholastic status.

### **BSN Students Who Withdraw from or Fail a Course**

Students who withdraw or fail a course can repeat the course the next available time the course is offered, based on space availability. Students should be aware of the Progression in Nursing Program policy.

Students:

- Students who seek readmission after failing or withdrawing for any reason must meet with the UD BSN Academic Advisors to discuss clinical and course options.
- Clinical placement will depend upon the space available within the next cohort. Students may be placed at a site different than their original site, based on availability.
- Students must be clinically compliant by the prescribed deadline in order to be considered for re-entry.
- If no sites are available, the student will be delayed until a seat is available at a future admission date.
- Students should be aware of the Criteria for Readmission of BSN Program Students policy.

\*If there are more students than seats available, the students will be placed in the order in which they request the move (first come, first placed).

### **Withdrawal From Nursing Courses**

Students within the BSN program, enrolled in nursing courses are permitted to drop the course one time. Enrolling (on or after the census date) in a course for a second time is considered an attempt. The grade earned on the second attempt is retained. All drops including academic and non-academic drops are also considered an attempt. Compassionate withdrawals and withdrawal exceptions will be reviewed on an individual basis by Undergraduate Nursing Appeals Committee.

Students may drop no more than three BSN NURS courses during their undergraduate career. Students may drop no more than three BSN NURS courses during their undergraduate career. All drops for academic and non-academic reasons are considered. Drops due to corequisite and prerequisite violations are also counted in this policy.

Students are required to meet with their academic advisor before dropping/withdrawing. All drops are finalized by the BSN Academic Advisors. Exceptions to this policy may be entertained because of extraordinary non-academic circumstances by Undergraduate Nursing leadership.

Elective and nursing preparatory courses are exempt from this policy.

## Dropping Course(s)/Resignation from the University

See [University Catalog](#) and information in this [handbook](#).

## Incomplete as Course Grade

Students cannot move to the next course if an “incomplete” is the recorded course grade on a pre-requisite course. Students must complete the clinical components of the course to be eligible for an incomplete course grade. <https://www.uta.edu/records/faculty-staff/grading.php#incompleteGrades>

## Grade Exclusion

The University grade replacement/exclusion/forgiveness policy does not apply to nursing courses. ***The Department of Undergraduate Nursing policy takes precedence over the UT Arlington policy.***

## Criteria for Readmission of BSN Students

Students who withdraw from the BSN program for more than one semester who wish to return to complete the program must submit a written request for readmission to the Office of Enrollment and Student Services (OESS) by the following deadlines:

March 1<sup>st</sup>: AO and Accelerated CB return summer

June 1<sup>st</sup>: AO and CB return fall

September 1<sup>st</sup>: AO and CB return spring

- Readmission is *dependent upon space availability*.
  - *Please note that readmission is based on the [Priority Course/Clinical Placement with Limited Available Space](#) policy*
- Normally a student is eligible for readmission to the program only once.
- If a clinical course is to be repeated, the student must repeat both the theory and clinical components of the course.
- Students must complete urine drug screen and Criminal Background Check.

### Criteria for Readmission:

#### A. One semester:

- All requirements listed above plus:

#### B. The student must contact the Lead Teacher to register to schedule the assessment no later than 3 weeks prior to the start of the semester in which the student is planning to return. The assessment must be scheduled prior to the start of clinical and will focus on the requirements associated with the last clinical course completed. Should clinical deficiencies be identified, faculty will remediate clinical areas that are questionable or inadequate and the student may be placed on a plan to improve performance prior to the mid-term evaluation.

- Note: Students in the AO BSN program may be required to come to the UT Arlington campus to complete the special skills assessment.

#### C. Two Long Semesters CB or two semesters AO or Accelerated CB (based on course availability:

- All of requirements listed above plus:
- Repeat GroupOne criminal background check.

#### D. More than two long semesters (CB) or more than two semesters (AO or Accelerated CB):

- Not eligible for readmission. Students must apply for admission as a beginning student. NOTE: The two-semester rule (see C above) also applies to students requesting to transfer to UT Arlington from another school of nursing.



## Communicating Academic and Non-academic Concerns

Students are encouraged to actively engage in their educational experience at UTA and within the College of Nursing & Health Innovation. If a student has academic ideas or concerns (coursework, assignment, grades), she/he should communicate with their first-line instructor using the appropriate chain-of-command:

- For AO students, the Academic Coach grades and gives feedback on assignments and didactic coursework. Clinical-based assignments are graded by the clinical faculty.
- For campus-based students, the Lead Teacher grades and gives feedback on lecture assignments and didactic coursework. Clinical-based assignments are graded by the clinical faculty.

If a student has a non-academic idea or concern (dress code, supply list, student activities, equipment needs, etc.) they should communicate with or ask questions through the Health Innovation Constituency Council (HICC). Students can complete the [HICC Anonymous Question Form](#) and the idea/concern will be reviewed and brought to the Student Affairs Committee by the HICC representative.

