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Introduction to the Undergraduate Handbook

We want to welcome you to the University of Kentucky, College of Nursing. You are about to embark on an exciting academic and professional journey.

The undergraduate handbook contains information about the College of Nursing, its mission, policies and organization. It is your resource guide to information about standards, rights and responsibilities, financial aid, scholarships, as well as descriptions of offices you might need to use, and other resources available to you. Take the time to become familiar with this document. It will answer many questions you may have about the College of Nursing.

Information is current at the time of publication. You are required to know the policies and procedures set forth in this handbook.

The handbook is subject to changes, amendments and modifications. Every effort will be made to inform you of such revisions. It is the responsibility of the students to check for updates.

This published handbook supersedes all previous published editions and is in effect until a subsequent handbook is updated. You can find the current handbook online at http://academics.uky.edu/ukcon/pub/CurrentStudents/StudentHandbooks/Pages/default.aspx.

Students should consult the Bulletin/College Catalog, their faculty advisors or Student Services if they have further questions about any of the topics addressed here.

Contact information is conss@uky.edu or (859) 323-5108.
Dean’s Welcome

Welcome to the University of Kentucky College of Nursing. I hope you will have an exceptional learning experience in the College, as well as within the larger University. The nursing faculty is deeply committed to preparing nurses for practice in an ever-changing health care environment. I am confident that you will develop your own practice, leadership, knowledge, and skills as you learn side by side with the outstanding nurses who provide care at the University of Kentucky’s A.B. Chandler Hospital, the Kentucky Children’s Hospital, and UK Good Samaritan Hospital, as well as other hospitals in the greater Lexington area and community-based clinical sites.

The decision to complete your baccalaureate degree within an academic health center affords you with unique opportunities related to research and evidence-based practice. I am pleased to remind you that the College’s faculty members are making substantive contributions to the knowledge base of nursing through active programs of research and clinical practice. Therefore, I strongly recommend that you take advantage of these opportunities because you are the next generation of practitioners, nurse scholars and faculty.

Finally, the College’s faculty and staff are committed to "engaging in collaborative and cooperative relationships for the purpose of modeling excellence in nursing education, research, service and practice." Faculty, staff and administrators will actively work with you to facilitate your success at the University of Kentucky.

You have selected a profession that will offer you many opportunities throughout your career. Thank you for choosing the College of Nursing for your studies.

If I can be of assistance to you, please do not hesitate to let me know. I can be reached via e-mail at jheath@uky.edu, via phone at (859) 323-4857, or for an opportunity to talk in person, please contact Lisa Galvin at (859) 323-6533 for an appointment.

Janie Heath, PhD, APRN-BC, FAAN
Dean and Warwick Professor of Nursing
University of Kentucky College of Nursing
About the College

- Vision and Mission
- Strategic Plan

Accreditation

The Baccalaureate Program at the University of Kentucky College of Nursing is accredited by the

Commission on Collegiate Nursing Education (CCNE):
CCNE
One Dupont Circle N.W.
Suite 530
Washington, DC 20036-1120
Internet: [www.aacn.nche.edu/accreditation](http://www.aacn.nche.edu/accreditation)

The Baccalaureate program is also approved by the Kentucky Board of Nursing (KBN):
KBN
312 Whittington Pky
Suite 300
Louisville, KY 40222
Internet: [www.kbn.ky.gov](http://www.kbn.ky.gov)

Standards of Clinical Nursing Practice

College of Nursing faculty and students in the baccalaureate-nursing program uphold the profession's standards of clinical practice. These are based on:

- Nursing’s Social Policy Statement: The Essence of the Profession Association, (American Nurses’ Association [ANA], 2010)
- Quality and Safety Education for Nurses (QSEN), (American Association of Colleges of Nursing [AACN] 2011)
- The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing [AACN] 2008)

Student Rights and Responsibilities

As a student in the College of Nursing, you have the right to know what is expected of you. This handbook will familiarize you with our policies. We also expect you to become familiar with the policies in The University of Kentucky Bulletin, the University of Kentucky Student Rights and Responsibilities, the University of Kentucky Medical Center Behavioral Standards in Patient Care, the Health Care Colleges Code of Student Professional Conduct, University Health Insurance Portability and Accountability Act (HIPAA) and University Policy on Discrimination and Harassment.
College of Nursing Undergraduate Faculty and Staff Directory

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<th>NAME</th>
<th>TITLE</th>
<th>ROOM #</th>
<th>PHONE</th>
<th>E-MAIL</th>
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<tbody>
<tr>
<td>Patricia V. Burkhart, PhD, RN</td>
<td>Associate Dean of Undergraduate Studies</td>
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<td><a href="mailto:patricia.burkhart@uky.edu">patricia.burkhart@uky.edu</a></td>
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<tr>
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<td>Assistant to Associate Dean of UG Studies</td>
<td>202</td>
<td>(859) 323-8071</td>
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<tr>
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<td><a href="mailto:GinaLowry@uky.edu">GinaLowry@uky.edu</a></td>
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<td>Coordinator of 2nd Degree Option</td>
<td>415</td>
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<tr>
<td>Kerry Powell</td>
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<td>315E</td>
<td>(859) 323-5109</td>
<td><a href="mailto:kerry.powell@uky.edu">kerry.powell@uky.edu</a></td>
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<tr>
<td>Joanne Davis</td>
<td>UG Advisor</td>
<td>315C</td>
<td>(859) 323-6135</td>
<td><a href="mailto:jdavis1@uky.edu">jdavis1@uky.edu</a></td>
</tr>
<tr>
<td>Kerrie Moore</td>
<td>Student Affairs Coordinator</td>
<td>315M</td>
<td>(859) 323-1966</td>
<td><a href="mailto:kerrie.moore@uky.edu">kerrie.moore@uky.edu</a></td>
</tr>
<tr>
<td>Jenny Fleser</td>
<td>Data &amp; Compliance Coordinator</td>
<td>315G</td>
<td>(859) 323-4872</td>
<td><a href="mailto:jenny.fleser@uky.edu">jenny.fleser@uky.edu</a></td>
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</table>

Office of Student Services
The College of Nursing Office of Student Services provides services to all students enrolled in the College of Nursing to supplement and further enhance life at the University.

Location: UK Campus, 315 College of Nursing Bldg., 751 Rose St., Lexington, KY 40536-0232
Phone #: (859) 323-5108
Fax #: (859) 323-1057
E-Mail: conss@uky.edu
Map Location: http://ukcc.uky.edu/cgi-bin/dynamo?maps.391+campus+0232

• Registration
Each semester at specified times, you will need to schedule an advising appointment and register for the next semester's work. Dates for registration are online at http://www.uky.edu/Registrar, the Registrar's Office, and http://kykernel.com The Kentucky Kernel. For questions regarding advance registration procedures, please contact the College of Nursing, Office of Student Services at (859) 323-5108, by e-mail at conss@uky.edu, or on-line at www.uknursing.uky.edu.

• Student Programs and Referral Services
The Office of Student Services acts as a central resource to assist you with questions regarding student life at the College of Nursing. This office is responsible for;
✓ offering guidance to the Undergraduate Nursing Activities and Advisory Council (UNAAC) and the UK chapter of the Kentucky Association of Nursing Students (KANS)
✓ supplying current literature and announcements that may be of interest within the College
✓ filing applications for degree completion
✓ planning the College of Nursing pinning ceremony and other special events
✓ assisting you with the transition of your role as a student to professional nurse
✓ providing CON scholarship information
Our staff also maintains active communication with other student personnel offices on campus to keep our students, faculty, and staff up to date on University activities and programs. Please contact 859-323-5108 if you need assistance.

Other University Resources

Financial Aid, Scholarships / Financial Awards, Application Guidelines and Emergency Aid

Financial Aid
The University of Kentucky Office of Student Financial Aid administers financial aid to eligible students. As a College of Nursing student, you are eligible for assistance and encouraged to discuss your needs with a representative from that office. For more information, please go to the Office of Student Financial Aid website at http://www.uky.edu/FinancialAid or phone (859) 257-3172. The office is located in Room 128 of the Funkhouser Building.

Office of Academic Scholarships
The University of Kentucky Academic Scholarship Program offers funds to outstanding students who demonstrate the potential for superior academic performance. Applicants must be planning to enroll on the Lexington Campus as first-time freshmen. For more information, go to http://www.uky.edu/financialaid/scholarships.

Academic Excellence Scholarship
Funds are received from the UK Office of Academic Scholarships for these scholarships. All students are automatically considered for an Academic Excellence Scholarship when they complete the College of Nursing Undergraduate Scholarship Application.

Scholarship Opportunities Outside the UK College of Nursing
The College of Nursing receives notification throughout the academic year of additional external scholarships. Watch for announcements about these in The Dose (the college’s biweekly student e-newsletter), direct emails, on bulletin boards and on the wall monitors in the undergraduate student lounge.
Other Sources for Scholarships
There are many scholarships available. We will try to provide those sources through The Dose E-Newsletter and bulletin boards, but you should also spend time researching online by entering “nursing school scholarship.” Check with the armed forces (any branch - UK has Army ROTC and Air Force ROTC on campus), parents’ employers, hospitals (nurse recruitment), non-profit organizations, private lending institutions and local, state or federal agencies.

Undergraduate Scholarships
March 1 each year is the deadline to apply for a UK College of Nursing Undergraduate Scholarship. The scholarship process and application information can be found at: http://academics.uky.edu/ukcon/pub/ProspectiveStudents/ProspectiveUndergrad/Financial/FinancialResources/Pages/ScholarshipsApplication.aspx. Awards are made for one academic year, for example, the 2014-15 awards were for the Fall 2014 / Spring 2015 semesters. Applicants must meet the minimum requirements for admission to the College of Nursing and be in good academic standing. Priority in awarding scholarship funds is given to those students who have high financial need. Most of our scholarships are for upper-level nursing students and are disbursed in equal amounts in the fall and spring semesters. If the recipient will be graduating in December, the award will be for the fall semester only.

Scholarships are renewable, provided the recipient continues to meet the terms of the scholarship and makes reasonable academic progress. UK’s Reasonable Academic Progress Policy is here: http://www.uky.edu/financialaid/rap. Even if the scholarship is renewable, students must apply annually by March 1 for continued support. Some scholarships have minimum GPA requirements. Any student who fails to maintain the minimum GPA will be ineligible to have the scholarship renewed.

The College of Nursing Scholarship Committee reviews all completed applications and attachments postmarked by the March 1, 5:00 pm EST deadline. Applicants are considered for all scholarships for which they are eligible. The average award is $1,000-$2,000 and both the scholarships and amounts available to award vary from year to year. The scholarship amount, when added to other sources of financial aid, may not exceed the total annual cost of attendance as determined by the UK Office of Student Financial Aid, http://www.uky.edu/financialaid/overaward-policy.

Award recipients and non-recipients will be notified in June or July before the new academic year begins via mail and/or email. All recipients must complete a Scholarship Acceptance Form by the deadline listed to confirm acceptance of the award or forfeit their scholarship. The College adheres to the Family Educational Rights and Privacy Act (FERPA) http://www.uky.edu/Registrar/ferpa.htm.

