

**University of Bridgeport
Bachelor of Science in
Nursing Program (BSN)**



**2017-2018
STUDENT HANDBOOK**

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1. Preface

All students are responsible for being familiar with and complying with the current version of the School of Nursing (the “Program”) Student Handbook (the “Handbook”), which contains policies and procedures for the Program generally, as well as specific Program components. All students are also responsible for being familiar with and complying with the current version of the Key to UB and the University of Bridgeport (the “University”) Catalog. Please refer to the Key to UB and the University Catalog for full University policies and procedures.

Online editions of the Key to UB and the University Catalog contain the most current version of these materials, available respectively at: http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf and <http://www.bridgeport.edu/academics/registrar/ub-catalog/>.

This edition of the Handbook replaces any previous version of the Handbook. The online edition of the Handbook contains the most current version of these materials, which is available at <http://www.bridgeport.edu/academics/schools-colleges/school-of-nursing/>.

This Handbook covers policies for the entire curriculum and the requirements for the Program’s clinical components. Students must comply with all requirements contained therein.

The policies and procedures contained herein are subject to change without prior notice. The provisions of this Handbook do not and are not intended to create either an expressed or implied contract with any student. The University reserves the right in its exclusive direction to add, modify, delete, deviate or amend the provisions of the Handbook, or grant exceptions from the applicability of its provisions.

2. Overview of the School

a. Mission:

University of Bridgeport:

The University of Bridgeport offers career-oriented undergraduate, graduate and professional degrees and programs for people seeking personal and professional growth. The University promotes academic excellence, personal responsibility and commitment to service. Distinctive curricula in an international, culturally diverse supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world. The University is independent and non-sectarian. *Adopted by the Board of Trustees on April 23 2004*

University of Bridgeport School of Nursing:

The mission of the School of Nursing is to provide innovative, evidence-based healthcare education that prepares a professional nurse to provide compassionate care that incorporates professional values of caring, excellence, integrity and diversity in the delivery of safe, quality healthcare and advancement of the profession within a global society. The mission of the University of Bridgeport School of Nursing (UBSN) is congruent with the mission of the University of Bridgeport.

***Discrimination:** The University of Bridgeport prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law. The University is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972.*

b. Accreditation and Licensure:

The University of Bridgeport is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission of Higher Education. Accreditation of an institution of higher education by NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.



The baccalaureate degree in nursing program at The University of Bridgeport is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

The baccalaureate degree in nursing program at The University of Bridgeport is licensed by the State of Connecticut, Office of Higher Education and the State of Connecticut, Department of Public Health, Board of Examiners for Nursing.

c. Philosophy and Core Values

The UBSN philosophy is an integration of the beliefs of the nursing faculty interwoven into the design of the University of Bridgeport, School of Nursing curriculum model. This philosophy is grounded in the standards, principles and guidelines of the American Association of Colleges of Nursing Baccalaureate Essentials, the National League for Nursing Competencies for baccalaureate graduates and the QSEN competencies for quality and safety in nursing education.

Core values epitomize the caring, professional nurse and the School of Nursing faculty undertakes initiatives consistent with a commitment to these values. The School of Nursing faculty believe in the core values of caring, excellence, integrity and diversity and define these values as:

Caring: A concept central to professional nursing practice encompassing the nurses' empathy for, connection to, and being with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, and patient-centered care.

Excellence: Reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced and creative, bold and original strategies are continually sought to do things better.

Integrity: Acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently.

Diversity: The culture of diversity embraces acceptance and respect for the differences among persons, ideas, values and ethnicities, while affirming the uniqueness of each.

The nursing program builds on a foundation of the liberal arts and sciences and integrates the nursing competencies of patient centeredness, spirit of inquiry, nursing judgment and communication within inter-professional practice in a variety of health care settings. The nursing competencies are defined as:

Patient-Centeredness: An orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions and family. A patient centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care continuously advocating for disease prevention, wellness, and promotion of healthy lifestyle, including a focus on population health. (NLN, 2010; AACN Baccalaureate Essentials, 2008, QSEN, 2005)

Spirit of Inquiry: A persistent sense of curiosity that informs both learning and practice. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in ambiguous, uncertain, and unpredictable situations. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problems. (NLN, 2010)

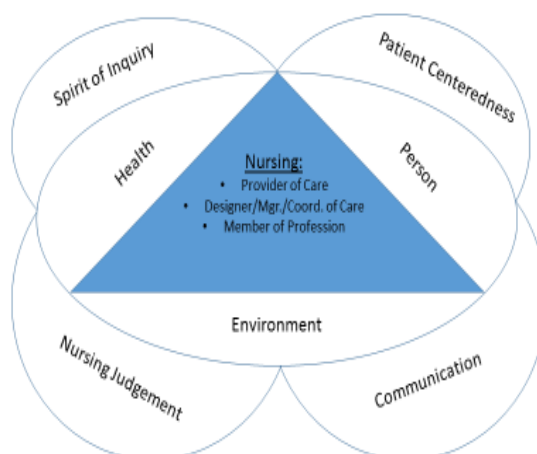
Nursing Judgment: the application of critical thinking and clinical reasoning with the integration of evidence based practice to determine safe, effective decisions for the provision of patient care. Integration of best evidence ensures that clinical decisions are informed to the extent possible by current research. (Craig & Smith, 2007)

Communication: the exchange of information, thoughts and feelings. The ability to listen and respond to clients' needs, convey both oral and written information, and utilize available technology to assure the quality and safety of patients. Communication occurs with individuals and in groups, and with diverse patient and inter-professional populations.

Neuman's Model encompassing the four major assumptions of nursing, person, health, and environment is interwoven into the design of the University of Bridgeport School of Nursing curriculum model as the interconnecting links for course design. The interconnecting links are:

- *Nursing* is a discipline that incorporates the roles of provider of care, designer/manager and coordinator of care, and members of a profession. Nursing is patient-centered and the scope of its
- practice is multi-faceted in providing care to individuals, families, communities, and global society. The practice of nursing balances the technological and scientific aspects of care with the personal and interpersonal elements of care and nursing process is at the center of holistic practice and uses evidence based knowledge to care for diverse populations.
- *Persons* are unique, holistic beings composed of mind, body, and spirit and possess self-worth, dignity, and an inherent right to make autonomous decisions. Mind, body and spirit have the capacity for change as humans evolve and are in constant and dynamic interaction with the internal and external environments. It is the adaptation to system change that creates harmony and balance for physiological and psychosocial health integrity and ultimately quality health outcomes.
- *Health* occurs on a wellness-illness continuum and is an expression of both internal and external harmony, balance, and integrity. Health encompasses the processes of health promotion, health maintenance and health restoration. Health is impacted by individual beliefs and practice and is influenced by self, family, community and society. Health capacity is the ultimate achievement possible for the individual, family, community or society and is influenced by the actions and implementation of nursing care.
- *Environment* is both internal and external to individual, family, community and global society. The environment encompasses physical economic political, cultural, social and technological elements, which are crucial to quality of life. The integration of internal and external elements influences the determination of health promotion and illness prevention. The rapidly changing and increasingly complex nature of a global society and the existence of complex organizational systems influence all aspects of the healthcare environment. The healthcare environment fosters inter-professional leadership, teamwork, collaboration, and integrates the standards of professional practice in which human rights, diverse beliefs, and goals are respected.

UBSN Conceptual Framework



The UBSN baccalaureate graduate is prepared through a teaching-learning process that values reciprocal lifelong learning processes that nurture personal and professional growth. Critical reasoning necessary for complex problem solving, the ability to use a variety of technologies and resources essential to the practice of nursing, and the limitless possibilities of the nursing profession all contribute to building nursing leaders for quality practice.