Once the subject is discussed by the Student Affairs Committee, it could (1) be addressed by the committee or (2) promoted to and discussed within the Undergraduate Education Program Council. Once an answer to the idea/concern has been obtained, the Student Affairs Committee Chair will report the findings back to the committee and the HICC representative, who will then share the information with the student.

## Dispute and Grievance Procedures

### Introduction

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.

### Full Policy

## Admission and Progression Appeals

Students who wish to appeal a non-grade related admission or progression decision can submit an academic appeal [online](#). This appeal process includes decisions not related to a student's course grade such as: admission deadlines, clinical clearance requirements, and program policies related to drops, withdrawals, returns, and readmissions. The Department Chair will appoint a review committee within 7 days of receipt of the appeal. All course grade-related grievances will be addressed in accordance with our CONHI Grade Grievance Policy

## Graduation

All requirements for graduation eligibility must be met in order to walk the stage for graduation. All students must apply for graduation, whether they intend to attend commencement. More information on the website for the [Office of the Registrar](#).

Students, who have been unsuccessful in completing all UT Arlington Department of Undergraduate Nursing courses and/or other graduation requirements, will not be permitted to walk at the graduation ceremony. This includes courses in which an incomplete has been assigned.

Students who complete Capstone prior to graduation but are concurrently enrolled in a general course that does not complete or post final grades prior to graduation, **may** participate in commencement and pinning **if** they provide documentation on Department of Undergraduate Nursing letterhead from the professor in the course stating that they have passed the course.

Eligibility for graduating with [Latin Honors](#) is outlined in the UT Arlington catalog and detailed on the UT Arlington graduation website.

Information about the [commencement ceremony](#) and links to other information about graduation are available on the nursing website as available.

## Pinning Ceremony

Students who have successfully completed all UT Arlington Department of Undergraduate Nursing and/or other graduation requirements will be permitted to participate in the pinning ceremony. Pinning is scheduled the week of graduation each fall and spring – AO BSN, Campus-Based BSN and RN to BSN students have separate events. See additional information above regarding participation in Graduation and Pinning.

## Nightingale Pledge\*

Recited at all pinning ceremonies:

With full knowledge of the responsibilities I am undertaking, I pledge to care for my patients with all of the knowledge, skills, and understanding that I possess, without regard to race, color, creed, politics, or social status.

I will spare no effort to conserve meaningful life, to alleviate suffering, and to promote health. I will refrain from any action, which might be harmful to the quality of life or health of those I care for.

I will respect, at all times, the dignity and religious beliefs of the patients under my care and hold in professional confidence all personal information entrusted to me.

I will endeavor to keep my professional knowledge and skills at the highest level and give my support and cooperation to all members of the health team.

With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.

\*Adopted by UT Arlington Department of Undergraduate Nursing Students

# BSN Program Clinical Handbook

## Core Performance Standards (CORE) Overview

All applicants to and students of the University of Texas at Arlington Department of Undergraduate Nursing Program (UTA DUN) must be able to adhere to and perform the essential skills included in this document either with or without ADA accommodations. Please see [full policy](#) for more detailed information.

Element	Description	Examples (not all inclusive)
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Communication is understandable to others.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Establish rapport and maintain professional demeanor with patient/client, family, and colleagues.
Critical Thinking Cognitive Ability	Critical thinking sufficient for clinical judgment.	Ability to handle multiple tasks and problem solve simultaneously. Identify cause-effect relationships in clinical situations; utilize the nursing process in developing nursing care plans; and perform dosage calculations in a time frame to deliver safe care.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Assess and observe patient/client responses; able to identify and distinguish colors and shades of the same color.
Tactile	Tactile ability sufficient for physical assessment.	Finger dexterity to perform palpation and percussion functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter. Perceives attributes of object such as size, shape, temperature, or texture.
Hearing	Auditory ability sufficient to provide safe and effective nursing care.	Hears, with and without background noises, monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Smell	Ability to detect variety of smells, including noxious odors.	Identify distinct body odors or body fluids, such as C. diff and alcohol breath. Detect gas smells.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patient's rooms, workspaces, and treatment areas and can administer cardiopulmonary procedures. Able to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed when providing patient care.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Motor skills of lifting, carrying, pushing, and pulling are required. Physical ability to lift and transfer 50 pounds and carrying of objects up to 25 pounds. Physical ability of bending or stooping one inch from the floor and of reaching overhead to retrieve or place items on patient/unit shelves; to intermittently push objects over 100 pounds; stand/walk for 8 -12 hours.