Scholarship Brunch
Hosted annually by the College of Nursing and emeriti faculty, this event provides an opportunity for donors and their families to meet the recipients of the scholarships they have established. All scholarship award recipients are expected to attend.

Emergency Aid-Clo Gartner Emergency Fund Guidelines
Please Note: An “AGREEMENT TO REPAY LOAN” form must be complete before process can take place. This revolving loan fund was established to provide students money in an emergency financial situation and to whom the traditional sources of grants, scholarships or loans were not available. If you have questions regarding this loan, please contact Kerrie Moore at kerrie.moore@uky.edu or (859) 323-1966.
Other Financial Resources

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College of Nursing Committees and Organizations

College of Nursing Alumni Association
The College of Nursing Alumni Association (CONAA) promotes the College’s best interests and welfare, works to fully acquaint the membership with the progress and needs of the College, and encourages loyalty and closer bonds of fellowship among its alumni. All College of Nursing graduates are automatically members.

All profits from membership events hosted by the Alumni Association are used to support various programs and projects that are hosted throughout the year such as:

- Annual awards for outstanding alumni, graduating seniors, and graduate students. The Nightingale Award is given to an outstanding undergraduate, the Sebastian/Stanhope Award is presented to a D.N.P. graduate, and the Carolyn Williams Award goes to a graduate of the Ph.D. Program.
- Homecoming/reunion activities
- Networking opportunities for alumni
- Mentoring programs that allow students to meet with alumni to learn more about their careers or projects they are participating in as nurses.

If you have questions, suggestions, or need additional information, you may contact Aimee Baston, Director of Alumni & Development at 859-323-6635 or abaston@email.uky.edu or Sherry Holmes, CON Alumni President at 859-323-3171 or sherry.holmes@uky.edu.

College of Nursing Student Ambassador Program
College of Nursing Student Ambassadors are a select group of nursing students dedicated to enhancing the image of professional nursing in Kentucky. Ambassadors promote the College by assisting in information sessions, providing tours and giving an idea of “what it’s really like” to be a UK College of Nursing student. Ambassadors assist in UK recruiting events such as See Blue Preview Nights, Come See Blue for Yourself and other events for the College. On average, Ambassadors participate in 1-2 events per month during the academic year, mainly during daytime hours.

Students are qualified to be an Ambassador if they:

- Have been admitted to the Professional Nursing Courses;
- Are a 2\textsuperscript{nd} Semester Sophomore or Junior Undergraduate Nursing Student (Pre-Nursing Majors and 1\textsuperscript{st} Semester Sophomore students are not eligible); AND
- Maintain a minimum cumulative grade point average of 3.0.
Once the application has been released, qualified students must: 1.) Complete a College of Nursing Student Ambassador Program Application; 2.) Submit the Application with two faculty recommendation forms; 3.) Provide a copy of their current class schedule; and 4.) Provide a copy of their unofficial UK transcript by the stated deadline to the Office of Student Services. Eligible applicants will participate in an interview with Dr. Patricia Burkhart, Associate Dean of Undergraduate Studies and Kerrie Moore, Student Affairs Coordinator. If chosen as an Ambassador, students agree to keep the Office of Student Services apprised of their availability for College of Nursing events. Questions, please contact Kerrie Moore at kerrie.moore@uky.edu or (859) 323-1966.

Kentucky Association of Nursing Students UK Chapter
The College of Nursing is proud to have an association for nursing students, which is a constituent member of the Kentucky Association of Nursing Students (KANS) http://kansnews.wordpress.com and The National Association of Nursing Students (NSNA). NSNA is the recognized pre-professional organization of nursing and is affiliated with both The American Nurses' Association and The National League for Nursing. As a College of Nursing student (four-year, second degree, or R.N.) you are eligible to join the organization. The local chapter is the University of Kentucky Student Nurses’ Association (UK SNA). UK SNA affords students many opportunities with community engagement, networking, leadership, and career guidance. There is an annual fee for membership. We invite and encourage you to become an active member of this professional nursing organization. Contact Julia J. Hall at (859) 323-6598, jjhall2@email.uky.edu or http://www.nsna.org for more information.

Delta Psi Chapter, Sigma Theta Tau International Honor Society for Nursing
From its beginnings in 1922, Sigma Theta Tau International (STTI) has served to advance knowledge, promote learning, and foster service through nursing scholarship and leadership. The society has furthered these goals through academic excellence, social and ethical commitment to addressing public, health care, and nursing issues influencing the health and health care of people in the United States and throughout the world. In addition, the society has provided a forum for nurses and others to share knowledge, discuss health care concerns, encourage world health initiatives across the globe as well as provide evidence through research and evaluate changes in health care and health policies. UK’s Delta Psi Chapter has maintained a proud tradition of advancing the goals of Sigma Theta Tau. Goals are to (1) increase communication with members, (2) strengthen ties among the academic, clinical, and community sectors and their members and provide service to a variety of organizations needing help within our communities. STTI has been a channel to network with other nurses and nursing student inductees through means of “The Circle” – a site on the STTI website, which allows you to contact other members within your chapter, job search, visit the Virginia Henderson online library to seek information and research articles. With STTI, you have a means to stay connected. The board encourages your participation at scholarship, meetings and service events. If you have questions, please contact any board member or Linda Watts, President at lmwatt2@email.uky.edu.

- President – Linda Watts, BSN, RN
- President elect – Tukea Talbert, DNP, RN
- Vice President – Paula Halcomb, MSN, RN
- Secretary – Kathy Isaacs, DNP, RN
- Treasurer - Jenna Keller, PhD, RN
- Faculty Counselor – Leslie Beebe, MSN, RN
Undergraduate Nursing Activities and Advisory Committee

The Undergraduate Nursing Activities and Advisory Council (UNAAC) serves as a liaison between the College’s Dean, administration, faculty, staff and students. It provides undergraduate student input regarding College procedures, activities, and evaluation. If you have questions, please contact Paula Kral at 859-323-8397 or E-Mail at prkral2@email.uky.edu.

Functions

• To foster communication among administrators, faculty, staff, and students through such things as student publications
• To serve as a liaison among undergraduate students, faculty, staff and the Student Government Association (SGA), http://www.uksga.org
• To plan and implement undergraduate student activities
• To review and make recommendations regarding:
  ▪ Evaluation procedures for undergraduate courses and teaching
  ▪ Proposed appointment and promotion of faculty members in accordance with University Administrative Regulations
  ▪ Programs of the College that relate to undergraduate students, with suggestions to the College of Nursing administration for involvement in national and international programs and opportunities to meet with visitors from other cultures and backgrounds
  ▪ Undergraduate student problems, concerns, and appropriate actions
• To identify and promote resources and support systems which will facilitate all undergraduate students’ successful completion of the baccalaureate program
• To provide opportunities for involvement in community service
• To promote links among all College of Nursing organizations to foster better communication and cohesiveness
• To conduct and oversee all undergraduate student class officer election processes

Membership

• Five voluntary representatives from both the first- and second-semester sophomore classes, including one additional representative from the second-degree option;
• Junior and senior class officers from each semester, having been elected in the semester preceding the year of service;
• One additional representative from each of the junior and senior classes elected in the semester preceding year of service and a second degree student from each class;
• Other representatives include an R.N. representative, the UKSNA president, the College of Nursing senator to SGA, the Associate Dean of Undergraduate Studies, an advisor from the teaching staff chosen by the Executive Committee in the fall, and a liaison from the College of Nursing Alumni Association.

Undergraduate Student Nursing Enrichment Opportunities

(Nursing Students may elect to participate in only one of these three opportunities)

I. Nursing Practice Interns (NUR-391)

The College of Nursing at the University of Kentucky sponsors a Nursing Practice Intern option for full time nursing students (second degree and traditional). This option enables students to explore the nursing profession at a depth that is not possible in the three-year program. When you become a Nursing Practice Intern, you attend a seminar for two hours per week for the first seven weeks of each semester. You write a brief evaluation of each presenter and work with a faculty mentor on a practice-focused project. Projects are presented during the last seminar before graduation. Interns
who complete the 4 semesters and are recommended by their faculty mentor, will be recognized at the CON Pinning Ceremony. If you are interested in Nursing Practice Interns and would like additional information please contact Dr. Karen Stefaniak at karen.stefaniak@uky.edu or phone (859) 323-2951. Application packets are available in Student Services, 315 CON.

Goals:
• Provide opportunities for in-depth study
• Enhance professional development
• Nurture development of future leaders
• Prepare gifted students for graduate study in nursing

Eligibility Criteria:
• Completion of NUR 211 or NUR 221: Professional Nursing Through the Lifespan
• Minimum 3.0 cumulative and nursing GPA
• 3.0 GPA in nursing major
• Demonstrate critical thinking skills, communication skills, creativity, self-direction, perseverance, and integrity.
• Not participating in another nursing enrichment opportunity (i.e., nursing research interns or nursing skills lab interns)

Application Process:
1. Application packets are available in Student Services Room 315.
2. Complete cover sheet with your contact information.
3. Type a brief description (1 page, double-spaced) of work experiences, extracurricular activities, community service (e.g., volunteer experience), and other experiences of interest.
4. Provide copies of two (2) examples of work completed in the sophomore level courses that reflect evidence of the following student traits: leadership potential, critical thinking and communication skills, and creativity.
5. Obtain two (2) Faculty Endorsements from sophomore year nursing faculty, using the Nursing Practice Intern Faculty Endorsement form. These forms are to be completed by your sophomore-nursing faculty and submitted directly by them to Mary Gregory.

Maintaining Nursing Practice Intern:
• Maintain good standing in the College of Nursing
• Successfully complete all nursing courses
• Participate with Nursing Practice Intern mentor and attend all Nursing Practice Interns seminars

It is the Student Applicant’s Responsibility to ensure all materials are completed and submitted by the published spring and fall semester deadlines. If you have questions about the application process, please contact Dr. Karen Stefaniak at karen.stefaniak@uky.edu or phone (859) 323-2951.

II. Nursing Research Intern Option (NUR-393)
Nursing Research Interns say that hands-on participation in a study makes research "come alive". With a study’s principal investigator as their mentor, students begin to understand what "evidence-based" practice means. They can immediately apply the tools with a better understanding of how research drives practice. Later, students may pursue graduate education where they learn how to develop a research program, develop networks, prepare presentations, and write grants.
Goal of the Nursing Research Internship: to gain an understanding of the basic steps for conducting research and to have hands-on experience working as part of a research team.

Student Learning Outcomes: The following are a sample of possible student learning outcomes that may be negotiated between the research intern and faculty mentor.