In addition to these competencies, the BSN program is based on the program goals and outcomes on the Institute of Medicine's (IOM) report on *The Future of Nursing: Leading Change, Advancing Health* (2010), Commission on Collegiate Nursing Education (CCNE) Standards & Professional Nursing Guidelines *Standards for Accreditation of Baccalaureate and Graduate Nursing Programs* (2013), American Nurses Association *Scope & Standards of Practice* (2012), the ANA *Code of Ethics for Nurses* (2015), *Quality and Safety Education for Nurses (QSEN) Competencies, Nurse of the Future, Nursing Core Competencies* (2010), and the American Association of Colleges of Nursing *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008).

The Essentials of Baccalaureate Education for Professional Nursing Practice

The American Association of Colleges of Nursing (AACN) provides direction for the educational framework for the preparation of professional nurses in the document entitled *The Essentials of Baccalaureate Education for Professional Nursing Practice*. This document describes the outcomes expected of graduates of baccalaureate nursing programs and can be downloaded at: <http://www.aacn.nche.edu/education-resources/BaccEssentials08.pdf>

The following nine Essentials summarize the expectations of a baccalaureate nursing program:

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

- A solid base in liberal education provides the cornerstone for the practice and education of nurses.

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

Essential III: Scholarship for Evidence Based Practice

- Professional nursing practice is grounded in the translation of current evidence into one's practice.

Essential IV: Information Management and Application of Patient Care Technology

- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

Essential V: Health Care Policy, Finance, and Regulatory Environments

- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

Essential VI: Inter-professional Communication and Collaboration for Improving Patient Health Outcomes

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

Essential VII: Clinical Prevention and Population Health

- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

Essential VIII: Professionalism and Professional Values

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

Essential IX: Baccalaureate Generalist Nursing Practice

- The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

The goals of the UBSN are to prepare the graduate for entry level practice in a variety of healthcare settings, to provide the foundation for graduate education and/or continued education as a life-long learner, and to contribute to quality patient outcomes.

d. Programmatic Outcomes: STUDENT LEARNING OUTCOMES (SLO'S)

1. Synthesize knowledge from a liberal education in communication, human experience, scientific literacy, analysis, and global society.
2. Communicate using an ongoing interactive process that builds therapeutic interpersonal and inter-professional relationships for an increasingly interconnected healthcare environment.
3. Apply the nursing process to provide patient-centered, evidence-based, clinically competent, contemporary professional nursing care.
4. Apply critical thinking skills to support excellence in nursing practice and to provide comprehensive, compassionate, evidence-based nursing care across the life span.
5. Promote healthy lifestyles through health education, health promotion strategies and population-focused interventions.
6. Comprehend system-based practice and its impact on safe, quality patient care within the scope of professional nursing practice.
7. Apply leadership and management skills in the provision of safe, quality and cost-effective care in the continuum of healthcare environments.
8. Exercise innovative inquiry in the use of information and patient care technology with knowledge based on research for the improvement in patient outcomes.
9. Practice within the values, ethics, and legal standards of professional nursing.

*Numbering does not indicate level of importance. All SLO's are equally important to achieve.

e. Administration and Faculty:

Administration

Carol Papp, DNP, MS, RN-BC, Dean

Linda Wagner, EdD, MSN, RN, Associate Dean, Traditional BSN Program

Dawn Nair, DNP, MSN, APN-BC, CNE, Associate Dean, RN to BSN Completion Program

Faculty:

Elizabeth Armstrong, DNP, MSN, RN, CNE

Christine Booth, MSN, RN

Janet Dombroski, PhD, CMSRN

Vivienne Friday, EdD, RN

Paula Gjerstad, MSN, RN, CNE

Sally Maglione, MSN, RN, CCRN, CNE,

Deborah Margolies, MSN, RN, CNE

Deborah Morrill, MSN, RN, CMSRN

Linda Tampellini, DNP, MSN, RNC-MNN, CDE

Suzanne Turner, MSN, MSHA, RN, CMSRN.

Staff: Executive Secretary: Sheniqua Ewers

The UBSN main office number is 203-576-2345.

3. Academic Policies of School

Admission Policies and Requirements for Enrollment

Enrollment Requirements: All students must meet the enrollment requirements of the University of Bridgeport School of Nursing in order to enroll in courses and continue in the UBSN nursing program.

Malpractice Insurance: All nursing students are encouraged to obtain malpractice insurance for student nurses and to maintain coverage throughout the BSN program.

CPR Certification: Nursing students must provide proof of Basic Cardiac Life Support (BCLS) certification at the **Healthcare Provider Level** by the American Heart Association (AHA). Students must provide a copy of the AHA Healthcare Provider Level Card indicating active certification (AHA requires recertification every two years). It is recommended the student verify the course in advance to ensure that the course is appropriate.

Drug Testing and Criminal Background Checks: UBSN requires all students to satisfactorily complete drug testing and criminal background check(s), generally prior to enrollment in the program and/or placement at a Clinical Site. All background checks require a social security number. A social security number is required for admission into the BSN nursing program. Our Clinical Sites may require a recent drug test or Criminal Background Check within a short time prior to placement, in which event a repeat screening may be necessary. Additionally, some clinical sites have an established procedure for conducting screening and may require students to participate in their own screening prior to placement.

UBSN reserves the discretion to decline to enroll a student in future courses based upon conviction of a felony or other crime contrary to public health or safety, unlawful use or abuse of drugs or alcohol, or other serious misconduct. Drug Testing and Criminal Background Checks are administered by agreement with outside agencies. Students will be requested to consent to and cooperate with screening procedures and failure to do so will preclude future or continued enrollment in UBSN. If you have any questions regarding this policy, please contact Dr. Carol Papp Dean, University of Bridgeport School of Nursing at (203) 576-2345.

Technical and Professional Standards:

A pre-licensure candidate for the BSN degree must have abilities and skills in the following four areas: *communication, observation, motor function and endurance, cognitive and affective*. Reasonable accommodations may be made for some disabilities. However, pre-licensure BSN students must be able to perform in a reasonably independent manner, with or without accommodations.

Communication:

- Must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication (including ability to understand normal speech without seeing the speaker's face).
- Must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication. Examples include but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English, discriminating subtle differences in medical terminology.

Observation:

- Must be able to observe a patient accurately. Examples include but are not limited to: listening to heart and breathe sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen.
- Must be able to detect and respond to emergency situations, including audible alarms (e.g., monitors, call bells, fire alarms).

Motor Function and Endurance:

- Must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care. Examples include but are not limited to: lifting and positioning patients (lifting up to 50 pounds, carrying up to 25 pounds), transferring patients in and out of bed, cardiopulmonary

- resuscitation (AHA Health Care Provider), preparation and administration of medications (oral, injection, intravenous, including hanging IV bags at shoulder height), reading and emptying body fluid collection devices below bed level, application of pressure to stop bleeding, clearing/opening an obstructed airway, provision of daily hygiene care.
- Must be able to complete assigned periods of clinical practice, including up to 12 hour shifts (including days, evenings, nights, weekends).
- Must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

Cognitive and Affective:

- Must possess mental and emotional health required for total utilization of intellectual abilities.
- Must be able to tolerate physically taxing workloads.
- Must be able to respond and function effectively during stressful situations.
- Must be capable of adapting to rapidly-changing environments, and respond with flexibility in uncertain situations.
- Must be able to interact appropriately with others (patients, families, members of healthcare team) in various healthcare contexts.

Students must be able to meet all technical and professional standards in order to enroll in UBSN program and attend classes/lab/clinical experiences. Students need to identify prior to enrollment that they meet these standards and are required to notify the School of Nursing immediately for any changes in their abilities to meet the technical and professional standards. Clinical agencies may have additional or agency-specific technical standards, which take precedence over University of Bridgeport School of Nursing technical standards.

In such instances, the program will attempt to provide a comparable alternative learning experience but if that is not possible, students may not be able to progress in the program or complete program requirements.

Admission Requirements:

A. Application Procedure: Pre-Nursing Program: All students are admitted to the University of Bridgeport, Pre-Nursing program according to the Admission policy for Undergraduate Applicants. Students are admitted to UB through the general admission process. Pre-nursing majors take general education courses in year 1.