Academic Integrity	Cite resources using APA format; Avoid collusion;	Any act of academic dishonesty, including cheating in the classroom or clinical setting violates standard.
Ethical Practice	Abide by Code of Ethics for <a href="#">Nursing Students</a> . Comply with all legal requirements regarding the privacy of patient records	Protect client privacy and comply with all legal requirements r/t patient records. Avoid fabrication of reports or records of interactions with clients, social networking violations.
Professional Character	Truthfulness, caring, equality, respect. professional attire	Accountable for behavior; self-disclose errors. Show respect and compassion for all clients without regard to gender, age, race, ethnicity, sexual orientation, religious background, and social status. Adhere to dress code; Arriving on-time to class and the clinical setting.
Emotional stability	Emotional stability is the capacity to maintain emotional balance and a stable mood when faced with psychological stressors.	Adapt to and make sound clinical judgments in stressful situations. Remain calm, think clearly and stay focused in a pressured and distracting environment. Cope with environmental changes. Ability to regulate and suppress negative emotions. Perceive and appraise challenges with resilience. Display effective coping mechanisms. Effectively deal with strong personal emotions.
Professional boundaries	Professional Boundaries are the lines within which a client's best interests are consistently served.	Recognize the need for vigilance in maintaining professionalism and boundaries in diverse practice settings. Behaviors are consistent with the duty to always act in the best Interest of clients. Set limits to the nurse-client relationship that ensures a safe, therapeutic relationship.
Empathy	Empathy is the use of emotional resonance to understand a client's experience of distress.	Use of cognitive skills to evaluate a client's experience. Attentive to client's emotional cues, identify their emotional state and reflect understanding of that experience. Demonstrate an understanding of what a client is communicating, feeling and needing.
Compassion	Compassion is an awareness of another's suffering accompanied by the desire to alleviate it.	Provide a safe and comforting environment. Respect clients' rights, dignity and their involvement in decision making. Focus on client's needs and focus the emotion generated by their circumstance into an active response.

## Accommodations

The CON is committed to ensuring that qualified students with disabilities are given equal access to its programs through reasonable accommodations. The CON is not required to provide requested accommodations that would fundamentally alter the program, including patient and/or student safety in the clinical setting. Students who desire more information or wish to request reasonable accommodations may contact the UTA [Student Access Resource Center](#).

Upon BSN program acceptance, students must attest to their ability to meet these standards with or without an accommodation. If at that time a student requests an accommodation, the OSD and the CON must determine if the accommodation is reasonable PRIOR to the student beginning BSN coursework.

If a student requires an accommodation to meet these standards, then within five (5) business days of being accepted into the BSN Program, and in order to prevent a delay in the start of their programs, the student must contact OSD to initiate the review process. Students are responsible for obtaining the necessary testing to document the existence of the disability and to what extent the disability substantially limits a major life activity. The OSD will require the student to provide sufficient documentation in this regard, including requiring additional evaluations if necessary. Once received, students should immediately provide their accommodation letter to the CON course lead teacher.

### **Unexpected Health Care Changes Occurring During Program**

Conditions that result in the inability to complete a clinical rotation include acute illness, physical injury, mental health issue, pregnancy, or complications due to pregnancy, surgery, or chronic illness. Changes in a student's physical or mental condition that require activity limitations or the inability to participate in clinical or lab will require documentation from the student's healthcare provider. Documentation must be on facility letterhead and signed by the healthcare provider or designate.

Students must receive a full release with no limitations to return to clinical. Limitations or restrictions may result in the need to withdraw from or take an incomplete in a clinical course.

### **Licensure/Ineligibility**

An individual planning to enroll in a nursing program must be eligible for licensure as a Registered Nurse following graduation. A previous history of the following may make you ineligible for licensure:

- Criminal conviction (includes DWI/DUI)
- Mental illness
- Chemical dependence

If you have reason to believe you may be ineligible to take the licensure exam and need to petition the Texas BON for a Declaratory Order (DO), the process must be complete prior to enrolling in any BSN nursing course at UT Arlington Department of Undergraduate Nursing.

Students with a positive background check will not be admitted to the nursing program without a DO documenting that they can take the NCLEX exam upon completion of the nursing program. If students need to submit a DO while in the program, they are ineligible to participate in clinical until the DO is received. More detailed information on other ineligibility issues is available on the Board of Nursing [website](#).

### **Licensure Ineligibility After Starting the Program**

A declaratory order may be required if a student has a change in their criminal background or answers yes to an eligibility question. Instructions are available on the [BON website](#). Resubmitting the GroupOne criminal background check may be required.

Students who answer yes to any of the four eligibility questions on the Texas BON license application are encouraged to submit their application through the [Texas Nurse Portal](#) 120 days prior to graduation.

### **Orientation Attendance**

Completion of orientation for students accepted to the BSN programs is mandatory. There are two components to the orientation – online through the Learning Management System (Canvas) and JR I program orientation (held virtual or on-campus) both components must be completed to start the program. Acceptance offer will be rescinded if students do not meet the orientation deadlines or are not clinically compliant.

Coursework demands classroom/online attendance and active participation by students for program success. Attendance policies are outlined in the course syllabus. Attendance may be taken during class.