- Complete human subject's protection training. All research interns are required to complete the online course on Protection of Human Subjects as part of the intern experience. The research faculty mentor will guide the research intern through this process. Web-based human protection training instructions can be found at: http://www.research.uky.edu/ori/human/Human_Research_Mandatory_Education.htm
- Participate in and contribute to research team meetings
- Assist with recruitment, screening, and tracking of participants in a study
- Assist with data management
- Assist in the development of a grant application
- Assist in the development of a manuscript, research poster, or PowerPoint presentation
- Develop a scholarly presentation with an abstract for submission to the Student Scholarship Showcase (usually due in January)
- Develop a scholarly paper for submission to Kaleidoscope, the University of Kentucky Journal of Undergraduate Scholarship http://www.uky.edu/Kaleidoscope (normally due March 30)

Method of Study or Description of Experience Planned for the Nursing Research Intern:
- Hands-on experience working on a research project
- Participation on a research team conducting a study or developing a grant proposal for a funded study

Eligibility:
- Sophomore or junior nursing major (senior nursing majors, if they are continuing as nursing research interns with a faculty mentor)
- Minimum 3.0 cumulative and nursing GPA required
- Strong desire to learn the research process
- Desire to function as a nursing research intern for two or more semesters
- Ability to think critically and communicate effectively in speaking and writing
- Interview with research faculty mentor
- Not participating in another nursing enrichment opportunity (i.e., nursing practice interns or nursing skills lab intern)

Steps for Registering as a Nursing Research Intern:
- The following link will be your guide to register as a Nursing Research Intern http://academics.uky.edu/ukcon/pub/CurrentStudents/ActivitiesandOrganizations/Pages/ResearchInternProgram.aspx
- Register for NUR 393 (1-credit); pass/fail grade unless advised otherwise by faculty mentor
- Interns register each semester if continuing as an intern

General questions about the Research Internship may be directed to:

Dr. Patricia V. Burkhart  E-mail: patricia.burkhart@uky.edu
Coordinator, Research Internship Option  Phone: (859) 323-8071
Professor and Assoc. Dean  Address: 202-D CON Building
Undergraduate Studies  Lexington, KY  40536-0232
III. Nursing Skills Lab Intern Option (NUR-397)

Goal: To assist interested junior/senior undergraduate students in learning to teach beginning nursing students how to perform clinical nursing and med math skills.

Student Learning Outcomes:
- Develop an understanding of teaching – learning principles
- Assess learning needs related to nursing and med math skills
- Work with undergraduate students in learning and practicing nursing skills
- Work with undergraduate students in learning and practicing med-math skills
- Assist in setting up nursing skills laboratory experiences
- Assist in reviewing student competencies via video-validation
- Assist in the development and implementation of nursing laboratory simulation experiences
- Attend course and lab meetings as time permits

Benefits:
- Increased knowledge and application of teaching-learning principles
- Increased proficiency with clinical nursing skills as a result of teaching others

Eligibility Criteria:
1. Junior and Senior level nursing majors
2. Minimum 3.0 nursing and cumulative GPA
3. Letter of recommendation from the student’s current clinical instructor or course coordinator
4. Not participating in another nursing enrichment opportunity (i.e., nursing practice or research interns)

Steps for Registering as a Nursing Skills Lab Intern:
- Talk to the coordinator of the Nursing Skills Lab Internship option about your interest in being a nursing skills lab intern
- Obtain an application from the clinical laboratory assistant in 405-A CON
- Submit an application with a letter of recommendation from current clinical instructor or course coordinator to the Nursing Skills Lab Internship Coordinator
- An interview will be scheduled with the applicant and the Nursing Skills Lab Internship Coordinator
- Register for NUR-397 (1 credit) each semester participating
- With the faculty mentor, complete a prospectus outlining goals and objectives to be achieved (see attached guidelines). Submit to Associate Dean of Undergraduate Studies prior to beginning of the semester as an intern. (A new prospectus with objectives must be submitted EACH semester a student is registering for the internship)

GENERAL QUESTIONS about the Nursing Skills Lab Internship may be directed to:

Jennifer Dent, MSN, RNC  
E-mail: jennifer.dent@uky.edu  
Nursing Skills Lab Intern Coordinator  
Office # 405-A  
Undergraduate Faculty  
Phone: (859) 323-2224
College Awards/Honors

- **Dean’s List**
  This is an award presented to undergraduate students who have a GPA of 3.5 or better with 12 or more graded hours (no “E”, “I” or “F” grades)

- **Faculty Award**
  This is an award presented to the graduating senior who has a minimum GPA of 3.5 in all nursing courses taken in our College and exemplifies the characteristics of graduates as stated in the UK Bulletin

- **Nightingale Award**
  This award is given to a graduating senior who has a minimum GPA of 3.0, evidence of scholarly activity and mentoring behavior while a student at the CON, an outstanding service to the CON (organizations and offices held) along with outstanding service to the community

- **Delta Psi Senior Nurse Award**
  The Board and Officers of the Delta Psi Chapter of Sigma Theta Tau International will award $250 to an outstanding University of Kentucky BSN graduating student to acknowledge that student’s excellence in leadership, service, or scholarship. This award is presented to a UK BSN student during the final semester of the program at the Pinning Ceremony in December and May. The Delta Psi Senior Nurse Award will be presented by a representative of Delta Psi at the Pinning Ceremony at the end of each semester

  **CRITERIA:**
  - Overall GPA of 3.5 or greater
  - Demonstrated abilities in scholarship, leadership, or service consistent with the Sigma Theta Tau International Mission Statement
  - Participation in professional organization. Preference given to Delta Psi Chapter Sigma Theta Tau International members
  - Demonstrated commitment to nursing

- **Omicron Delta Kappa Leadership Award**
  This award is given to the student who has outstanding commitment to the college and the community and performs at a high level academically. There is no GPA requirement specified. *(This award is given only for students graduating in May)*

- **Taylor Ann Davis Starbucks Award (Presented by Starbucks)**
  This is a student-driven award, meaning classmates will vote on the recipient. Students are encouraged to nominate a possible recipient of this award on the basis that he or she exhibits the behaviors that Taylor personified. Taylor led by example, influencing every classmate and patient with her infectious positivity in the face of adversities, limitless empathy, and unfailing passion for life and all the possibilities it contains. Eligibility is given to a BSN senior who is in the final semester prior to graduation

- **UK Healthcare Commitment to Nursing Excellence Award**
  **CRITERIA:**
  - Clinical inquisitiveness—questions practices, routines to understand why with consistent focus on patient centeredness
  - Utility of evidence—demonstrates application of evidence and best practices
  - Innovation—consistently tries to find a better way when faced with practice or care obstacles
  - Collaboration—understands the role of nursing within the team; seeks to incorporate all essential perspectives in planning and delivery of care. High likelihood of success in a complex, interdisciplinary driven practice environment
Baptist Health Nursing Leadership Award

This award was designed as part of our Partnership in Education and Nursing Program to recognize exemplary nursing graduates by highlighting students who displayed the characteristics that are identified at Baptist Health as being integral to professional nursing practice. Those characteristics are Clinical Excellence, Professional Development, Leadership, and Collaboration.

Curriculum Framework for the Baccalaureate Program

(Approved at the Undergraduate Faculty Meeting on 4/1/2011)

The curriculum framework is designed to produce an entry-level professional nurse for generalist nursing practice. The program’s core concepts are consistent with the 2008 American Association of Colleges of Nursing (AACN), The Essentials of Baccalaureate Education for Professional Nursing Practice, and the six core Quality & Safety Education for Nurses (QSEN) competencies. The curriculum provides a solid liberal education in the sciences, arts, and humanities to provide a broad knowledge base from which to draw and apply to nursing practice and as a responsible citizen.

The core concepts of the nursing program curriculum are:

- Patient-Centered Care
- Communication and Interprofessional Collaboration
- Clinical Reasoning
- Professionalism
- Culturally Competent Care
- Health Care Systems and Policy
- Evidence-Based Practice
- Quality Improvement and Patient Safety
- Information Management/Informatics
- Health Promotion and Disease and Injury Prevention

Patient-Centered Care

Patients and designees are empowered and recognized as full partners in the relationship with the caregivers. This care results in compassionate and coordinated care based on respect for the patient’s preferences, values, and needs.

Communication and Interprofessional Collaboration

Professional nursing involves recognition of the unique attributes and contributions of individuals and groups to achieve health goals collectively. The nurse should be able to function effectively within nursing and interprofessional teams and foster open communication, mutual respect, and shared decision-making to achieve high quality and safe patient care. The patient and family are viewed as active partners.

Clinical Reasoning

Clinical reasoning is “the ability to reason as a clinical situation changes, taking into account the context and concerns of the patient and family (Benner, et al., 2009, p.85).” Clinical reasoning may involve employment of a variety of advanced thinking skills, such as critical or creative thinking, critical reflection, or scientific reasoning. Through clinical reasoning, the nurse is able to adapt care appropriately based on the changing status and needs of the patient.

Professionalism

Professionalism is commitment to self-conduct and demeanor that demonstrate the values of nursing and supports autonomous practice. These values include continuing pursuit of knowledge, ethical...
conduct based on ANA Code of Ethics, accountability, respect for human dignity and social justice, and participation in development of new nursing knowledge and evidence.

**Culturally Competent Care**
Nurses, in all professional relationships, should “practice with compassion and respect for the inherent dignity, worth and uniqueness of every individual” (ANA, 2001). In order to be culturally competent, nurses must develop self-awareness and be able to demonstrate knowledge and understanding of the client’s culture while accepting and respecting differences. Nursing care is culturally competent when the care delivered is adapted to be congruent with the client’s culture. Nurses must develop the ability to deliver culturally competent care in order to be effective in establishing a therapeutic relationship with patients, and to accurately assess, develop, implement and evaluate nursing interventions designed to meet diverse patients’ needs.

**Healthcare Systems and Policy**
Policies impact nursing practice and healthcare systems. Principles of advocacy, policy, finance, and regulatory process are included in the undergraduate curriculum to prepare the baccalaureate nurse for their application in a variety of healthcare environments.

**Evidence-Based Practice**
Professional nursing is grounded in the translation of evidence into nursing practice. Evidence-based practice integrates the best available current evidence with clinical expertise and client preferences and values for the delivery of optimal health care. The use of evidence-based practice in nursing promotes clinical effectiveness by enhancing the ability to 1) identify a clinical issue and form a question, 2) use effective search techniques to find and appraise evidence, 3) apply relevant and individualized approaches to care, and 4) evaluate the outcomes.

**Quality Improvement and Patient Safety**
The baccalaureate nurse is prepared to understand quality improvement concepts, processes, and outcome measures. Graduates analyze the effectiveness and safety of nursing care delivery and apply knowledge of complex systems and change processes to achieve desired outcomes in the populations they serve.

**Information Management**
Professional nursing requires competence in navigating, documenting, and planning patient care using electronic health records to provide safe patient care. The professional nurse needs to access and “use information and technology to communicate, manage knowledge, mitigate error, and support decision making” (Johnson, 2010, p.1).