B. Nursing Major Admission Requirements: Admission to the nursing major is highly competitive. Meeting the minimum criteria does not guarantee admission into the nursing program. A completed application packet is required by February 1st prior to the academic year of the admission into the nursing major. Completed application packet includes: all official transcripts of courses taken, two professional references, Test of Essential Academic Skills (TEAS) official score (Version 6.0) given by Assessment Technologies Institute (ATI) taken no earlier than 2 years prior to date of application and any healthcare experience. Grade of C+ or better in all math and sciences courses (A&P I & II, Microbiology, Chemistry, Algebra, and Statistics). All Math and Science courses must have been completed within 7 years of application to the Nursing Major. Applicants must have a minimum QPR of 2.75. Students are admitted into the nursing program on a weighted formula of performance based on TEAS entry exam (40%), College General Education required courses (50%) and other such as professional references, essay, and healthcare experience (10%).

C. Transfer Students:

Transfer students interested in applying to the nursing major must apply to the University of Bridgeport by February 1st prior to the academic year of the admission into the nursing major. A student who has attempted 12 or more semester hours is considered a transfer applicant. Courses with a C or better in all general education courses are eligible for transfer credit (a C- is not transferrable). The Nursing Program requires a Grade of C+ or better in all math and sciences courses (A&P I & II, Microbiology, Chemistry, Algebra, and Statistics). All Math and Science courses must have been completed within 7 years of application to the Nursing Major. Applicants must have a minimum QPR of 2.75. Completed application packet includes: all official transcripts of courses taken, two professional references, official TEAS score (Version 6.0) taken no earlier than 2 years of application and any healthcare experience must be provided. LPN's seeking to apply to the BSN nursing program are considered similarly to all other transfer students regarding the admission requirements and application process.

Upon admission, should a student be unable to enter the University during the term for which admission is granted, the offer of acceptance will remain open for one calendar year. After one calendar year, a new application will be required.

ACADEMIC POLICIES & PROCEDURES

a. Attendance Policy:

Students are expected to attend all academic lectures. Attendance is mandatory for all classroom and clinical laboratories, simulation, and seminars.

Repeated absences could jeopardize student learning. In order to meet the course outcomes, all of the required clinical hours must be fulfilled. A student who has been absent for a prolonged illness/condition (more than two consecutive clinical days), is required to have clearance from a Health Care Provider to return to class/clinical.

If a student's health status should change in a way that would impact the student's ability to perform in the nursing program, the student must notify the course faculty, or Associate Dean or Dean of the program immediately. The need for clearance will be determined at that time.

In the event of a clinical absence, all students are required to leave a message on the clinical faculty voice mail and call the clinical unit or agency at least 60 minutes prior to scheduled clinical hours. If, for any reason, a student needs to leave a clinical lab or clinical observational experience prior to the scheduled time, the clinical faculty must be notified. Failure to do so is grounds for dismissal.

b. Graduation Requirements:

Before graduation, a student must complete the following:

1. All nursing and non-nursing requirements for all coursework
2. Standardized tests and NCLEX-RN Review Course
3. Exit Interview with the Associate Dean, BSN program or Dean of the School of Nursing

c. Curriculum

UBSN Overall Curriculum Plan

The UBSN Overall Curriculum Plan illustrates the required sequencing of courses for Academic Year 2016-2017. Each course is a pre-requisite to the next course in sequence.

Year I-Pre-Nursing-Gen Ed Courses

Fall Semester: 16 Weeks		Spring Semester: 16 Weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
*English Comp & Rhetoric ENG 101	3	*Anatomy & Physiology II-BIO 114	4
*Anatomy & Physiology I- BIO 113	4	*Public Communication- Mass Comm.110	3
*General Psychology 103	3	*Sociology 101	3
*Freshman Seminar-FYS 101- pre-nursing	3	*Chemistry 113	4
*Intro College Statistics & Algebra MATH 103	<u>3</u> 16	*Lifespan Development Psychology 205	<u>3</u> 17

Year II-Nursing

Fall Semester: 16 Weeks		Spring Semester: 16 Weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
*Microbiology BIO 106	4	NURS 206 Health Maintenance & Restoration I	6
*Fine Arts	3	NURS 208 Nutrition & Pharmacology	3
NURS 201 Intro to Professional Nursing	2	*Humanities	3
NURS 202 Fundamentals of Professional Nursing	4	*Math 203 Elementary Statistics	<u>3</u>
NURS 204 Health Promotion I: Health Assessment	<u>3</u>		15
	16		

Year III-Nursing

Fall Semester: 16 Weeks		Spring Semester: 16 Weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
NURS 315 The Research Process in Nursing	3	NURS 323 Essentials of Family Nursing	5
NURS 316 Health Maintenance & Restoration II	6	NURS 328 Health Policy & Health Systems	3
NURS 318 Essentials of Psych/Mental Health Nursing	5	NURS 326 Health Maintenance & Restoration III	<u>6</u>
*Humanities	<u>3</u>		14
	17		

Year IV-Nursing

Fall Semester: 16 Weeks		Spring Semester: 16 Weeks	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
NURS 344 Health Promotion II: The Community	5	NURS 357 Current Issues & Trends in Nursing	3
NURS 345 Leadership and Management Roles in Nursing	5	NURS 358 Transition to Professional Practice: Sr. Practicum	6
*UB Capstone 390	<u>3</u>	NURS 393 Capstone II	<u>3</u>
	13		12

Total Credits: 120

Nursing Courses: 68cr (57%)

***College General Education Courses: 52cr (43%)**

NOTE: Nursing Courses run concurrently within a semester. Students must achieve a C+ (77) or better in all nursing courses to progress in the BSN nursing program and to graduate.

Students are responsible for monitoring their own academic and clinical progress and for seeking appropriate assistance if needed. At the beginning of each course/term, students will receive a course syllabus, which will contain general information such as goals and objectives of a course, prerequisites, the grading/evaluation scheme and topics to be covered in order to complete the course. Students will also receive a clinical evaluation form, which is used in assessing expected clinical competencies for the course. All students must understand course information, including grading criteria. Nursing students must meet with their assigned faculty advisor at least once a semester to review academic needs, the progression policy, and update their Student Education Plan.

For all courses, students are required to maintain a minimum average of 77. All course requirements must be met to receive a final course grade. If course requirements have not been met due to extenuating circumstances, a grade of "I" (Incomplete) may be granted. Under these circumstances, a student may be granted an extension to complete course requirements. Any course with a grade of "I" must be completed prior to progression to the next semester of nursing courses. The request for a course extension must be submitted in writing to the course faculty and brought to the Associate Dean for approval to determine the outcome of the extension. If the student is unable to meet course requirements in that period, the incomplete grade becomes a grade of "F".

Assignment Submission Policy:

Assignments that contribute to the numerical calculation of the course letter are due at designated intervals during courses as defined by the course syllabus. Failure to submit assignments on time will result in a 5-point penalty off the total assignment grade for each day late. Extensions are granted at the discretion of your professor and only in extenuating circumstances. In the event of an emergency that prevents timely submission of an assignment, students may request permission from the instructor for a late submission. The instructor will review the student's rationale for the request and make a determination based on the merits of the student's appeal. Consideration of the student's total course performance to date will be a contributing factor in the determination. Students should continue to actively participate in the course while the request is pending.

Progression and Retention Policy

General Progression Guidelines:

1. Progression in the nursing major is dependent upon the student maintaining a cumulative professional grade point average (GPA) of 2.33 or a grade point average of at least 77 in all nursing courses (those with a NURS prefix). The nursing major grade point average for the BSN program is calculated and reviewed after each semester of course work is completed.
2. All courses run concurrently and have pre-requisite and /or co-requisite non-nursing and nursing course requirements. All course requirements must be successfully completed in the prescribed order according to the curriculum plan. All mathematics and science courses must achieve a "C+" (2.33 or grade of 77) or higher ("C", a grade of 76 or below does not meet the progression standards). Students who are not compliant with the progression policy will not be able to advance to the next nursing course. This will result in action up to and including dismissal.
3. All nursing courses are taken in the specified sequence. An individual nursing course may be repeated only once. A second failed attempt (below a grade of 77) will result in dismissal from the nursing program. Throughout the nursing program, a student may repeat no more than two separate nursing courses.
4. Clinical and laboratory components of nursing courses are graded on a Pass/Fail basis. A failing grade in clinical or laboratory will result in course failure regardless of course theory grade.

d. Grading Policy:

1. The cumulative QPR for the School of Nursing courses is 2.33. Nursing course grades are based on academic, clinical laboratory/simulation, and classroom laboratory achievement. Academics are based on written test grades including standardized testing.