See University Undergraduate Catalog title: [Class Attendance, Tardiness & Make-Up Work](#)

### **Clinical/Lab Requirements**

Students must meet all [clinical eligibility requirements](#) to participate in clinical. Failure to meet the deadlines may result in revocation of acceptance or program delay.

### **Clinical Management System**

Students will be required to purchase access to a clinical management system (CMS) upon acceptance to the BSN program. The CMS will be used throughout the program for:

- storage and tracking of immunizations and other requirements for [clinical clearance](#).
- assignment of students to clinical sites.
- clinical evaluation.

### **Clinical Eligibility/Clearance**

Junior 1/transfer students are required to have completed all vaccines and/or titers and upload the [vaccine and/or titer documentation](#) to the Clinical Management System at application. Students are encouraged to complete the [BON Background Check](#) as early as possible, but no later than one month from the application deadline. Junior 1/transfer students must submit this documentation within 5 working days after acceptance letters/emails are sent, or 2 days of acceptance if initially waitlisted as follows:

- Fall admissions: acceptance letters/emails will be sent Friday the first full week of March; deadline for students to respond and upload immunization requirements is Friday the second full week of March; LMS Orientation will open by the last Friday of March
- Spring admissions: acceptance letters/emails will be sent Friday the first full week of September; deadline for students to respond and upload immunization requirements is Friday the second full week of September; LMS Orientation will open by the last Friday of September.
- Summer admissions: acceptance letters/emails will be sent on Friday the last full week of February; deadline for students to respond and upload immunization requirements is Friday the first full week of March; LMS Orientation will open by the last Friday of March.

Continuing BSN Students are required to obtain clinical clearance prior to direct patient care contact and scheduled clinical hours. Clinical clearance requires written documentation provided by the student to the Clinical Management System for the campus based or AO programs by

- AO BSN Continuing Students - **45 days** before start of semester
- Campus based continuing students
  - Friday of Fall Finals week for spring semester
  - 45 days before start of term for summer semester
  - July 1 for fall semester

Coordinators will send a due date for each semester. It is suggested that students wait to get annual requirements such as TB testing and N95 Mask Fitting in May or December. Getting your testing done at these times keeps the student clear for the most amount of time.

Clinical clearance must span the **ENTIRE** semester for students to be cleared for registration. *Students will be ineligible to participate in clinical if they have not met this requirement. Therefore, students who are not cleared by the due date may be required to sit out for a semester.*



**Important Note for Working Students:** Students must adhere to the academic calendar for UT Arlington Department of Undergraduate Nursing clinical clearance for the entire semester, rather than employment calendar for renewals. *Students will be ineligible to participate in clinical if they have not met this requirement.*

*Clinical clearance includes:*

- Immunizations
- Criminal Background Checks
  - BON
  - GroupOne
- Negative Drug Screen
- CPR: American Heart Association BLS Provider valid for the entire semester
- Proof of current health insurance coverage
- Copy of Driver's License
- DFW Hospital Council Standard Student Clinical Orientation and Post-test (annually)

### Immunization Providers

Students may obtain the required immunizations and/or immunity titers from:

- UT Arlington Student Health Center,
- County health departments, or
- Private health care providers and/or employers

Students are expected to provide a signed release of clinical requirement documentation to requesting clinical facilities.

Exemptions/waivers of vaccines are not widely accepted at clinical facilities. If a clinical agency does not accept exemptions/waivers you may not be able to complete that clinical course. If you have objections or allergies to vaccines, you should speak to your doctor before starting the program. For concerns regarding a medical exemption contact the [Undergraduate Immunization Team](#).

Failure to obtain the complete series of an immunization, according to the CDC established timeframe, may result in students not meeting clinical requirements.

**Failure to meet clinical requirements may result in clinical ineligibility and course failure.**

(Refer to Texas Education Code, Sections 2.09 and 2.09A)

### Criminal Background Checks

Accepted students complete two criminal background checks (CBC): Texas Board of Nursing (BON) and GroupOne.

Students should complete the Texas BON CBC prior to program application. Students who have completed NURS 2300, Introduction to Professional Nursing, or are currently enrolled in NURS 2300, should submit their BON CBC (complete fingerprints) during that course. Students who have not taken NURS 2300 by the application deadline, should immediately email [CONHladmin@uta.edu](mailto:CONHladmin@uta.edu) to provide the necessary information and give permission to send the information to the BON. Students must schedule the fingerprinting appointment within one month of the application deadline.

A second background check, GroupOne, is completed after acceptance to the BSN Program.

## Drug Screening

All students accepted to the BSN AO or CB programs will complete a drug screen. The urine drug screen must be completed 30 days prior to clinical.

At any time if there is confirmation of a positive drug screening, the student will be removed from clinical courses for a period of one calendar year. Upon returning to the program, random drug screenings will be conducted throughout the program. A second positive test will result in immediate dismissal from the nursing program.