**Health Promotion and Disease and Injury Prevention**
Health promotion and disease and injury prevention across the lifespan are essential elements of baccalaureate nursing practice at individual and population levels, and are necessary to improve population health. At the individual level, this includes knowledge about growth and development as well as evidence-based clinical prevention practices. At the population level, this involves identifying determinants of health, prioritizing primary prevention, actively identifying and reaching out to those who might benefit from a service, and using available resources to assure best overall improvement in the health of the population.
## Relationship of Nursing Program Learning Outcomes, Program Core Concepts and AACN Essentials

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Corresponding Core Concepts</th>
<th>AACN Essentials</th>
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</thead>
<tbody>
<tr>
<td>Applies a systematic process consistent with professional standards and evidence-based</td>
<td>Evidence-based practice</td>
<td>III, VII, VIII, IX</td>
</tr>
<tr>
<td>practice to prevent illness and injury; promote, maintain, and restore client health; or</td>
<td>Health promotion and disease and injury prevention</td>
<td></td>
</tr>
<tr>
<td>support clients toward a peaceful death.</td>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical reasoning</td>
<td></td>
</tr>
<tr>
<td>Demonstrates leadership, responsibility and accountability in addressing health care issues.</td>
<td>Information management</td>
<td>IV, V</td>
</tr>
<tr>
<td></td>
<td>Healthcare systems and policy</td>
<td></td>
</tr>
<tr>
<td>Demonstrates caring, professionalism, and respect in providing nursing care to diverse</td>
<td>Health promotion and disease and injury prevention</td>
<td>VII, VIII, IX</td>
</tr>
<tr>
<td>populations in a variety of settings.</td>
<td>Culturally competent care</td>
<td></td>
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<td></td>
<td>Patient centered care</td>
<td></td>
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<tr>
<td>Demonstrates clinical reasoning in making independent and collaborative decisions in a</td>
<td>Information management</td>
<td>IV, IX</td>
</tr>
<tr>
<td>complex health care system.</td>
<td>Clinical reasoning</td>
<td></td>
</tr>
<tr>
<td>Employs oral and written communication and interprofessional collaboration in providing</td>
<td>Quality improvement and patient safety</td>
<td>II, IV, VI, IX</td>
</tr>
<tr>
<td>safe, high quality care to improve client health outcomes.</td>
<td>Information management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication and interprofessional collaboration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patient centered care</td>
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</tbody>
</table>

## Bibliography


University and College of Nursing Health Care Policies and Protocols

Behavioral Standards
You are expected to read and adhere to policies in these documents:

• Student Rights and Responsibilities
• Student Code of Conduct
• Behavioral Standards in Patient Care
• Health Sciences Student Professional Behavior Code

You are also responsible for following policies in other such documents for agencies where clinical and research experiences are obtained. Violations of the standards and behavioral code may affect your ability to progress through the program.

Blood Borne Pathogens Policy and Forms
Effective management of educational exposure to blood borne pathogens requires coordination among multiple units of the University of Kentucky Medical Center. It requires training in prevention of injury and in the management of injuries when they occur. The following links are the

UK Policy on Educational Exposure to Blood Borne Pathogens and forms to use for exposure.
http://www.uky.edu/Provost/APFA/HCC_Documents/OccOccForm.pdf
http://www.uky.edu/Provost/APFA/HCC_Documents/RepOccForm.pdf

Criminal Background Check and Drug Testing
A criminal background check and drug test (urine screen) are becoming standard requirements for employment, especially at health care facilities. Such requirements also apply to students who rotate through those health facilities as part of their educational experiences. Students can expect and should be prepared to complete them and assume the associated costs. Please go to the following site to read the Policy Statement for UK Health Professions Programs;
http://www.uky.edu/Provost/APFA/Policy_Protocol/Criminal_Background_Check_Policy_Feb_08.pdf

A criminal background check is required for enrollment and participation in all undergraduate nursing clinical courses. If a drug test is required...cost must be paid by the student. The particular types of checks or tests required, as well as the associated costs, are subject to change and beyond the control of the University or the College of Nursing.

Students who fail to successfully pass a criminal background check or drug screen (if required) would be ineligible for enrollment in required clinical courses and therefore, would not be able to complete the requirements for graduation. The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the UK College of Nursing are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.
DRESS CODE: UNDERGRADUATE STUDENT CLINICAL DRESS CODE
Approved April 2009; Revised May 2014

The purpose of this undergraduate program-wide clinical dress code is to: (1) Communicate professionalism and competence to patients, the institution and the public, and (2) Maintain a safe, hygienic environment for patients. This dress code is to be adhered to any time the student is in a clinical agency. In addition, students are to adhere to individual agency dress code standards.

- **Infection Control and Safety**: Infection control and client/student safety are of the utmost importance and are reflected throughout this dress code. Specific requirements protect both the client and the student from transmission of bacteria.
- **Name badge**: The official UK Chandler Medical Center ID badge must be worn in clinical settings at all times. This ID badge identifies students as UK College of Nursing students and is to be worn on the front upper torso; it is to be worn only in the student nurse role and not worn outside of college, clinical, or classroom settings. Badges may not be defaced with stickers, tape or pins.
- **Scrubs**: Only royal blue scrub top and pants or skirt may be worn. Royal blue scrub dresses that meet the criteria are acceptable. Any garment worn under the scrub top should be tucked in to the pants or skirt and must be solid white, gray, or UK blue in color. Scrubs should fully cover back and abdomen, even with full range of motion. Skirts and dresses must fall at or below the knee and be worn with hose or tights that are neutral or white in color. Pants length should stop at top of shoe at instep. All clothes should be unwrinkled. Scrubs are not to be worn in any setting other than clinical agencies.
- **Shoes**: Shoes must be clean and made of leather; no canvas shoes or no crocs with holes are permitted. All shoes must have enclosed heels and toes and be solid white, brown or black in color. Only white or skin-colored hosiery or white or black socks are permitted.
- **Nails**: Nails must be clean; nail polish and artificial nails are not permitted. Nails may not be longer than one-quarter inch beyond tip of finger.
- **Hair**: Hair must be simply arranged, neat, and clean, off the collar, away from the face and well controlled. Plain barrettes, bobby pins or elastic bands may be used but no decorative hair extensions, hair ornaments, decorative caps or scarves are permitted. Head coverings worn for religious beliefs must allow the student to use a stethoscope and other medical instruments and must not interfere with asepsis, patient exams or therapeutic communication. Any hair color that cannot be grown naturally is not permitted.
- **Beards/Mustaches**: Men must have beard/mustache neat and trimmed to maintain adequate asepsis and professional appearance (no longer than \( \frac{1}{2} \)" in length).
- **Tattoos and Piercings**: Tattoos and piercings may not be visible.
- **Jewelry**: Jewelry may include one pair of small post-pierced earrings worn in lower ear lobes (not pinna), a plain wedding band and wristwatch. No other jewelry is permitted.
- **Make-up/Perfume**: Must not be excessive, should conform to general body tones and avoid extreme colors. No perfume or cologne or smell of smoking is permitted during clinical time.
- **No gum chewing permitted.**
- **Cell phones are not permitted in the clinical setting.**

**Note.** Any exceptions to this Undergraduate Student Clinical Dress Code will be on a course-by-course basis. These exceptions will be noted in the course syllabus after first being approved by the Undergraduate Program Committee (UPC).
Health Fee and Activity Fees
ALL students at the University of Kentucky are eligible to use the Health Service for their health care. All University of Kentucky full-time students pay a mandatory fee as part of tuition, which entitles them to most services at University Health Service at minimal cost.

Note: Appointments are required for treatment at UHS.
- General Information - 859-323-5823
- Appointment Line - 859-323-APPT (2778)
- Phone Information Nurse - 859-323-INFO (4636)
- Behavioral Health - 859-323-5511

Health Insurance Portability and Accountability Act (HIPAA)
HIPAA, a federal law, has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPAA. Training is mandatory and must be completed before you will be allowed to participate in clinical practice or data collection. Instructions for completing this training will be provided in the admission packet.

Identification Badges
All students using Medical Center facilities for any purpose MUST wear a University of Kentucky Medical Center, College of Nursing (CON) identification badge. This will be your required badge to wear at all times at CON and the Medical Center. If you lose your badge, you will be required to pay for a replacement. You will be unable to use Medical Center facilities without it. Forms and directions will be given out at orientation or contact the College of Nursing Office of Student Services, 315 CON Bldg., (859) 323-5108. Please Note: Fees for ID Badges are as follows, New Wildcard ID $15.00, Vanity Card $5.00, Replacement ID: $20.00, Lost ID: $35.00. (all cost subject to change)

Immunization Requirements
1. Check the list of immunizations you are required to have, as an incoming nursing student at http://ukhealthcare.uky.edu/uhs/student-health/vaccinations
2. The College of Nursing is now using the Medical Document Manager of Certified Background to process and track you immunizations records. You will be able to download your records to a secure site where you will have access to the documents for life. You will be able to print the documents as needed for future clinical sites. You will receive information on how to purchase this package through Certified Background when you are admitted to the professional program.
3. Contact Jenny Fleser at (859) 323-4872 if you have any questions.

Undergraduate Student TB and CPR Policy
(Approved by Undergraduate Program Committee and Undergraduate Faculty 12/2/11)
(Beginning with Registration in Spring Semester 2012)

- For returning nursing students: TB and CPR must be current for the entire academic year for continued admission in the College of Nursing and before students are able to register for the fall semester clinical nursing classes.

- Cardiopulmonary Resuscitation (CPR): Students in clinical courses must demonstrate competence in CPR. Students must provide proof of current certification for the entire academic year from an American Heart Association (AHA) Basic Life Support (BLS) for
Undergraduate Student Flu Vaccine Policy
(Beginning Fall 2014)
Documentation of having received a flu vaccine, administered during the current academic year, is required for all UK nursing students. Students must be compliant with the flu vaccine by October 31, as this vaccine is not available until early fall. Students will work with their clinical instructors to track their compliance. Students who are not able to take a flu vaccine will be required to wear a mask at all times while participating in clinical experiences, sign a Declination Form, and meet any other requirements specified by clinical agency.

Nurse-Aide Training
You must complete nurse aide training before your first clinical course begins. This training must include blood pressure skill training and meet federal Nurse Aide Training (NAT) guidelines (75 clock hours of which, 16 are clinical). You must provide proof of successful completion of this course. Instructions will be provided in the admissions packet.

NOTE: A STATE EXAM FOR NURSE AIDE LICENSING IS NOT REQUIRED BY THE COLLEGE OF NURSING FOR ADMISSION (but would be required if you want to work as a nurse aide).

Options for students who may want to work as a nurse aide while attending College of Nursing.
• **Kentucky Residents:** After successfully completing the nurse aide-training course, students must then pass the Kentucky state competency exam for nurse aide training.
• **Out-of-State Residents:** After successfully completing the nurse aide-training course in their home state, the student must then pass the state competency exam in their home state. Then when the student moves to Kentucky, the student applies to Kentucky Board of Nursing (KBN) for “RECIPROCITY”. KBN grants reciprocity if a student has passed a state exam for nurse aide training, is in good standing and has active certificate.