2. Clinical, Laboratory and Simulation components are graded as Pass or Fail. All Clinical, Laboratory and Simulation components must be Satisfactory to pass the nursing course. A passing grade must be achieved in both academic and clinical/laboratory areas.
3. Each student must successfully demonstrate clinical performance and skills for each clinical course and achieve all clinical objectives on the final Clinical Evaluation Tool (CET) to pass the course. A failing grade in clinical or laboratory/simulation will result in course failure regardless of course theory grade.
4. The average of all numerical grades must be 77 or greater to pass the nursing courses. Individual components making up the final course grade are not rounded separately. Final course grades of 77 or greater are rounded up to the next number if the decimal point is at or above 0.5. *Final course grades below 77 are not rounded.*
5. The School of Nursing will adhere to the following grading schedule for all nursing courses:

Value of Letter Grades and Quality Points (QP):

Grade	Points	QP (Student Nurses Only)
A	100-94	4.00
A-	93-90	3.67
B+	89-87	3.33
B	86-84	3.00
B-	83-80	2.67
C+	79-77	2.33 (minimum passing grade)
C	76-74	2.00
C-	73-70	1.67
D+	69-67	1.33
D	66-64	1.00
D-	63-60	0.67
F	<60	0.00

Students who wish to appeal a final grade must follow the School of Nursing Appeals process as detailed in the School of Nursing Student Handbook.

Progressive Standardized Testing

What is ATI?

Assessment Technologies Institute, LLC (ATI) offers an assessment driven review program designed to enhance student NCLEX-RN success for nursing students. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing.

- These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating through these orientation materials.

The ATI program is used throughout the student's course of study. The assessments can be used as a tool to assist students in identifying strength and weaknesses in content and improving student achievement through accountability. ATI Assessments are weighted and counted as part of many course grades. At the end of the nursing program all students attend a mandatory ATI NCLEX-RN Review Course.

Assessments:

Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that may be scheduled during courses.

2017-2018 UBSN Student Handbook

The following describes the progression of standardized testing used throughout the curriculum, the ATI Assessment component and the ATI weight of the course grade, where applicable.

Curriculum Progression	ATI Assessment Component	Weight of Course Grade
Pre-Admission	TEAS	Admission requirement
NURS 201	Self-Assessment Inventory	Course requirement, no grade
	Critical Thinking: Entrance	Course requirement, no grade
NURS 202	Dosage Calculation: fundamentals Part 1	Lab Pass/ Fail
NURS 206	RN Fundamentals	10% of course grade
NURS 206	Dosage Calculation: Fundamentals Part 2	Lab Pass/ Fail
NURS 208	Nutrition	10% of course grade
NURS 316	Dosage Calculation: Medical-Surgical	Lab Pass/ Fail
NURS 318	Mental Health	10% of course grade
NURS 323	Nursing Care of Children	5% of course grade
NURS 323	Maternal Newborn	5% of course grade
NURS 323	Dosage Calculation: Nursing care of children	Lab Pass/ Fail
NURS 326	Medical Surgical	10% of course grade
NURS 344	Community Health	10% of course grade
NURS 345	Leadership	10% of course grade
	Critical Thinking: Exit	Course requirement, no grade
NURS 393	Pharmacology	10% of course grade
NURS 358	RN Comprehensive Predictor	15% of course grade
NURS 358	NCLEX Review Course	Mandatory attendance

Medication Calculation Testing: Medication administration is an integral component of nursing care. In order to administer medications safely, students must complete the ATI Dosage Calculation online study modules. Upon completion of the study modules, students will test their knowledge by taking the ATI Dosage Calculation & Safe Medication Administration Assessments which measures the student's drug calculation competency. All Dosage Calculation & Safe Medication Administration Assessment tests must be passed with a minimum of 90% in order to administer medications in the assigned clinical area. If the 90% is not achieved on the assessment test, students will complete a remediation plan with two additional attempts to pass the assessment testing. ATI Dosage Calculation & Safe Medication Administration Assessments will be given in the fall and spring of the sophomore and junior years (NURS 202, NURS 206, NURS 316, NURS 323). Students must pass the ATI Dosage Calculation & Safe Medication Administration Assessment in order to successfully pass the lab component of their course. All on-campus and clinical lab experiences are graded pass/fail. A student must pass the lab in order to pass the course.

Modular Study:

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that

allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books, media clips and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the “**My Transcript**” feature under “**My Results**” of the ATI Student Home Page or by submitting written Remediation Templates as required.

ATI Course Grading Rubric:

Content Mastery Series			
Practice Assessment			
4 pts.			
<p>Complete Practice Assessment A <i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum one hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	<p>Complete Practice Assessment B <i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum one hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 		
↓			
Standardized Proctored Assessment			
Level 3 4 pts.	Level 2 3 pts.	Level 1 1 pt.	Below Level 1 0 pts.
<p><i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum one hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	<p><i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum two hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	<p><i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum three hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember 	<p><i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum four hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember
2 pts.	2 pts.	2 pts.	2 pts.
Proctored Assessment Retake*			
No Retake (optional)	No Retake (optional)	Retake recommended	Retake recommended

* Upon retake of the Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional point (for example, a Level 1 student can now achieve an 8/10)

Comprehensive Predictor			
Practice Assessment			
4 pts.			
Practice assessment A Remediation: <ul style="list-style-type: none"> • Minimum one hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 		Practice assessment B Remediation: <ul style="list-style-type: none"> • Minimum one hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	
↓			
Standardized Proctored Assessment			
95% or above Passing predictability 4pts	90% or above Passing predictability 3 pts.	85% or above Passing predictability 1pts	84% or below Passing predictability 0 pt
Remediation: <ul style="list-style-type: none"> • Minimum one hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum two hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum three hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember. 	Remediation: <ul style="list-style-type: none"> • Minimum four hour Focused Review • For each topic missed, complete an active learning template and/or identify three critical points to remember.
2 pts.	2 pts.	2 pts.	2 pts.
Proctored Assessment Retake*			
No Retake (optional)	No Retake (optional)	Retake recommended	Retake recommended
Total Points = 10/10	Total Points = 9/10	Total Points = 7/10	Total Points = 6/10

*Upon a retake of the Proctored Assessment, and a student meets the program benchmark on the retake, the student can earn an additional point (for example, a student at 85% predictability can now achieve an 8/10).

e. Examination Policies

Nursing students are required to take examinations on the date and time they are scheduled. Requests for special accommodations during exams must be documented in the student's file.

- 1) Students are not allowed to access personal belongings including: purses, books, hats, drinks, cell phones, or any electronic devices during the testing time.
- 2) Personal belongings may be left in the back of the classroom. UBSN is not responsible for lost or stolen property.
- 3) Students may be given assigned seats for the examination. UBSN will provide calculators (if needed for use) during exams.
- 4) The calculators may not be shared between students. UBSN will provide a substitute calculator if malfunction occurs. Students may request a substitute calculator during an exam. Cell phones cannot be used as calculators
- 5) As a general guideline, all students are given 1.5 minutes/question for all tests with e.g. multiple choice, fill in answer questions except for standardized testing e.g. a 50-question exam will be given 75 minutes, if applicable.
- 6) Students are expected to remain in the examination room until they finish the exam. If a special circumstance arises, then a proctor will accompany the student.