Random and / or for cause drug screens are at the student's expense and must be completed as required. Failure/refusal to undergo a drug screen on the designated day will result in immediate dismissal from the nursing program. [Full policy](#)

## Medical Insurance

All UT Arlington Department of Undergraduate Nursing students are required to provide Verification of Medical Insurance coverage that includes Emergency Department coverage and follow-up treatment for needle sticks and bloodborne diseases starting with Junior I admission. This mandatory requirement has been approved by the UT System Board of Regents and must be updated if policy changes.

## Annual Clinical Orientation

Dallas Fort Worth Hospital Council (DFWHC) Standard Student Clinical Orientation requirements are valid for 12 months. All students are required to complete Clinical Orientation ANNUALLY while enrolled in JR I – SR II clinical courses.

Contact the Program Coordinator for your program or the Undergraduate Clinical Coordinator for questions/clarification. Documentation of completion must be submitted by the Clinical Requirement due date.

Students are responsible to meet clinical agency specific student clinical requirements in addition to obtaining Clinical Clearance from the UT Arlington College of Nursing. Examples: Signed Confidentiality Agreement, Evidence of Medical Insurance Coverage, Facility Provided Health History, etc.

Students scheduled for clinical are required to attend the *facility specific site orientation*.

## Clinical Placement

BSN Students will complete clinical preference upon entering the BSN program. Campus- Based (CB) students are randomly assigned to their clinical site. Accelerated Online (AO) students are placed based on partnership (if applicable), ranking score, and submitted preference. While student location will be taken into consideration, this might not be able to be accommodated.

Clinical experiences for both the CB and AO programs are scheduled seven days a week and students will not have the option of weekend or weekday-only clinicals. Once assigned students may not change their assigned clinical site or day. When assigning clinical placement, student work schedules, childcare arrangements, and transportation will not be considered. Students will need to plan for these situations accordingly. Once a clinical placement is assigned, students may not change their clinical site or day.

Other factors may be considered during clinical placement if the required information is submitted by the preferencing deadline:

- CB BSN students who are active members of the Honors College will be placed first
- Student organization leaders will not be assigned on their organization's meeting day
- Military students/Student athletes who have communicated scheduling needs



- Students with approved religious accommodations who submit a Religious Accommodation Request Form (required each semester)

AO and CB BSN students will complete clinical preference upon entering the BSN program. CB BSN students will also submit clinical preferences with each clinical course. Clinical site availability may prevent accommodation of these requests.

For full information regarding AO and CB clinical placement see [full policy](#).

For information regarding clinical sites, see the [BSN website](#).

## Continuing, Returning, Transfer Students

**Priority Course/Clinical Placement with Limited Available Space:** order of preference for clinical placement:

1. A full-time, continuing student who is eligible to progress to the requested course.
2. A part-time, continuing student who is eligible to progress to the requested course.
3. A full-time student who seeks readmission after withdrawing for any reason. \*
4. A part-time student who seeks readmission after withdrawing for any reason. \*
5. A full-time, continuing student who has failed the requested course but is eligible to repeat the course based on the UT Arlington Department of Undergraduate Nursing progression policy (i.e., a student who has failed the course the previous semester).
6. A part-time, continuing student who is eligible to repeat the course based on the UT Arlington Department of Undergraduate Nursing progression policy (i.e., a student who has failed the course the previous semester).
7. A student transferring from between programs.
8. An eligible student transferring from another University.

\*Priority based on date of request for readmission.

## Clinical Attendance

It is expected that students will attend all assigned clinical activities. In the case of illness, remember to take appropriate health precautions. Students should **not attend clinical experiences if they are febrile or have any potential communicable disease**. Students are expected to notify clinical faculty immediately if they if they will be late or absent to the clinical site. No call No show is defined as not calling or being present in clinical as scheduled. No call No show may result in a clinical failure unless there was a documented emergency. Notification will not necessarily prevent a performance improvement plan from being generated and placed in the student file. Acceptable methods of notification to clinical faculty will be either phone or text. E-mail is not acceptable. Acceptable methods of notification to clinical agency will be phone unless the student is with a preceptor, then they may reach them by phone or text.

Tardiness: defined as greater than 0 minutes of the assigned clinical time.

- The first tardy will result in a verbal warning (verbal warnings are written at the top of the Performance Improvement Plan (PIP) form).
- Students with two (2) tardies will be placed on a PIP with Penalty (i.e. Review two articles and discuss implications for patient safety, collegial relations, etc. or Reflect on impact of this behavior for, patients, peers and as a professional responsibility, or penalty is up to the lead teacher, etc.) which will be kept in the student's permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation.
- Students with three (3) tardies may receive a clinical failure.
- Time will count towards the total or direct patient care clinical time missed and students will be required to make up the time missed.