**UK offers Nurse Aide Training course. For more information, go to the following web site.**
http://academics.uky.edu/ukcon/pub/ContinuingEducation/Pages/StateRegisteredNurseAssistant.aspx

Social Media Policies and Guidelines
Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because the use of social media may blur the lines between personal voice and institutional voice, the University of Kentucky (“University” or “UK”) has established the following policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in social media.

Both in professional and institutional roles, employees are expected to follow the same behavioral standards online as they would in the real world. The same laws, professional expectations, and guidelines for interacting with students, parents, patients, alumni, donors, media, and other University constituents apply. Employees are accountable for any institutionally related content they post to social media sites.


Student Rider
As a student in the College of Nursing at the University of Kentucky participating in an off-site clinical education rotation, you may be subject to the following:
1. Be responsible for providing medical insurance or other financial means to pay expenses, which may arise as the result of injury or illness occasioned during the period of clinical rotation.

2. Acknowledge that neither the facility nor the university assumes any liability for injuries or illness, which may arise during the period of clinical rotation at the facility, in the absence of a showing of actual negligence on the part of the entities or any of their agents, officers, or employees.

3. Have the following inoculations, which are required of University of Kentucky students or show proof of inoculations: MMR and Hepatitis B. Proof of a current negative TB skin test is also required.

4. Understand that students are not employees of the University or the facility and are not covered by Workman’s Compensation and/or Unemployment Compensation.

5. Be responsible for the completion of health forms and other administrative requirements of the facility.

6. Be responsible for all personal transportation and housing during the rotation.

7. Be subject to health care policies and code of conduct of the facility.

8. Provide appropriate uniforms which may be required and dress appropriately at all times.

9. Be permitted time off for facility holidays.

10. Be responsible for notifying facility of intended time of arrival and reporting to the designated individual in the facility.

11. Daily work schedule will be at the discretion of the preceptor and/or facility.

12. Facility drug/alcohol policies, which may include urine/blood screening to ascertain the presence of drugs/alcohol.

13. The community-based faculty member/institution may be provided with relevant information concerning your academic and professional development in conjunction with your assignment.

*Student Rider Agreement form.*

**Technical Standards**

One goal of the College of Nursing is preparation for the professional practice of nursing through programs of undergraduate and graduate education. Graduates of the College of Nursing degree programs must demonstrate competencies in the intellectual, psychomotor, and social tasks that together represent the fundamentals of nursing practice. Applicants and students will be judged not only on their scholastic ability and achievement, but also on their intellectual, physical, and emotional capacities to meet the full requirements of the respective curricula.

The standards of admission to the undergraduate program is established by the faculty and reflect the achievements, skills, and abilities needed for the practice of professional and advanced nursing. Respective faculty groups recommend the admission of applicants to the program Associate Dean based upon information in the application, and where applicable, letters of recommendation and personal interviews.

Nationally recognized organizations that accredit various programs in the College require the development of broad knowledge and specialized skills and behaviors to prepare for delivering general or advanced nursing care. This educational process enables students to become self-directed learners, pursue further education, and deliver competent nursing care. Courses in nursing and the basic sciences provide a core of knowledge necessary for clinical practice, while clinical courses include diverse experiences in inpatient and outpatient settings that lead to competence in the practice of nursing at a basic or advanced level.
The following technical standards specify those attributes the faculty believes are necessary for completing the educational programs in nursing. These standards describe the essential functions students must demonstrate to fulfill the requirements of the degree programs in nursing and thus are prerequisites for entrance, continuation, and graduation.

The University of Kentucky College of Nursing will consider for admission any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed in this document. Applicants are NOT required to disclose the nature of any disability, but an applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Associate Dean. If appropriate, and upon the request of the applicant, student, or faculty, reasonable accommodations for a disability will be provided.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with nursing education or practice. Other illnesses may lead to high likelihood of student absences and should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude and demeanor may jeopardize patient care, and thus become grounds for course failure and possible dismissal from a nursing program.

Students must possess aptitude, abilities, and skills in five areas: (a) observation; (b) communication; (c) sensory and motor coordination and function; (d) conceptualization, integration, and quantification; and (e) behavioral and social skills, abilities, and aptitude. These areas are described in detail below.

- **Observation**
  Students must be able to observe a patient accurately, at a distance and close-at-hand, noting nonverbal as well as verbal signals. Specific visual tasks include, but are not limited, to the following: observing skin and anatomic structures and body movements, reading written and illustrated material, seeing class and clinical demonstrations, discriminating numbers and patterns associated with patient care instruments and tests (such as sphygmomanometers, electrocardiograms, urine output).

- **Communication**
  Students must be able to relate effectively and sensitively to patients and families, conveying a sense of compassion and empathy. Students must be able to elicit information from patients; accurately describe changes in mood, activity, and posture; and perceive verbal and nonverbal interactions. Communication includes reading and writing as well as speaking and listening. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with members of the health care team. Specific requirements include, but are not limited, to the following: eliciting pain levels from patients, providing patient teaching, and reporting changes in patient states to other members of the health care team. Students must learn to recognize and appropriately respond to emotions such as sadness, worry, fear and anger in patients. Students must be able to read and record observations and plans legibly, efficiently, and accurately in documents such as the patient record. They must be able to prepare and convey concise, but complete, summaries of brief and prolonged encounters with patients. Students must be able to complete forms according to directions in a timely fashion.

- **Sensory and Motor**
  Students must have sufficient sensory and motor function to perform a physical examination using palpation, auscultation, percussion, and other diagnostic maneuvers. In general, this requires sufficient exteroceptive sense (touch, pain, and temperature),
proprioceptive sense (position, pressure, movement, stereognosis, and vibration), physical strength, and motor function. Students should be able to execute motor movements to provide general care and to competently use patient care equipment (such as intravenous monitors, sterile equipment, catheters). They must be able to respond promptly to urgencies within a health care setting, and must not hinder the ability of co-workers to provide prompt treatment and care. Students must be able to learn to perform basic laboratory tests, diagnostic and therapeutic procedures, and patient care procedures (such as finger stick, dressing changes, intravenous insertions). Examples of emergency treatment reasonably required of nursing students include responding quickly when called, initiating appropriate therapeutic procedures, administering intravenous medication, applying pressure to stop bleeding, and performing cardiopulmonary resuscitation.

- **Intellectual-Conceptual**
  These abilities include measuring, calculating, reasoning, analyzing, judging, recognizing numbers, and synthesizing. Problem solving, a critical skill demanded of nurses, requires all of these intellectual abilities, and must be performed quickly, especially in emergency situations. Students must be able to identify significant findings from history, physical, and laboratory data, and recall and retain information. They must be able to arrive at a nursing diagnosis, plan and evaluate care, and evaluate the outcomes of care. Students must be able to provide reasoned explanations for their diagnoses, learn to prescribe therapies (which may include medications), and become skilled in managing time, people, and resources according to their level of educational preparation. The ability to collaborate with other health care professionals and to incorporate new information from patients, families, peers, teachings, and literature into decision-making is essential. Discriminating judgments in patient assessment, care planning and evaluating are mandatory. Students must be able to identify and communicate the limits of their knowledge to others when appropriate. Students must be able to interpret graphs describing relationships and to use other modes of data presentation.

- **Behavioral Attributes**
  Empathy, integrity, honesty, concern for others, interpersonal skills, interest, and motivation are personal qualities required of all nurses. Students must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities attendant to the care of patients, and the development of mature, culturally sensitive, and effective relationships with patients. These attributes require the ability to be aware of, and appropriately react to, one’s own immediate emotional responses and biases. Students must be able to develop professional relationships with patients, providing comfort and reassurance when appropriate, while protecting patient confidentiality. Students must possess adequate endurance and strength to function effectively under stress and for extended periods. Students must be able to adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in the clinical problems of many patients. Students are expected to accept appropriate suggestions and criticisms, and respond by modifications of behaviors when necessary.

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**Computer and E-mail Resources**

**Computer/Devices for Nursing Studies**

**IMPORTANT NOTE:** UK College of Nursing currently recommends the use of PC devices versus MAC Devices. The College of Nursing currently utilizes course material that has embedded “flash”
programming that is not supported by the MAC OS. Students choosing to utilize MAC Operating Systems do so with the understanding that the potential exist they will encounter issues accessing course material. If issues arise when accessing course materials/videos etc., while using a MAC device(s), students will be directed to access those materials at one of the campus computer labs running the Windows Operating System. The College of Nursing IT group will NOT be able to assist MAC users having difficulty accessing course related material. Additionally, MAC Operating Systems running Windows Software will not be supported.

The University of Kentucky strongly recommends that each student purchase a personal laptop computer. A student’s program requirements and budget should be the primary factors in choosing a laptop. Most laptops on the market will meet basic needs; however, UK College of Nursing offers a few guidelines.

Minimum suggested laptop computer hardware:
• Processor: dual Core 1.3 Ghz or higher
• RAM: 4 GB or more preferred (minimum 2 GB)
• Hard Drive: 250 GB or larger preferred (minimum 100 GB or larger)
• Wireless card: 802.11n preferred (minimum 802.11 b/g compatible)
• Operating system: Currently Windows 7 as of (June 2013)
• Up to date virus software, preferably installed before coming to campus
• Keyboard
• Mouse (or equivalent)
• Webcam (some laptops come with an integrated webcam and will not require an external device)
• Headphones or headset with microphone
• Other helpful options: DVD/CD drive/burner, external hard drive (for data backup/extra storage), and laptop security cable

CONTACT FOR STUDENTS/PARENTS SEEKING ADDITIONAL TECHNOLOGY INFORMATION SPECIFIC TO THE COLLEGE OF NURSING:

 Brenda Ghaelian: (859) 323-2974
 Jason Harris: (859) 323-3433

For all other general Information Technology questions regarding Campus-Wide computer systems, and many other Campus-Wide programs please visit the following URL http://www.uky.edu/ukit.

• Computing account access (Link Blue): http://wiki.uky.edu/accounts/Wiki%20Pages/Home.aspx
• Computer Labs: http://www.uky.edu/ukit/labs/lab-information
• Nursing Lab located on 6th floor of CON: http://www.uky.edu/ukit/labs/lab-information/nursing
• Libraries: http://libraries.uky.edu/libpage.php?lweb_id=1021&llib_id=14
• Computer Center: www.uky.edu/ComputingCenter
• Student Computing Services: http://www.uky.edu/SCS/
• Computer Purchase: www.uky.edu/ebuy
• Software Download: http://download.uky.edu

E-mail Access
E-mail is the primary mode of communication between you and the faculty/staff. All students in the College of Nursing are required to use UK exchange email. College of Nursing uses the UK e-mail address that is provided to you at the beginning of your program. Please, DO NOT forward your UK email accounts to your personal E-Mail account, such as Yahoo, Juno, etc. If your UK E-
Mail is forwarded to your personal account, there is a chance important email may be bounced. It is imperative that you check your e-mail at least once a day for important announcements, class changes, scholarship notices, and special events. UK Information Technology (UKIT) uses Microsoft Exchange 2010 for email for all students. Go to the Account Manager at https://ukam.uky.edu/manager to activate your email account and create new password self-reset questions and answers. Do not forward your UK email to another email account. For tips and FAQs, visit www.uky.edu/ukit/help/email.