- 7) Students with questions should raise their hand and a proctor will come to them.
- 8) Students arriving late for an exam will take the exam within the remaining exam time left.
- 9) When Scantron sheets are used for examinations, the Scantron answer sheet is the official form in computing the exam grades. When there is a discrepancy between the student's written exam worksheet and Scantron, the official grade is based on the Scantron. The scoring of examination grades is based on a weight of 100% and the number of questions.
- 10) If a student is unable to take the examination at the designated time you must notify the faculty prior to the beginning of the exam. If prior arrangements are made, the makeup exam must be completed within one week. The makeup exam may differ in format from the original exam.
- 11) Examination grades are made available within 5 school days

Students requiring remediation (i.e. failing exam grade), may request to meet with faculty and review the exam prior to the next exam in the course.

Medication Calculation Testing: Medication administration is an integral component of nursing care. In order to administer medications safely, students must complete the ATI Dosage Calculation & Pharmacology online study modules assigned at the start of the fall semester of the second year. Upon completion of the study modules, students will test their knowledge by taking the ATI Dosage Calculation & Safe Medication Assessments which measures the student's drug calculation competency. All Dosage Calculation & Safe Medication Administration Assessment tests must be passed with a minimum of 90% in order to progress in the program. If the 90% is not achieved on the assessment test, students have a remediation plan with three attempts to pass the assessment testing. Additionally, Specialty courses such as pediatric, obstetric, psychiatric will have population specific medication dosage test questions included in exams.

Academic Remediation

All students experiencing academic difficulties in a particular course are strongly urged to contact their faculty advisor as soon as possible for guidance. All nursing students should use the ATI (Assessment Technologies Institute) materials and remediation resources. The ATI tools, in combination with the nursing program content, assist nursing students to prepare more efficiently, as well as increase confidence and familiarity with nursing content and test taking skills. At the end of the program, all nursing students are required to attend the ATI NCLEX-RN review course.

Academic Warning

At mid-course, a student with a test grade average below 77 is placed on academic warning by the academic faculty. A written warning notifies the student to seek guidance from their nursing advisor to identify strategies for academic improvement. If a student is having academic difficulties at any time during the course, it is recommended they seek out faculty advisement.

f. Academic Status:

i. Probationary Status:

If a student fails any nursing course, he/she will be designated as "probationary status" and will be required to meet with the designated faculty of the failed course to discuss his/her situation after receiving the final course grade. Also, the student needs to meet with their faculty advisor for an academic advisement plan.

When removed from probationary status, and in order to ensure safe, competent delivery and application of patient care, any student who has been on probationary status, at the discretion of the course faculty, must return to the lab for validation testing of competencies by demonstrating identified clinical skills and/or a complete Health Assessment. Nursing program faculty will provide guidance as to what validation testing will be required but it is the student's responsibility to prepare for the validation testing.

Failure to comply with this expectation or to subsequently successfully demonstrate appropriate technique/ability will preclude the student from being assigned to attend any subsequent clinical rotation. This will result in a clinical failure and an overall course failure.

ii. Leave of Absence from the Nursing School (less than one academic year):

Nursing students who must discontinue enrollment for less than one academic year and who have a commitment to return to the School of Nursing at the University of Bridgeport must submit a written request and meet with the Dean of the School of Nursing or Associate Dean of the nursing program to receive Leave of Absence approval for a period less than one academic year.

Only students in good academic standing and who have met all School of Nursing and University requirements will be granted a leave. After official written approval is granted for the Leave of Absence by the School of Nursing, s/he must complete a "Leave of Absence Form" from the Office of the Registrar or the online portal (the "Request"). The form should be submitted to the Associate Dean in the semester prior to the leave sought, if possible.

Voluntary leave may be sought for medical, personal or financial reasons. If the student is seeking voluntary leave due to a medical or psychological condition, the Associate Dean or his/her designee may require appropriate medical documentation.

Academic status is determined in accordance with deadlines set forth in Chapter One's "Graduate and Undergraduate Academic Calendar." If a student voluntarily takes leave before the University's no-penalty drop date (around 3rd week of term) ("Drop Deadline"), his/her ongoing classes are erased from his/her record. If the student takes leave after the Drop Deadline (around 3rd week of term) but before the "withdrawal from classes with 'W'" deadline (around 4 weeks left in term) ("Withdrawal Deadline"), s/he will receive the grade of "W" (withdrawal). If the student takes leave after the Withdrawal Deadline, s/he may petition his/her Academic Dean for a grade of "I" (incomplete).

Students receiving scholarship or other financial aid should consult the Financial Aid Office prior to taking leave.

Students in good academic standing and who have met all School of Nursing and University requirements may return to the School of Nursing by providing written notification. A student wishing to return to the University from a leave of absence must file a written request to the Dean of Students stating his/her reason for leave and basis for reinstatement.

The Dean of Students may require confirmation that the condition giving rise to leave has resolved sufficiently for the student to resume studies. Notification must be submitted within a minimum of 30 days prior to the anticipated return date within the one-year Leave of Absence period. The return date must be at the beginning of the semester that will meet the progression requirements for the BSN curriculum.

Before returning, arrangements must be made to perform validation testing of clinical competencies. Nursing program faculty will provide guidance as to what validation testing will be required but it is the student's responsibility to prepare for the validation testing. Failure to comply with this expectation or to subsequently successfully demonstrate appropriate technique/ability will preclude the student from being assigned to attend any subsequent clinical rotation. This will result in a clinical failure and an overall course failure.

Readmission for nursing students requesting to return to the nursing program after one academic year.

Absences from the nursing program for more than one academic year are not eligible to return to the program or course last attended. These former nursing students who have officially or unofficially withdrawn from the UBSN program must apply for readmission. The student is required to submit a new application and are evaluated as a prospective applicant. Students who have attended another accredited institution in the interim must present complete official transcripts with their application for readmission. For those former nursing student applicants accepted after a one year's absence, must start the nursing program from the beginning.

Former nursing students who have officially or unofficially withdrawn from the UBSN by virtue of a leave of absence for more than one year, may be eligible to return to the University through a program or school other than nursing, consistent with the Policy of Leave of Absence in the *Key to UB*. Please consult with the Dean of the School of Nursing or the Dean of Students prior to taking leave.

iii. Transfer Credit:

It is the student's responsibility to submit official transcripts immediately upon completion of all required non-nursing courses if taken at other institutions. Non-nursing transfer credits are awarded only for courses in which a grade of "C" or better earned from an institution recognized by the Council for Higher Education Accreditation.

Acceptance Procedure for Readmitted Students:

Once the Readmission Application is accepted, the student must:

Be compliant with program requirements:

1. Current BLS certification, malpractice insurance, and PPD (if the last PPD is greater than 1 year, a 2-step PPD is required)
2. Complete a drug screen and background check according to admission requirements
3. Contact the Dean of the School of Nursing program to formulate a plan to assist the student's return to the program. The Dean of the School of Nursing program or designee must be contacted to formulate a plan to assist the student's return to the program. The School of Nursing dean or designee determines the remaining educational experiences (didactic, laboratory/simulation and clinical) necessary for readmission.

Withdrawing from the Nursing Program:

Students who withdraw from all nursing courses and thus from the University must file an Application to Withdraw at the Office of the Registrar. Students must provide written notification and meet with the Dean of the School of Nursing as well as the Dean of Students prior to submitting the withdrawal form to the Registrar. No student is considered officially withdrawn and no refund of tuition will be made unless the student has contacted the Office of the Registrar.

If a nursing student fails to register for a semester without being granted a leave of absence, or the leave of absence has expired the student will be administratively withdrawn from the School of Nursing.

Other Applications:

Nursing students who have left the program twice for an academic failure, clinical failure, leave of absence, and/or withdrawal from the program are not eligible to request a return to the nursing program or submit a new application.

CLASSROOM POLICIES

Academic Environment:

All students shall be given the opportunity to learn in an environment that is free from noise, intrusions, and disruptions. Students should remain attentive to the activities of the classroom and behave in a manner that allows others to be attentive. Noise must be avoided and includes, but is not limited to: beepers, cell phones, side conversations among students, monopolization of conversation, and frequent getting up and down while class is in session. Cell phones are turned off unless used for classroom activities as directed by the academic faculty. Food is not allowed in any classroom. Faculty and students are mutually responsible for enforcing optimum classroom behavior, thus, creating an appropriate learning environment for all.