**Clinical Absence:** Clinical is defined as any direct patient care within a healthcare setting and laboratory or simulation as outlined in the clinical supplement. All clinical experiences as defined above will be considered when determining absences.

- Students will be placed on a Performance Improvement Plan after their first **unexcused** absence and will receive written notification of our attendance policy after their first **excused** absence. \* Excused absence is defined on above.
- Students **MUST** make up clinical. Where feasible the clinical will be made up with an equivalent experience (simulation with simulation, direct patient care with direct patient care, etc.)
- When a comparable experience is not feasible simulation, case studies or other appropriate make-up experiences may be assigned. The experience will be equivalent to actual clinical hours missed; however, it may take longer for some students to complete the assignment.
- In order to adequately evaluate a student, (regardless of the reason for missing clinical) a student with total clinical absences of equal to or greater than 15% of the total clinical time will not be allowed to progress. Students may choose to drop if the clinical absences occur before the drop date. If a student is not eligible to drop the course (i.e. after the drop date), the absences will result in a clinical failure. In extraordinary non-academic circumstances with appropriate documentation, a late drop may **ONLY** be considered.

Absence of any part of a clinical day will require make-up in the simulation lab or another alternative at the clinical faculty's discretion. Medical illnesses/emergencies or other dire circumstance may be an acceptable reason to miss an assigned clinical and **receive an excused absence**. If a clinical experience is missed due to illness, a medical release will be required prior to returning to the classroom/clinical setting. In the case of other dire circumstance, you will be **required** to show **verifiable documentation** of the extenuating circumstances that kept you from clinical. Elective medical procedures, work, childcare or travel issues are not an excused absence from clinical and will be considered an unexcused absence. Unexcused absences may result in clinical failure. The first tardy will result in a verbal warning. Students with two (2) tardies will be placed on a Performance Improvement Plan (PIP) which will be kept in the student's permanent file. Students who are placed on a PIP are ineligible for a clinical award and faculty may not write a letter of recommendation. After 3 (three) tardies, the student may receive a clinical failure.

Students may attend a professional conference and will need to follow the [university guidelines](#).

### **Religious Accommodations in the clinical setting**

In alignment with the UTA policy (EI-PR-13 Religious Accommodations) and its "commitment to providing an academic and work environment that is respectful of the religious beliefs and practices", students enrolled in a DUN clinical course may request a religious accommodation in the clinical setting. Students must submit the EI-PR-04 Religious Accommodation Request to Clinical Management System. The request will be reviewed by the Director of Student Support. If the student wishes to appeal the outcome of the request, then they make this request to the Dean of Students

The attendance/participation in wedding ceremonies (both civil and religious) does not meet the definition of the observance of a religious holy day.

[Full Policy](#) and [Religious Accommodations Request Form](#)

### **Authorized Patient Care Clinical Experiences**

Students are to provide nursing care to patients at clinical facilities **ONLY** when authorized by their UT Arlington Department of Undergraduate Nursing instructor and when their clinical instructor and/or preceptor are present on site.

## Dress Code

The Department of Undergraduate Nursing expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical/lab setting. Students must adhere to the dress code policy. Click here for [Dress Code Policy](#).

Undergraduate, BSN student nurses should wear their UT Arlington Department of Undergraduate Nursing uniform and UT Arlington College of Nursing insignia patch ONLY when in simulation, clinical, lab, or other learning experiences authorized by UT Arlington Department of Undergraduate Nursing faculty. When in uniform students should adhere to all dress code standards.

## Student Identification

The Mav ID is to be worn above the waist and in clear view when in uniform. It must be worn in all clinical and lab settings. NURSING must be printed on the Mav ID.

Only facility ID, if required, indicating student status are allowed to be worn with the Mav ID.

The Mav ID must not be worn in settings other than clinical or lab.

## Clinical Performance Requirements & Evidence of Clinical Competence

Clinical courses are classified as PASS/FAIL courses. In order to progress in the College of Nursing, students must receive a passing grade in the lecture component as well as satisfactorily meet the clinical course requirements. Students must receive a satisfactory grade (S) on all areas of the clinical course evaluation.

## Medication Administration Competency Assessment

Safe and effective medication administration is crucial for optimal patient outcomes. Best practices for student achievement of safety in medication dosage calculation and administration include ongoing assessment of these skills. A standardized electronic medication administration competency assessment is required of students at the beginning of each clinical course in which students administer medications. It is designed to assess competency in calculating drug dosages and safe medication administration. These assessments are part of the clinical PASS/FAIL requirements and are not factored in the course didactic grade.