Other Resources

• Bulletin Boards/Monitors
  Bulletin Boards are located on every floor of the College of Nursing. Monitors are located in the Student Lounge. These provide valuable information for undergraduate students such as:
  - Employment opportunities
  - Financial aid and scholarship notices
  - Faculty communications
  - Current events
  - Training notices

  Remember: it is your responsibility to read and note posted information!

• Calculators
  Only non-programmable calculators are permitted for use in nursing classes.

• Campus Safety
  "To ensure your safety and the safety of others at the University of Kentucky, you are encouraged to familiarize yourself with the crime prevention information on the police department’s Web site, www.uky.edu/Police
  University of Kentucky Police Department
  Emergencies: 911
  Free call from your cell phone - #UKPD (#8573)

• Change of Address/Name
  It is your responsibility to keep the College and the University Registrar informed of any address or name changes. You will need to contact the University Registrar's Office, 10 Funkhouser Bldg., or make this change online on myUK at https://myuk.uky.edu/irj/portal. We frequently mail important information to you, so it is to your advantage to keep name and address information current. Your current address should also be on file in the College of Nursing, Office of Student Services and with the Registrar at all times.

• Discrimination and Harassment
  University Administrative Regulations - http://www.uky.edu/Regs/files/ar/ar6-1.pdf, prohibits all discrimination on the basis of sex, race, ethnic origin, sexual orientation, color, creed, religion, age, or political belief. Sexual harassment is an explicit violation of Administrative Regulations and should be reported. Students, faculty members, staff members, or house officers at the University of Kentucky who believe they have been sexually harassed may consult staff in the Office of Institutional Equity and Equal Opportunity Office (859) 257-8927 to resolve a complaint of sexual harassment. Additional information about "Preventing Sexual Harassment" training will be communicated to you through the college dean and associate deans.
• **Expenses**

University tuition and fees can be found at [http://www.uky.edu/registrar/tuition-fees](http://www.uky.edu/registrar/tuition-fees). In addition to these costs, as a College of Nursing student, you should anticipate the following additional expenses. *NOTE: Costs listed are subject to change.*

- **Tuition** (2014-2015)
  - In-State: $10,768.00
  - Out-of-State: $23,042.00

- **Room and Board**: [http://www.uky.edu/Housing/undergraduate/rates.html](http://www.uky.edu/Housing/undergraduate/rates.html)

- **Books**
  The cost of textbooks and course packets for nursing students ranges from approximately $600-$1,000 per semester. Retaining your nursing textbooks is recommended so they can be used as resources throughout the nursing program and NCLEX review.

- **Semester Fees**: $560.00
  - Clinicals
  - Computer Based Exam Software
  - Disposables
  - HESI Standardized Exams
  - Nurse Pak
  - Nursing Pin for graduation
  - Simulation

- **Nurse Aid Training**: Approximately $620.00
- **CPR Training**: $55.00
- **Criminal Background Check**: $45.00-$55.00
- **Drug Screen** (if required by clinical site) $40.00-$75.00
- **ID Badge**: $15.00
- **Wildcat ID Card**: $15.00
- **Scrubs**: Varies; see page-16 for CON Dress Code.
  You are required to adhere to the dress codes of the agencies to which you are assigned for clinical work.

- **Watch**: Cost Varies
  A watch with a second hand is necessary before starting your clinical experience.

- **Stethoscope** ($18.00-$100.00)
  - Double-head with replacement or interchangeable parts
  - "Littmann-like" double-head with interchangeable parts
  - Lightweight Littmann double-head
  - Littmann Classic II double-head

- **Penlight**
  - disposable-$3.00
  - reusable-$5.50-$7.90

- **Blood Pressure Cuff**
  - Regular adult B/P cuff with matching bag-$34.00
  - ADC B/P cuff-$47.00

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**University of Kentucky Policy on Deadly Weapons**

Students who possess deadly weapons in violation of this prohibition are guilty of violations of the *Code of Student Conduct* and are subject to disciplinary action under that Code, including...
expulsion from the University, and all other appropriate legal actions. Please view the complete policy at http://www.uky.edu/regs/files/ar/ar6-6.pdf.

• **Request to Borrow Equipment**
  Occasionally, you may find that it is necessary to borrow equipment from the nursing skills laboratory for use in off-site laboratory experiences. Such requests should be made in writing **at least one week in advance** to the instructional specialist in charge of maintaining the laboratory.

• **Student Employment**
  If you choose to work, you must do so under the regulations of the University (*see University of Kentucky Bulletin*). A student employed in a health care facility (**versus supervised clinical experience as part of a course requirement**) is in no way related to the College of Nursing during such work periods. Uniforms bearing the College of Nursing insignia (name pin and student patch) **must not be worn**. You may not perform any skills that you have not been approved to perform by personnel in the agency of employment, nor may you call yourself a nursing student. We strongly advise you not to attempt to work full time while carrying six or more hours, or three different courses. Working greater than 15 hours/week is NOT recommended for full time students.

• **Student Lockers**
  Lockers are available in 320-CON Undergraduate Student Study Lounge. To sign up for a locker, please contact the administrative assistant for the undergraduate program in CON 202. Please provide your own lock. Sharing a locker may be necessary for there may not be enough spaces for all students. **NOTE:** Please remove your lock at the end of the eight-week summer session.

• **Study Sessions**
  **First-Aid Fridays** is a weekly study hall for professional nursing students. **ALL** sophomore, junior and senior nursing majors are encouraged to take advantage of this opportunity to study with peers. “First-Aid Fridays” happens each Friday from 10 am-3 pm in the fourth floor simulation/lab skills center. Students can drop in for any part of or all of the time.

  - Peer tutors for patho-pharmacology and nursing content review (**They’ve been through it!**)
  - Teaching assistants to lead hands-on practice of clinical nursing and med-math skills

  *Bring a friend or study group.* **“First-Aid Fridays” is a FREE, drop-in resource sponsored by the College of Nursing.**

• **Taping Lectures**
  Students may tape record lectures for personal use with the consent of the instructor.

• **The Dose E-Newsletter**
  This is a bi-weekly e-newsletter specifically for CON Undergraduate Nursing Students. There will be reminders about deadlines, information from advisors, UNAAC, special events, scholarships and more. **Your newsletter will come to you through your UKY E-Mail address.** Please check CON E-Mail often as this is the main way of communication between students and the College of Nursing. We welcome any comments or suggestions about information you would like to see in *The Dose*. **Deadline for submission of information each week will be Wednesday at noon.** You can email Mary Gregory at mary.gregory@uky.edu with news related information. *The Office of Student Services reserves the right to edit any submitted material.*
• Tobacco Free Initiative
The University of Kentucky as well the College of Nursing is committed to creating and maintaining a culture of compliance with the Tobacco Free Initiative. For information regarding the Tobacco Policy, please go to [http://www.uky.edu/regs/files/ar/ar6-5.pdf](http://www.uky.edu/regs/files/ar/ar6-5.pdf).

• Transportation to Clinical Facilities for Student Experiences
To meet the changing emphasis in health education, some courses will require clinical experiences off campus in community facilities located within the city, as well as outside the Lexington area. Our faculty negotiates clinical facilities for student experiences. You will encounter travel for placements outside Fayette County for distances of not more than 70 miles weekly. We will expect you to be responsible for transportation and travel expenses. Please be prompt. If for any reason you cannot be prompt or present for laboratory activities, you must notify your instructor and/or clinical faculty as far in advance as possible. Students are expected to provide their own transportation.

Academics

• College of Nursing Academic Advising Policy (Approved: Nov. 21, 2008)
Under normal circumstances, advisors will acknowledge receipt of an advisee inquiry within two business days. Important aspects of the faculty/staff advising role include:

1. Guiding the student through the nursing program of study and completion of graduation requirements.
2. Referring the student to resources as needed and/or requested.
3. Supporting the student through mentorship, including healthy self-direction in all aspects of the academic environment.
4. Promoting personal, professional and intellectual development and academic excellence, including encouraging self-directed learning.
5. Evaluating student progress in meeting requirements of the program.
6. In collaboration with course faculty, fostering professional and academic accountability.

• Important aspects of the advisee role include:

1. Abiding by the University of Kentucky Health Care Colleges Code of Student Professional Conduct.
2. Actively engaging in advising and learning process.
3. Keeping the advisor apprised of personal challenges that are or may impact his/her academic performance.
4. Seeking support when needed.
5. Reading and responding, as appropriate, to all programmatic communication in a timely manner.
6. Utilizing the student handbook.
7. Scheduling and keeping appointments with advisor throughout semester. Evaluating the advisor as requested.

• Accommodation of Religious Holidays
We know from self-study that the climate for learning on campus is critically important to student success and to the viability of our community. As we strive to ensure that our students, faculty and staff experience UK as a welcoming environment, we embrace the many aspects of diversity represented on campus and endeavor to be inclusive in the ways we live, learn and work here. This involves respecting, among all else, the religious diversity on campus. Throughout the
academic year, members of our community observe various official high holy days of their respective religions. Urging sensitivity to the importance of these days to the observers among us, the campus should be reminded of the Senate vote that established the following rule:

"Faculty shall give students the opportunity to make up work (typically, exams or assignments) when students notify them, in advance, that religious observances prevent the students from doing their work at its scheduled time. Faculty shall indicate in their syllabus how much advance notice they require from a student requesting an accommodation. Faculty may use their judgment as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student’s request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation."

• Achievement Examinations
You will be required to successfully complete standardized achievement examinations at the end of major clinical courses (e.g., HESI) and at the end of the program, to facilitate the evaluation of program effectiveness and to help you determine your level of preparation for National Council Licensure Examination for Registered Nurses (NCLEX-RN).

• Admission/Progression-Admission: Traditional BSN Student
Admission to the Professional Nursing Curriculum in the College of Nursing will occur in the fall and the spring. Deadline for application is March 1 of each year. Only qualified students will be admitted. See the College of Nursing web site for application deadlines at www.uknursing.uky.edu.

♦ Pre-nursing students: A student is admitted as a pre-nursing major. This is a general admission to the University and to the College of Nursing. Admission to pre-nursing does not guarantee admission to the Professional Nursing Curriculum. Application to the University of Kentucky can be made at http://www.uky.edu. Pre-Nursing students are eligible to apply for admission to the Professional Nursing Curriculum at the sophomore level if they meet the following criteria:
  ▪ minimum cumulative grade point average of 2.75 or greater
  ▪ a minimum GPA of 2.75 in the pre-requisite science courses is required
  ▪ a minimum of a "C" in all required pre-nursing courses
  ▪ completion of pre-requisite science courses (or their equivalent)

  ✔ BIO 103, Basic Ideas of Biology
  ✔ CHE 103, Chemistry for Health Professionals
  ✔ ANA 109, Anatomy and Physiology for Nursing I
  ✔ ANA 110, Anatomy and Physiology for Nursing II

The Admissions Committee will select a class that reflects the population it will serve. Therefore, all qualified applicants will be considered for academic, gender, and multicultural factors.