Nursing Clinical Laboratory/Simulation:

Clinical and simulation absences are to be made up on the dates scheduled by the faculty. Students need to be flexible in order to accommodate their clinical/ simulation make-up. Make-up assignments are based upon meeting course objectives. Successful completion of the assigned make-up experience is required to pass the course.

Absence also includes those students who are held from clinical experiences due to noncompliance with mandatory requirements (e.g. PPD, CPR, malpractice insurance, etc.).

Nursing Classroom Laboratory:

If a nursing student is absent from classroom laboratory (lab), he/she is expected to contact the appropriate laboratory faculty within one week of missing the lab to schedule a makeup assignment. Missed classroom laboratory experiences must be made up within 2 weeks.

g. Academic Integrity Policy & Procedure:

The University of Bridgeport School of Nursing (UBSN) is committed to fostering an environment of academic integrity, mutual respect and individual responsibility. The UBSN expects a high standard of ethical conduct in their academic and clinical activities. Students are expected to arrive to class on time and refrain from disruptive behavior during class/laboratory.

Violation of academic integrity, as explained in Chapter 2 of the Key to UB, includes but is not limited to cheating on exams or quizzes, stealing or having unauthorized access to exams, sharing of information on exams, plagiarism, and falsification of data for clinical preparation or documentation. Behaviors not compliant with the academic integrity policy will result in sanctions (up to and including dismissal from UBSN) consistent with the Key to UB and this Nursing Student Handbook.

It is the student's responsibility to be familiar with the Key to UB Student Handbook Policies and adhere to the Academic Integrity, Policy, and Procedures set for in Chapter 2 (pp. 28-31) to the Key to UB http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf

h. Academic Grievance Procedure:

Subject to the University of Bridgeport Grievance Process as described in the UB Key to UB Student Handbook p. 104; http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf; and the UBSN Student Handbook. The Academic Grievance Procedure is to identify and address causes of student dissatisfaction and to ensure that all students receive fair and equitable treatment. In accordance with this policy, UBSN adopted grievance procedures which students may use to seek a solution to problems involving academic, clinical, discipline, dismissal or any other situation that the student feels to be in an unfair application of UBSN policies and procedures.

I. Informal Level:

Mediation is a possible resolution to most situations; however, pursuant to Title IX regulations, allegations of sexual assault are not able to be resolved through the mediation process. The student initiates the grievance process as follows:

Step One: The student should attempt to resolve the problem with the individual involved.

Step Two: If the problem is not resolved to the student's satisfaction in Step One, the student should request a meeting with the immediate supervisor of the individual involved. In cases where the student has a grievance with a nursing faculty, the Associate Dean of the School will hear the grievance.

II. Formal Grievance

Step Three: If the problem has still not been resolved to the student's satisfaction with the informal process, then the student should request a meeting with the Dean of the School of Nursing. At this time, the student must submit, in writing specifically state the grounds for appeal, including a narrative a relevant facts and any other pertinent information within 3 days of the notification of the decision by the Associate Dean of the School of Nursing.

Upon the receipt of the student's written grievance, the Dean must schedule a meeting with the student within seven business days. After considering background material and facts, the Dean's decision is presented to the student in writing within 7 business days. However, if the student is dismissed and continues the grievance process, the student may be allowed to return to class and/or clinical only with permission from the Dean while the facts are being reviewed. The student may bring a support person to the meeting. This person, however, is not allowed to participate in the discussion.

If the grievance is with the Dean of the School of Nursing, then the student will speak with the Provost.

III. Appeal:

In the event that the student is not satisfied with the Decision at Step II, then the student may submit a written appeal within 15 days of receipt of the Decision to the Office of the Provost. The appeal must contain: a copy of the original grievance and any documents filed in support thereof, the Decision, and a statement outlining the reasons for the appeal and relief sought. The Provost may review and decide the appeal, or designate an associate or assistant Provost to review and decide the appeal. Upon considering the appeal, the Provost or his/her designee will notify the student in writing of his/her decision and the grounds therefor within 15 days following receipt of the appeal. The Office of the Provost's decision is final.

Formal Complaints/Inquiries: Program Operation

UBSN does not prohibit any student from filing an inquiry or complaint regarding the Program's operation. Students meet with the appropriate Associate Dean or Dean for questions, concerns or resolution of issues.

After following appropriate channels of communication and/or the school's grievance policy, nursing students would direct inquiries regarding program dissatisfaction e.g. program quality and non-compliance with licensure and/or accreditation standards to the:

Licensure: Connecticut Board of Examiners for Nursing
410 Capitol Avenue, MS #13PHO
P.O. Box 340308
Hartford, CT 06134-0308
(860) 509-7603-Menu Option 2

Accreditation: Commission on Collegiate Nursing Education (CCNE)
655 K Street
Northwest Suite 750
Washington, DC 20001
(202) 887-6791
www.ccneaccreditation.org

Electronic Resources:

All nursing students must review and comply with the Computer Network Acceptable Use Guidelines as outlined in Chapter Six of the Key to UB Student Handbook.

http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf

It is the policy of UBSN to provide students with access to various electronic resources that are intended for appropriate and approved educational purposes. Electronic resources used at UBSN are the property of the University of Bridgeport. Students are required to use electronic resources in a professional, lawful and ethical manner.

All students are responsible for the activities performed while using their individual user IDs and passwords. Students must access patient records on the unit only on the day of research and on the day of care. Students cannot access patient records as employees for research purposes, only as students.

Students are responsible for maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Regulations. Students must prevent the unauthorized use or disclosure of Patient Health Information PHI and other sensitive information. Students also need to comply with Information System (IS) policies of the clinical agency in relation to Health Insurance Portability and Accountability Act (HIPAA).

Social Media Policy:

All students must maintain confidentiality in regards to patient care experiences and clinical affiliates of the University of Bridgeport School of Nursing (UBSN) program. The student in professional study is expected to:

- Demonstrate confidentiality of any confidential information related to clinical experiences, patient information or an information related to clinical affiliates of the UBSN program through social media.
- Social media includes, but not limited to, any type of web-based technology such as Wikipedia, Twitter, YouTube and Facebook.
- Any student who violates this policy may be dismissed from the UBSN program (e.g. taking a picture on your cell phone of your first patient and posting on Facebook).

Tape Recorders and Cameras: The use of cameras and/or tape recorders during class is at the discretion of the course faculty and must be approved prior to class.

Visitors in the Classroom: The course faculty, prior to class must approve any request for visitors in the classroom.

CLASSROOM LABORATORY POLICIES

Clinical Skills and Clinical Simulation Laboratories:

Proficiency in performing clinical skills is an integral part of the nursing curriculum. The clinical skill laboratory provides an opportunity to attain the essential skills necessary to care for patients in the hospital and other care settings. Various techniques will be utilized to support student learning, including video and audiotapes, computer-based instruction, demonstration, performance practice and simulation.

Classroom Laboratory Practice Standards

Students must pass the classroom laboratory in order to pass the course and continue in the program. For classroom laboratory experiences, students who are unable to pass a skill validation will be scheduled for remediation with the responsible faculty prior to the second attempt. Students may not perform the skill being tested in the clinical setting until they have passed their validation re-testing and may be in jeopardy of not meeting clinical objectives and passing the course.

For all classroom laboratory experiences, students must abide by policies on civility, code of conduct, and dress code.