All students must meet the Medication Administration Competency Assessment requirements in sequential order to pass the clinical component of the course and administer medications in the clinical setting. The requirements include:

1. 100% on Medication Administration Competency Assessment
  - a. Students will be allowed unlimited attempts to meet the 100% benchmark requirement on the Medication Administration Competency Assessments in each course.
2. Submission of *handwritten* math work completed during assessment attempts via CANVAS
  - a. If a student is not successful in completing these requirements by the assigned due date. The student will be placed on a performance improvement plan (PIP) and will not be permitted to pass medications in the clinical setting **until the requirement is met**.
  - b. If a student fails to complete the requirements as outlined in the PIP by the assigned due date the student will have failed to meet the requirements of the PIP resulting in a clinical and course failure.
3. Validation of safe medication administration/competency in clinical and/or laboratory setting assessed by UTA clinical faculty using the DUN Medication Administration Competency Assessment Form prior to administering medications with an assigned nurse in the clinical setting
  - a. All J1, J2 and S1 clinical courses will use the DUN Medication Administration Safety Contract. Failure to follow the Medication Administration Contract may result in a clinical course failure.
    - i. All J1, J2, and S1 clinical courses will use the DUN Medication Administration Documentation Form and students must fill out the form prior to administering

- medications to assigned patients. Faculty must evaluate the form to ensure complete and accurate information.
- ii. In courses where faculty provide the medication sheet students must have the medication sheet available to review prior to administering medications in clinical.
  - iii. Students can reference previously completed medication sheets but must ensure the dosing and reason for administration is patient-specific and in alignment with clinical facility formularies and/or medication requirements.
  - iv. If students are permitted to administer medications with a nurse, validation of safe medication administration must occur with the clinical faculty prior to students administering any medication with the nurse.
- b. In Capstone N4350 Transition to Practice the primary goal is successful transition to clinical practice.
- i. Students will be provided with a list of medications that may be used during the Clinical Skills Assessment check off in the Smart Hospital. Students will bring the completed DUN Medication Administration Documentation Form with them to the Clinical Skills Assessment to be checked by the clinical faculty.
  - ii. Students will obtain a list of the top 5 medications administered in their assigned Capstone clinical setting and complete the DUN Medication Administration Documentation Form before being allowed to give medications. Students will look up each medication in the clinical setting prior to administration. The clinical faculty will discuss medications given during the clinical shift with each student.
- c. Remediation: *If a student is unsuccessful in demonstrating safe medication administration in the clinical setting on the first attempt*, the student will be assigned remediation activities to complete, before being granted a second medication administration attempt in the clinical/laboratory setting. The activities include:
- i. Completion of <https://itsapps.odu.edu/medadmin/>
  - ii. Completion of a medication worksheet on a designated medication for a simulation patient
  - iii. ATI – Video Case Study RN 3.0 Safety: Preventing Medication Errors
  - iv. Proof of completion of these activities must be uploaded to CANVAS by the due date assigned by the faculty. The student will then be granted a second attempt to validate safe medication administration in the clinical/laboratory setting by UTA clinical faculty.

If a student is not successful demonstrating safe medication administration/competency in the clinical or laboratory setting, they will not have met the required clinical outcome resulting in an Unsatisfactory, resulting in a clinical and course failure.

### **Administering Medications and Patient Safety**

Students may not give medications until they have been checked off by their faculty, have achieved the minimum score requirements on Medication Administration Competency Assessment and have read, signed and uploaded the DUN Medication Administration Safety Contract to Canvas. After checkoff, students may only give medications if supervised by their clinical instructor, GTA (Graduate Teaching Assistant), preceptor, or unit registered nurse. Additionally, Junior I through Senior I level students must complete a patient specific DUN Medication Administration Documentation Form prior to administration of the medication in the clinical setting. *Failure to adhere to this policy may result in clinical failure.*

Students are expected to know and utilize the facility designated two (2) positive patient identifiers prior to medication administration, procedures, and/or specimen collection.

## Clinical Failing Behaviors

Clinical courses are classified as PASS/FAIL courses. In order to progress in the College of Nursing, students must receive a passing grade in the lecture component as well as earn 70% or greater on the Final Clinical Evaluation Tool.

Students who earn less than 70% on their Final Clinical Evaluation tool have not met the course objectives and have failed the course.

Students are expected to follow the professional nursing standards set forth by the Texas Nurse Practice Act. Violation of the Standards of Professional Nursing Practice may result in clinical failure regardless of the drop or withdrawal date. The Standards of Professional Nursing Practice are outlined below.