♦ Early Admission: Early provisional admission to the Professional Nursing Curriculum will be granted to graduating high school seniors who meet the following criteria:
  ▪ High school GPA of 3.5 or higher AND
  ▪ ACT composite of 28 or higher (or the equivalent SAT combined score) providing students maintain a 3.25 GPA in each semester during the freshman year and a 3.25 GPA in the pre-requisite science courses.

Students who meet these requirements are guaranteed Early Admission in either the fall or spring of sophomore year to the Professional Nursing Curriculum. Students not meeting those
requirements will be grouped with other applicants who are considered for admission after completion of pre-requisites.

- **Admission RN-BSN Student - Deadline for application is March 1.**
  See RN-BSN program admission requirements on the College of Nursing website.
  [http://academics.uky.edu/ukcon/pub/academicPrograms/Undergraduate/RNtoBSN/Pages/About.aspx](http://academics.uky.edu/ukcon/pub/academicPrograms/Undergraduate/RNtoBSN/Pages/About.aspx)

- **Admission 2nd Degree Student - Deadline for application for fall is March 1. For spring semester is August 15.**
  Second Degree option admission requirements are on the College of Nursing website.
  [http://academics.uky.edu/ukcon/pub/academicPrograms/Undergraduate/SecondDegreeBSN/Pages/About.aspx](http://academics.uky.edu/ukcon/pub/academicPrograms/Undergraduate/SecondDegreeBSN/Pages/About.aspx)

- **Attendance**
  Nursing students are expected to attend all scheduled classes, labs, and clinical experiences. We know your regular class attendance will most effectively maximize learning and use of your time and effort. Because some instructors limit the number of absences allowed (see course syllabus), the faculty will determine the effect of excessive or unexcused absence or lateness on your course grade and/or continuation in the program. Our College will request a medical report from you for excessive absence or illness.

- **Audit and Special Examination**
  Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished within three (3) weeks from the beginning of classes in the fall or spring semester (or a proportionate amount of time in the summer term/session or other courses of less than a full semester’s duration). No credit can be conferred for a class audited nor is a student permitted to take an examination for credit except for the special examinations described on pages 77 & 79 in the Bulletin [http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/2014-15bulletin.pdf](http://www.uky.edu/registrar/sites/www.uky.edu.registrar/files/2014-15bulletin.pdf)

- **Characteristics of a Successful Nursing Student**
  1. Works not at all or less than 15 hours per week during the academic year. Views nursing program as a “40-hour work week.”
  2. Actively participates in academic activities (e.g., coming to class and advising sessions prepared with expected documents and with assignments completed). Reads nursing journals.
  3. Attends all classes and exam reviews, and sets a daily schedule that includes study time.
  4. Finishes homework and assignments before deadlines rather than procrastinates.
  5. Takes class notes using Cornell Method (or comparable style) and reviews notes within 24 hours of a class. (Does not rely solely on PowerPoint slides, reviews textbook information related to notes).
  6. Participates in study groups or group discussions (e.g., attends First-Aid-Fridays each week).
  7. Studies during daylight hours rather than late at night.
  8. Prepares in advance to study for all exams, including mid-terms and finals.
9. Makes an appointment early in the semester to meet with course faculty during office hours, as needed, and consistently communicates with faculty throughout the semester when he/she doesn't understand content.
10. Is willing to make mistakes, and learn from those mistakes.
11. Comes to each class with 5 questions having already read the material of the day’s subject matter.
12. Asks for assistance from tutors, advisors, and instructors and utilizes UK resources such as The Study or First-Aid Friday’s study hall.
13. Reviews questions in NCLEX practice books and NCLEX 4000 practice questions (software loaded on computers in 4th floor lab) on topics from class.
14. Consistently does more than is required (e.g., reads the textbook even when tests are based on notes or reads professional nursing journals).
15. Knows her/his dominant learning style and how to creatively engage with a teacher who instructs in a different style.
16. Makes appropriate personal choices (e.g., not using drugs, drinking alcohol underage or on the weekend before an exam).
17. Is self-aware of personal issues, prejudices, and biases that interfere with connections with others.
18. Has financially prepared for the costs of an education.
19. Schedules time each day for personal renewal and fulfillment.
20. Practices self-care (e.g., on a daily basis: exercises, eats a healthy diet, and sleeps at least 7-8 hours/night).

• Cheating and Plagiarism
Students shall not plagiarize, cheat, or falsify or misuse academic records. [US: 3/7/88; 3/20/89]
  ▪ See Student Rights and Responsibilities, University Senate Rules (Rules 6.3.0 - 6.4.3).
    http://www.uky.edu/StudentAffairs/Code/Section%20VI.pdf
  ▪ University of Kentucky, the Office of Academic Ombud Services
    http://www.uky.edu/Ombud/Plagiarism.pdf.

• College of Nursing Probation and Academic Suspension Standards
  Undergraduate students in the professional nursing program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement (SR: 5.3.0). These University regulations can be found at http://www.uky.edu/StudentAffairs/Code/part2.html. In addition, the following standards apply.

  NOTE: In the statements below, the phrase "in the College of Nursing [CON]" refers to courses with an NUR prefix that are specific requirements for the degree of Bachelor of Science in Nursing. The phrase "by the CON" refers to other courses (required by the College of Nursing, which does not have the NUR prefix).

  These standards apply to all undergraduate nursing students unless alternative action is recommended by the Undergraduate Student Admission and Progression Committee and approved by the dean of the College of Nursing.

  o Undergraduate Program Probation
    Regardless of academic standing in the University, a student shall be placed on probation when the student:
    ▪ earns a semester grade point average (GPA) less than 2.0 in courses required by the College of Nursing, or
    ▪ earns a grade less than a "C" (2.0) for any required courses with a NUR prefix.
o **Removal from Undergraduate Program Probation**
   A student shall be removed from probation when the student:
   - in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing, AND
   - earns at least a grade of "C" (2.0) in each course required in the CON with a NUR prefix for which the student previously earned a grade below "C" (2.0)

o **Undergraduate Program Suspension (Dismissal from College of Nursing)**
   A student shall be suspended from the undergraduate nursing program when the student:
   - earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester, OR
   - for a second time fails to earn a grade of "C" (2.0) in a course required in the CON with a NUR prefix, OR
   - fails to earn a grade of "C" (2.0) in any two courses required in the CON with a NUR prefix, OR
   - earns less than a GPA of 1.5 in the courses required by the CON at the end of any semester, except for the first semester at the University, with a preliminary probationary period.

o **Removal from Suspension**
   After the period of regular University suspension rules, a student may be reinstated into the CON when the student meets the requirements for admission.

o **Probation and Suspension (Dismissal) Policy**
   A nursing student must repeat any Nursing (NUR) clinical course in which they do not earn a "C" or better before progressing to the next clinical course. Students who earn less than a "C" in any NUR course must successfully pass the course the next time the course is taken. The student is not allowed to withdraw "failing" from the course the second time it is taken.

o **Appeals of Academic Actions**
   If you wish to appeal one of the above academic actions, address your concern in writing to the Undergraduate Student Admission and Progression Committee (USAPC). The appeal then proceeds through established academic channels.
Failure 1
NUR course

Student is placed on probation by the CON Dean. Student success coordinator in CON student services calls a meeting with the student and consults with student’s advisor and course coordinator from the course failed by the student. A specific student success contract is negotiated; one copy of plan is placed in student’s file and copies are sent to the student’s advisor and course coordinator from the failed course. The student’s progress is monitored by student’s academic advisor. The course coordinator in the repeated course will apprise the student’s advisor and the student success coordinator of student’s progress.

Failure 2
NUR course

Automatic suspension (dismissal) from the CON

Student may exercise appeal option to Undergraduate Student Admission and Progression Committee (USAPC) Appeal must be filed within 10 working days of posting of the failed grade. (See CON web site and submit Appeal Form to Student Success Coordinator in 315 CON).

USAPC recommends to CON Dean whether to reinstate or uphold suspension (dismissal) from the CON

1. CON Dean reinstates student (who continues on probation).
   • If reinstated, another student success plan is developed (see process above).
2. CON Dean upholds student suspension from the CON.
   • If suspended, student may appeal decision to CON Dean within 20 working days of posting of the failed grade. No additional appeals documentation needs to be provided.

Failure 3
NUR course

Automatic suspension (dismissal) from the College of Nursing. There is no appeal option.
• **Computerized Nursing Exams**
  Undergraduate nursing courses give nursing course exams on the computer. This will prepare the nursing student for the NCLEX-RN licensing exam that is computerized. Students may be assessed a computer exam fee that will cover all semester computerized exams.

• **Faculty and Course Evaluations**
  The College of Nursing uses a web-based site for evaluation of teaching. Student feedback regarding courses and faculty instruction is very important to the College. Student comments make a difference in the planning and presentation of our curriculum. The composite results are shared with individual faculty members and administrators only after final grades are submitted. All evaluations are anonymous and cannot be linked to any individual student. The evaluation forms are online on a confidential evaluation site, [http://128.163.99.54/etw/crseval.asp](http://128.163.99.54/etw/crseval.asp). Announcements about evaluations will be sent to students at appropriate times during the semester. To receive announcements about the evaluations, students must activate and use their UK e-mail addresses. The announcements will contain the information students need to log on to the site and to access the evaluations.

• **Formatting and Style Guidelines-American Psychological Association (APA)**
  [http://academics.uky.edu/ukcon/pub/CurrentStudents/Pages/Resources.aspx](http://academics.uky.edu/ukcon/pub/CurrentStudents/Pages/Resources.aspx)

• **Grading Policy**
  The grading policy for the College of Nursing is as follows:
  - **A** = 92-100
  - **B** = 84-91
  - **C** = 76-83
  - **D** = 68-75
  - **E** = less than 67

  **Note:** The College of Nursing grading scale is higher than in most non-nursing classes. Graduates of the College of Nursing sit for the National Council Licensing Exam (NCLEX) in order to practice as a Registered Nurse.

• **Clinical/Simulation Laboratory**
  Your laboratory experience essentially affects fulfillment of your course and program objectives. Client welfare and/or College/agency relationships will be affected by your approach to laboratory activities and by how well you perform. We require you to fulfill your laboratory responsibilities, including field trips to health agencies other than those usually used for laboratory experience.

• **Medication Math Mastery Policy Statement**
  (Unanimously Approved by Undergraduate Faculty 12/2/11)
  In the interest of patient safety, the Undergraduate Faculty has adopted a Medication Math Mastery Policy that will be implemented January 2012. All Undergraduate students in every clinical course (except RN-BSN students) must achieve 100% on med math by the stated deadline in the syllabus. **Students will be given a maximum of 3 attempts to pass the exam at 100%**. Students who fail to achieve 100% in 3 attempts will fail the clinical course. If failure occurs prior
to the withdrawal deadline, students may opt to withdraw from the course and will have to repeat the clinical course the next semester.