Classroom Laboratory Validation Guidelines

1. Students must be on time for their scheduled skills validation. Students with an emergency requiring rescheduling must speak with the laboratory faculty.
2. Students must be in lab attire.
3. Once a student enters the lab, no communication with other students is permitted. If students need assistance or have questions before the start of the skills demonstration, they should speak with a nurse educator.
4. Once the student begins their skills demonstration, there is no further discussion or questions about the skill being tested.
5. Students will be told at the completion of their skills validation whether they have passed or not.
6. Students who have concerns regarding their lab performance may speak with their designated lab faculty. If unresolved, they should direct concerns to the course section faculty educator. Please refer to grievance process in the UBSN Student Handbook for the complete policy.
7. Students who fail the skills validation must attend remediation. Re-testing is done on a separate day as indicated on the course schedule. Students must complete both the remediation of skills and re-testing *by the date(s) noted on the course schedule*.
8. Students must pass their re-test in order to successfully pass the lab component of their Course by the end of the semester. All on-campus labs are graded pass/ fail. A student must pass the lab in order to pass the course.
9. A Clinical Validation Form will be the record of the student performance for each clinical competency and the must be signed by both lab faculty and the student at the end of the clinical laboratory testing. The Clinical Validation Forms will be maintained in the student's file.
10. The final videotape of the student's skill validation may be maintained as a demonstration of the skill validation. The Clinical Validation Form is the official record of the student's skill performance.

Nursing Skill Center Guidelines for Laboratory Skills/Simulation:

- No eating, drinking, chewing gum or cell phone/electronic devices allowed in the classroom laboratory
- Professional dress
 - White lab coats worn over clothing
 - Name tags must be worn at all times
- No open-toed shoes or flip flops
- Use of sharps must be under faculty supervision
- All equipment must be left in the condition in which it was found
- Any broken or malfunctioning equipment should be reported immediately to the lab faculty
- No children or visitors are allowed in the labs

CLINICAL PRACTICE POLICIES

Clinical Rotation:

Student's clinical placements are assigned by the School of Nursing in consideration of learning objectives, site and faculty availability, and quality of clinical sites. The School of Nursing will make every effort to accommodate requests regarding assignments to experiential education sites but students generally can expect to be assigned to clinical sites some distance from the campus for at least a portion of their required clinical rotations. In such instances, students are responsible for transportation and other related travel expenses.

Clinical Practice Standards:

All students must be compliant at all times with all health requirements as well as annual requirements. A student not in compliance (e.g. current BLS, PPD, Flu immunizations) cannot participate in clinical laboratory. This is considered as a missed clinical. In all courses with a clinical component, students must successfully pass clinical performance in order to pass the course. The clinical grade is determined on student performance through the use of the clinical evaluation form, which has been designed to document the student's competence at a specific level for each course or term. Student clinical assignments are based on course objectives, facility resources, and patient availability.

Clinical Remediation:

Nursing students experiencing difficulty in meeting clinical performance expectations are encouraged to seek assistance from their clinical faculty and/or laboratory faculty. The remediation contract is initiated when nursing faculty identifies a student who is not meeting clinical performance expectations.

The plan defines the deficit and prescribes learning activities to assist the student in improving clinical performance. Consistent improvement must be demonstrated in order to meet clinical objectives. Those students not meeting plan objectives and/or time frames or who continue not meeting course expectations will be placed on Clinical Warning.

Clinical Warning:

Students must be prepared to deliver safe care in the clinical area. A student whose written work or clinical performance indicates a lack of preparation will not be allowed to give patient care and may be dismissed from the clinical experience by the educator. If a student's clinical practice does not meet course objectives, the student receives a grade of "Fail" on the Clinical Evaluation Tool (CET) and will be subject to course failure.

In addition, the student may be dismissed at any time during a clinical experience if, in the faculty's judgment, the student demonstrates unethical or unsafe practice, violations of clinical agency policies, or breaches of academic or professional codes of conduct. If a student is dismissed from a clinical experience, the student will be at risk for receiving a failing grade for the course and may not attend subsequent clinical experience during an appeal process (if an appeal is opted by the student).

When a concern about clinical competency or a breach in professional conduct arises, faculty may place a student on clinical warning status and initiate a remediation contract. The clinical warning and remediation plan will be documented in the student's record. The information will include date, time, place and circumstances of the relevant incident/s. The information will be signed by the initiating clinical faculty and the student and forwarded to the Associate Dean for the BSN Program. A copy of the clinical warning and remediation plan will be given to the student. The remediation plan will clearly specify the objectives and means to achieve the objective, evaluation criteria and a timeframe by which the student must meet the objectives of the contract.

Outcomes of the clinical warning and/or remediation plan may be successful or unsuccessful. Should the outcome be successful for the student, documentation of the improvement will be placed in the student's record and the remediation plan has been met.

Should the student fail to meet the prescribed objectives and timeframes noted in the remediation contract or if the identified behaviors persist, the result will be a clinical failure and therefore failure of the course.

Clinical Shift Hours: The student is expected to remain at the clinical agency/organization/facility for the entire time period assigned. Students should not expect to run personal errands or otherwise leave the clinical site during scheduled meal times or breaks. Emergency requests may be granted at the discretion of the clinical faculty and approval obtained prior to leaving.

4. Student Conduct

a. Rules for Student Conduct

Students in the Program are required to conduct themselves in a manner compatible with the high standards of the Nursing profession. Students are required to be familiar with and adhere to the professional and ethical standards set forth in this Student Handbook, as well as the University's student conduct requirements set forth in Chapters Two and Five of the *Key to UB*.

The following non-exhaustive list of prohibited professional conduct is subject to discipline, up to and including dismissal:

- Being found guilty, pleading guilty, or pleading no contest to any felony, crime involving moral turpitude, or offense affecting professional integrity.
- Engaging in unprofessional care or practice with or on patients.
- Failure to meet the generally accepted standards of ethical and professional conduct in the Nursing profession.
- Engaging in fraudulent or unscrupulous behavior related to one's participation in the Program or any professional activities.
- Engaging in behavior that creates safety hazards and/or disrupts the well-being of one's peers, fellow students, faculty, supervisors, patients, or other third parties.
- Identifying oneself as a licensed Registered Nurse.

ANA Code of Ethics

It is an expectation that all students read and refer to the American Nurses Association (ANA) Code of Ethics located on the ANA website www.ana.org/code/protectednwcoc303htm. The Code of Ethics is one of several professional nursing standards that frame the curriculum of the UBSN program. The Code provides a standard of practice that guides the nursing professional towards a thoughtful, ethical and high quality nursing care.

The Code of Ethics provides a guiding framework of the ethical expectations for students enrolled in the University of Bridgeport School of Nursing. All nursing students are expected to not only know the Code of Ethics but also adhere to its guiding principles of behavior.

ANA Provisions of the Code of Ethics for Nurses

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

b. Discipline for Student Conduct

Any member of the University community may bring charges against a student for violations of the professional, ethical, and/or behavioral requirements stated in this Handbook. The complainant shall submit the charges in writing to the Dean of the Program.

Upon receiving the charges, the Dean/Director will review the charges and surrounding circumstances by conducting a preliminary investigation. If the Dean/Director finds that the charges merit a formal hearing, the Dean/Director will formally request a hearing by the Chairperson of the Nursing Program's Progress and Retention Committee (the "Disciplinary Committee").

At least seven (7) days before the Disciplinary Committee hearing, the Chairman will formally notify the concerned parties of the charges, as well as the date and location of the hearing.

The Committee is a five (5) member panel composed of faculty and administrators in the Program. If the Chairman determines that there is a conflict of interest with any member, s/he has the right to replace that member prior to the start of the hearing.

At the hearing, the following rules apply:

- The Chairperson shall state the charges brought against the student, and present any evidence provided to the Disciplinary Committee in support thereof.
- The student will have the opportunity to be heard in his/her own defense by presenting a statement (written or oral), testimony, and/or evidence.
- The student will have opportunity to hear and review all evidence brought against him or her, as well to question all witnesses.
- The Disciplinary Committee shall have the right to question and cross examine all witnesses, and to speak openly during the hearing.
- The Disciplinary Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion into the proceedings.
- The hearing is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation.
- Hearing minutes shall be transcribed and made available to the student upon written request to the Chairperson of the Committee.