### **Standards of Professional Nursing Practice (BON 213.27, 217.11)**

- 1) Know the rationale for and the effects of medications and treatments and shall correctly administer the same. 217.11 (1) (C)
- 2) Accurately and completely report and document: the client's status including signs and symptoms; nursing care rendered; physician, dentist or podiatrist orders; administration of medications and treatments; client response(s); and contacts with other health care team members concerning significant events regarding client's status. 217.11 (1) (D) (i-vi)
- 3) Implement measures to promote a safe environment for clients and others. 217.11 (1) (B)
- 4) Respect the client's right to privacy by protecting confidential information unless required or allowed by law to disclose the information. 217.11 (1) (E)
- 5) Accept only those nursing assignments that take into consideration client safety and that are commensurate with the nurse's educational preparation, experience, knowledge, and physical and emotional ability. 217.11 (1) (T)
- 6) Make a reasonable effort to obtain orientation/training for competency when encountering new equipment and technology or unfamiliar care situations. 217.11 (1) (H)
- 7) Notify the appropriate supervisor when leaving an assignment 217.11 (1) (I).
- 8) Know, recognize, and maintain professional boundaries of the nurse-client relationship. 217.11 (1) (J)
- 9) Clarify any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious or contraindicated by consulting with the appropriate licensed practitioner and notifying the ordering practitioner when the nurse makes the decision not to administer the medication or treatment. 217.11 (1) (N)
- 10) Every individual who seeks to practice nursing in Texas must have good professional character related to the practice of nursing. 213.27 (a)
- 11) The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules, and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or a rule adopted by the Board is considered to have good professional character related to the practice of nursing. 213.27 (b)
- 12) A determination that an individual does not have good professional character related to the practice of nursing must be based on a showing by the Board of a clear and rational connection between a violation of the Nursing Practice Act or a rule adopted by the Board and the individual's ability to effectively practice nursing. When evaluating the rationale connection between the relevant conduct and the ability to effectively practice nursing, the Board will consider the following factors: (213.27) (c)
  - i) whether the individual will be able to practice nursing in an autonomous role with patients/clients, their families, significant others, healthcare professionals, and members of the public who are or who may become physically, emotionally, or financially vulnerable; (213.27) (c) (1)
  - ii) whether the individual will be able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting;



- (213.27) (c) (2)
- iii) whether the individual will be able to make appropriate judgments and decisions that could affect patients/clients and/or the public; (213.27) (c) (3)
  - iv) whether the individual has exhibited an inability to conform his/her behavior to the requirements of the Nursing Practice Act, Board rules and regulations, including §217.11 (relating to Standards of Nursing Practice) and §217.12 (relating to Unprofessional Conduct) of this title, and generally accepted standards of nursing practice; (213.27) (c) (4)
  - v) whether the individual will be able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions, when such disclosure could enhance the health status of patients/clients or the public and/or could protect patients/clients or the public from an unnecessary risk of harm. (213.27) (c) (5)

Refer to the Board of Nursing at [www.BON.state.tx.us](http://www.BON.state.tx.us) for any additional information regarding the Texas Nursing Practice Act.

In addition to adhering to the Standards of Professional Nursing Practice, students must adhere to program requirements. Noncompliance with program requirements may result in clinical failure without regard to drop or withdrawal time frames, including but not limited to the following:

- Non-compliance with [Clinical Clearance Requirements](#)
- Non-compliance with [Drug and Alcohol Screening policy](#)
- Unlawful behavior prohibiting sufficient background check required for clinical participation
- Failure to adhere to the course-specific Patient Care Scope and Responsibilities Agreement

Before the final decision of a clinical failure, the student will meet with the Director of Student Support.

### Technical Skill Performance

Only technical skills learned and validated by clinical faculty in the lab setting and prior to clinical experience (or as approved by the clinical faculty) may be performed in the clinical setting. Students should verify with their faculty their readiness to perform a skill.

Invasive procedures are defined as “purposeful/deliberate access to the body” through needle puncture or placing a device in a natural orifice (Cousins, Blencowe, & Blazeby, 2019). For BSN students, invasive procedures include but are not limited to, venipunctures, IM, IV, subq injections, and insertions of urinary catheters or nasogastric tubes

- Students are not authorized to practice **ANY** invasive procedure(s) on living beings outside the clinical setting.

### Injuries or 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 will follow the Exposure to Bloodborne Pathogens Procedure in place at the facility. Any expense or treatment required is the responsibility of the student.
- The CONHI nursing students will follow the facility’s rules regarding the clinical student’s health/requirements and patient safety. If the hospital requires that a student be examined if they have an injury or emergency situation, we must follow the hospital’s policy when on their property and working with their patients.

## **Program/Student Recognition**

### **Award for Excellence in Clinical Nursing**

Each semester, students in clinical courses are eligible for consideration. Nominations are made by the clinical faculty in each course with a clinical component. Students are honored at an end-of-the-semester awards ceremony.

#### **Guidelines:**

- The award is a faculty selection; it is not a student or group selection.
- The course team (Lead Teacher and all Clinical Faculty) will consider nominations from clinical faculty with a maximum of 5% of students in the course or one (1) group award(s) per course, per semester. Each member of a nominated group must meet the criteria.

#### **Criteria for Selection:**

- Consistently exceeds clinical performance standards in the application of theoretical concepts, evidence-based practice, and communication (written and verbal).
- Demonstrates exemplary performance in the use of critical thinking and problem-solving skills.
- Demonstrates exemplary performance in the application of leadership principles and professionalism.