• Part-Time Study
As a degree candidate, if you do not complete all requirements within a seven-year period (five years for R.N.s) after admission to the College, your records will be re-evaluated and you may be required to repeat or take selected courses (see UK Bulletin). The traditional and second-degree nursing curricula were designed with co-requisite courses and courses taken in sequence. Students will be admitted with expectation that they will follow the prescribed nursing curriculum plan.

• Reading and Study Skills
University Counseling and Testing Center
This office offers a number of programs designed to help learners develop and/or improve reading and study skills, such as Study Skills for Women in Continuing Education; Critical Reading and Thinking; and the Study Skills Derby. For more information, call (859) 257-8701 or go to their site at http://www.uky.edu/StudentAffairs/Counseling.

Center for Academic Resources and Enrichment Services (CARES)
This office is a part of the Office of Institutional Diversity. For information, call (859) 323-6347 or go to their site at http://www.uky.edu/Diversity/CARES.

University Writing Center
The writing center is located in the W.T. Young Library. Appointments may be required at certain times during the semester. For information, call (859) 257-1368 or go to http://www.uky.edu/AS/English/wc for assistance.

• Repeat Option
Students may use repeat options to replace grades - up to three different courses repeated one time. The Repeat Option form can be found at http://academics.uky.edu/ukcon/pub/CurrentStudents/Pages/Resources.aspx. Please complete form and returned to the College of Nursing, Office of Student Services by the beginning of the last week of classes any semester to apply the repeat option to that semester. For more information please go to http://www.uky.edu/StudentAffairs/Code/part2.html "Rules Relating to Attending the University", 5.0, Section-V,5.3.1.1 – Repeat Option

• Schedule of Classes
The Schedule of Classes can be found on the Office of the Registrar's site at http://www.uky.edu/registrar/scheduling. For questions, please contact (859) 257-7168. They are located at 12 Funkhouser Bldg.

• Process for Undergraduate Nursing Student Complaints
The College considers a formal complaint as one that cannot be resolved within the academic unit. Within the College, student issues are directed to the involved party. For example, if a student has a concern about a grade in a course or on an assignment, s/he is directed to the course instructor and then the course coordinator, if applicable. If the issue is not resolved, the student can appeal to the Associate Dean of the program. If the issue remains unresolved, the student has the option of meeting with the Dean. In addition, all Undergraduate Clinical Courses have course representatives that can speak about issues on behalf of students in the course.
Formal complaints are directed to the University of Kentucky Office of the Academic Ombud Services (www.uky.edu/Ombud/index.php). “This office is designated within the University to investigate individual complaints, problems, and conflicts. The Ombudsperson is responsible for assisting students and instructors to work through and resolve academic related problems and conflicts. The primary focus of academic Ombudsperson services is the process by which decisions are made, and the primary task of the Ombudsperson is to assure fair policies, processes, and procedures that are equitably implemented.” Non-academic issues are handled according to the appropriate UK policy (e.g., sexual harassment, discrimination)

Graduation Eligibility

Students are responsible for being familiar with requirements for the Bachelor of Science in Nursing degree and for conferring with advisors when selecting your courses. The University will award your degree upon your successful completion of the College and University requirements. You will find curriculum requirements for R.N. and four-year students, as well as descriptions of nursing courses, in the University of Kentucky Bulletin.

To be eligible for graduation, you must meet University and College requirements for graduation. You must achieve a grade point average of 2.0 in nursing and a 2.0 overall grade point average.

To be eligible for an undergraduate degree, a student must file an application with the dean of the college from which the undergraduate degree is to be awarded: by November 30 for degrees to be awarded the following May, by February 28 for degrees to be awarded the following August, and by June 30 for degrees to be awarded the following December.

Interruption of Nursing Program

Withdrawal

While enrolled in the College of Nursing, you may need to interrupt your program for various reasons.

- Withdrawal during term
  - meet with advisor
  - contact Registrar’s office to drop all classes
  - notify housing
  - contact Scholarships/Financial Aid at (859) 257-4198

To withdraw from all classes, you must formally withdraw by contacting the Registrar’s Office. Tuition refunds are based solely on the date of withdrawal. Please go to http://www.uky.edu/registrar/withdrawal for dates.

- Temporary Leave
  Students should submit requests for leave of absence in writing to the Office of Student Services. The Undergraduate Student Admission and Progression Committee will review and make a decision. Leave of absence requests will be reviewed on an individual basis and will require that you:
  - meet the current minimum grade point average admission criteria, (2.75 on all college work attempted),
be considered in good standing with the University, (minimum of 2.0 UK grade point average)
be considered in good standing with the College of Nursing after admission, (minimum of 2.0 nursing grade point average).

- **Not returning for fall or spring semester**
  - meet with advisor
  - drop all classes
  - cancel housing
  - contact Financial Aid
  - submit a temporary leave request

If you leave the University during any term, you must withdraw officially; otherwise, all grades for the semester will be recorded as "E."

*NOTE: The UK Bulletin also covers withdrawal procedures.*

**Readmission Policy Following Withdrawal**

- **University of Kentucky**
  As a former University of Kentucky student in good standing, you are eligible for readmission. Readmission requests to the University and the College of Nursing must meet College application deadlines.

- **College of Nursing**
  Readmission to the College of Nursing following an interruption of your program is not automatic. At the time you request readmission to the University of Kentucky, you should also address a request to the dean of the College of Nursing. College policy affecting readmission is as follows:
    - If you remain withdrawn from the nursing program for more than two semesters you will be expected to meet any new admission and graduation requirements of the College occurring since your withdrawal date.
    - If you withdraw but plan to return before this two-semester time lapse you may be readmitted provided:
      ✓ you are in good standing.
      ✓ you have reapplied prior to appropriate application deadline dates.
      ✓ you have requested readmission, by letter, to the dean and provided the dean has approved the readmission.
      ✓ the College can accommodate your current class needs.

- **See Re-enrollment after Nursing Course Withdrawal or Failure process on next page**
Re-enrollment after Nursing Course Withdrawal or Failure

Students who withdraw from or fail one nursing course and want to re-enroll the following semester must follow this process for tracking purposes. *(If a student has failed two nursing courses, please refer to the probation and suspension decision tree). See page - 33*

**WITHDRAW from a NUR course or One FAILURE of NUR course**

**Within 10 working days of posted failed grade or withdrawal:**

1. The student must write a letter to the chair of the undergraduate student admission and progression committee (USAPC) that: *(1) explains the reasons for the withdrawal or failure and (2) describes the student’s plan for returning to the course.*

2. The letter should be addressed to the USAPC chair and sent electronically to the student success coordinator in the student services office of the College of Nursing.

3. Students who withdraw from or fail one nursing course may enroll in the course a second time the following semester *(no special permission is needed to enroll).*

4. Students who withdraw from the same course two times are subject to Senate Rule 4.3.3 which states: “The chair of a department may refuse to allow a student to register in a course a third time. A withdrawal from the course shall not be counted as registration for these purposes if the student can demonstrate that their withdrawal was for urgent nonacademic reasons.”
Kentucky Board of Nursing Licensure, Registration Policies and Continuing Education

The Kentucky Board of Nursing (KBN) Credentials Branch is responsible for licensing practical nurses and registered nurses. Applicants for nursing licensure are required by the KBN to report all misdemeanors and felony convictions, and to undergo a criminal background check, which is part of the licensure process. Questions about this policy and the process involved must be directed to the KBN. Please visit the KBN web page at http://kbn.ky.gov/default.htm to access the most current information on Applications for Licensure and Registration.

- **Continuing Education Credit RN Students**
  
  - Regulations of the Kentucky Board of Nursing (KBN) require mandatory continuing education for all nurses licensed in Kentucky. For information regarding the requirement, please go to http://kbn.ky.gov/default.htm.

Kentucky Board of Nursing
312 Whittington Pwky
Suite 300
Louisville, KY 40222

Phone: (502) 429-3300
or (800) 305-2042

Career Center

In seeking employment opportunities now and after you graduate from UK, the College strongly urges you to contact the UK, James W. Stuckert Career Center at http://www.uky.edu/CareerCenter or phone (859) 257-2746.

**PLEASE NOTE:** The College of Nursing, Office of Student Services does not serve as a repository for resumes and recommendations for student placement and is not equipped to provide employers with the necessary credentials that are generally requested when seeking qualified candidates for positions. Registering with the Career Center ensures that your completed placement credentials are readily available to employers. We do not require completion of placement credentials, but we encourage graduates to keep up to date credentials that will facilitate future employment opportunities.

Bachelor of Science in Nursing Curriculum

- 4 Year BSN Student Sample Schedule
- Second Degree BSN Student Sample Schedule
- RN-BSN Nurse Student Sample Schedules
The University of Kentucky
College of Nursing Pin

Nursing pins originated in the late 1800’s and are worn by nurses to identify the school from which they graduated. Traditionally they are presented by faculty to new graduates at a pinning ceremony to welcome them to the nursing profession. With nurses no longer wearing starched white uniforms, caps or navy capes, the nursing pin remains a time-honored tradition.

Most pins are designed around an emblem or other symbol significant to the school. UK’s nursing pin was designed by the first dean of the College of Nursing, Dr. Marcia Dake, two faculty members, Louise Jim and Muriel Poulin, and three members of the first graduating class of 1964. Searching for a way to represent the uniqueness of UK, they focused on the sculpture that originally stood in front of the UK Medical Center. That sculpture, formally called the Sculpture of Duality, is more commonly known as “the boomerangs.”

According to its creator, Amarigo J. Brioschi, the rising form symbolizes “the epitome or heights man has reached” while the downward form represents “man’s mediocrity, his failures, and disappointments.” The original group believed this was a fitting and unique symbol of our College. Therefore, the pin was designed with an image of the sculpture.

To accept the nursing pin symbolizes the graduate has earned the privilege to practice nursing and also accepts many responsibilities. The main responsibility, however, is the promise to the public to offer safe, quality care. To do this, the professional nurse must not only have adequate knowledge at this moment but must continue to learn. The nursing pin communicates to consumers of nursing services that the wearer is competent, educated, knowledgeable, and possesses professional attributes.

At the culmination of the BSN program, students participate in the UK College of Nursing Pinning Ceremony. Graduates are recognized with the UK College of Nursing pin to proudly announce their completion of the nursing program and entrance into the profession. We look forward to celebrating your accomplishments.
I have read the 2014-2015 University of Kentucky College of Nursing Undergraduate Handbook and understand the information and student policies contained therein. I understand that it is my responsibility to read the revised handbook at the beginning of each academic year and to be aware of any changes in policy. The policies in the current academic year handbook are those, which I will be expected to follow. The current Undergraduate Student Handbook can be accessed at the College of Nursing website, http://academics.uky.edu/ukcon/pub/CurrentStudents/StudentHandbooks/Pages/default.aspx.

*Once you have read the handbook, login to Medical Document Manager https://www.certifiedbackground.com and upload this signed Signature Page.

Signature:

Student Signature: ___________________________ Date: __________________

Student Name (Please Print): _____________________________________________

Student UK ID Number: _________________________________________________