After reviewing the evidence and the testimony, the Disciplinary Committee will render a written decision. A copy of the decision will be provided to the student within 14 days of the hearing at his/her University email address and/or last known address on record with the University.

To appeal the decision of the Disciplinary Committee, the student must submit a written request in writing to the Dean of the Program within ten (10) days of decision being rendered. The request must specifically state the grounds for appeal, including a narrative a relevant facts and any other pertinent information.

c. Student Grievance Procedure

Subject to the University of Bridgeport Grievance Process as described in the UB Key to UB Student Handbook p. 104; http://www.bridgeport.edu/docs/StudentLife/KeytoUB/Key_to_UB.pdf; and the UBSN Student Handbook.

d. Dress and Grooming regulations

Students are required to follow a code of professional appearance at all times whether in the lab at UBSN or at clinical sites. Students follow the uniform policy unless superseded by clinical agency requirements. Standards are based on a commitment to provide a safe and clean environment for patients and students.

Clinical Uniform Requirements

1. School clinical uniform, clean and pressed
2. White lab coats when doing research at the clinical sites
3. Agency ID badges and student ID's must be worn at all times in the clinical experiences.
4. Shoes include solid white or black (non-canvas, rubber soled, closed toe and heel shoes)
5. Long hair pulled back and off the collar.
6. Facial hair (beard and moustache neatly trimmed)
7. White undergarments, stockings or socks
8. No nail polish, press on nails or gel nails. Nails are to be kept short and trimmed.

9. Wristwatch with an ability to count seconds
10. Minimal jewelry (wedding band, wristwatch, and one pair of small earrings or studs)
11. Jewelry for religious/cultural reasons should be worn under clothing due to safety and infection control whenever possible.
12. No visible tattoos or ornamental body piercing (including the tongue)
13. No perfumes or scented products
14. No non-traditional hair colors or styles (pink, blue two-toned, etc.)
15. No gum or tobacco chewing
16. Protective eyewear as required during patient care
17. No hoodies or sweatshirts are to be worn over scrubs. A long sleeve shirt or V-neck shirt either solid black or white may be worn under the scrubs in cold weather.
18. Non-adherence to proper dress code will result in immediate dismissal from the clinical experience.

The student will need to meet with the clinical faculty to schedule a make-up. Second offense will result in dismissal from the clinical experience and may result in clinical failure due to non-compliance with professional standards.

Use of Cell Phones in the Clinical Setting:

To ensure safety and security of the patient care environment and to ensure patient and employee privacy and confidentiality, in accordance with Health Insurance Portability and Accountability Act (HIPPA), the use of personal cell phones/electronic communication devices by UBSN nursing students during clinical hours is prohibited. Students may only use cell phones/electronic communication devices during lunch or

break periods in private spaces away from all patients, common patient care areas and/or common clinical areas. Personal cell phones/electronic communication devices are to be turned OFF and stored away and are NOT to be kept on the

e. Student Bloodborne Pathogens Exposure Control Plan: (Appendix A)

To provide a safe and healthy learning environment for its students. As such, while not required by state or federal law¹, the University provides this Policy to minimize or eliminate student exposure to blood or other potentially infectious materials. All nursing students are required to read the Student Bloodborne Pathogens Exposure Control Plan located in Appendices: Appendix A; Appendix B; Appendix C and Appendix D of the UBSN Student Handbook.

¹ OSHA sets forth bloodborne pathogen requirements for employers, but not for students. Nonetheless, this Policy is drafted in consultation with the OSHA standards.

COMMUNICATION

Faculty Availability:

Faculty make every effort to be available to students. Office hours for faculty are posted each semester. If a student cannot meet with faculty during these times, the student should communicate this with the faculty via official university email so that another mutually convenient time may be arranged. Student emails will be answered within 48 business hours. To ensure timely communication, students are expected to use the official faculty email addresses as listed in the University Faculty Directory. Faculty are not expected to respond on weekends, vacations or other school closings.

Change in Contact Information: Be sure to alert the School of Nursing Secretary and the Registrar's Office of any change in contact information.

Religious Observance Policy

All students are expected to follow UBSN Course Attendance Policy. Students anticipating a conflict in course attendance due to religious observances and clinical/lab attendance should inform their educator in writing within the first two weeks of the course, or with as much notice as possible prior to the anticipated absence. The student must contact clinical/laboratory faculty and academic faculty to develop a schedule for making up missed classroom/clinical/laboratory work according to policy.

5. Administrative Policies:

a. Health Requirements and Vaccinations:

Health Requirements: All students must meet the UBSN Health Requirements for nursing students upon admission or prior to or at the start of classes as documented on the form titled: **UNIVERSITY OF BRIDGEPORT STUDENT HEALTH SERVICES HEALTH FORM D For All Nursing Students**. The form includes medical information as proof of pre-admission physical, tuberculin screening; and immunizations to the University of Bridgeport Student Health Services completed within the past year. The Health Form D for nursing students provides the specific medical information required to meet the UBSN Health Requirements for Admission. Form D can be found on the University of Bridgeport website at: <http://www.bridgeport.edu/life/student-services/health-services/health-and-immunization-requirements/>. Also, students must maintain an ongoing record and submit annual documentation of PPD testing and flu vaccinations.

NOTE: It is the responsibility of the student to submit evidence of all required annual updates of immunizations and certification renewals. In order to be eligible for clinical placements, students **MUST** meet all University immunization requirements and any additional requirements imposed by the clinical agency to which the student is assigned. In cases where the clinical site does not pay for the completion of any additional required immunizations, the student is responsible for paying any associated fees. Without full clearance of immunization requirements, students may not be eligible to begin clinical learning experiences, and consequently may be unable to meet program requirements.

Immunization Exemption:

If you qualify for a medical or religious exemption to the immunization requirements, please fill out the Medical or Religious Exemption form (PDF). *Please be aware that exemption from immunizations required by clinical agencies may result in not being assigned to the clinical experience and may affect progression in the course and the program.

b. Student Health Insurance:

All full-time undergraduate nursing students and those nursing students living on campus are required to participate in the UB Injury and Sickness Plan and are automatically enrolled in the Sickness Plan upon registration and charges added to their account, unless proof of comparable coverage is furnished by the deadline date indicated on the Waiver Card.

6. University Policies

School of Nursing adheres to all University policies as stated in the *Key to UB* and the *Catalog*, unless otherwise stated in this Handbook. For the complete set of University policies, please refer to the current versions of the *Key to UB* and the *Catalog*. For excerpts of certain University policies, please see below:

a. Equal Opportunity and Non-Discrimination Policies

The University of Bridgeport is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. The University prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law.

b. Student Accessibility Services

The Office of Student Accessibility Services offers a private and confidential atmosphere for students to talk about their disabilities and accommodation requests. We are committed to providing services to qualified students with disabilities so that they receive an equal educational opportunity. In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and Connecticut state laws, we provide reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other life activities in the University setting. The University respects the student's right to disclose or not to disclose a disability. However, the University is not responsible for providing services or accommodations for students who do not disclose a disability to the Office of Student Accessibility Services in a timely fashion.

The Office of Student Accessibility Services is located at Carstensen Hall, Room 115. The University of Bridgeport's Director of Student Accessibility Services and Student 504 Coordinator is Gwaina Waulden: (203) 576-4454, email accessibilityservices@bridgeport.edu. Please see the *Key to UB* for further information as well as the following website: <http://www.bridgeport.edu/life/student-services/accessibility-services/>.

c. Policy on Sexual and Gender-Based Interpersonal Violence and Harassment

The University of Bridgeport is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University's commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy.

The University of Bridgeport's Title IX Coordinator is Gwaina Waulden: phone (203) 576-4454, email: titleIX@bridgeport.edu. Please see the *Key to UB* for a complete version of this Policy, as well as the following website: <http://www.bridgeport.edu/life/ub-cares/>.

SCHOOL OF NURSING GENERAL POLICIES*

*** Students are expected to have read and to abide by all the School of Nursing policies and the University of Bridgeport policies as described in the *Key to UB Student Handbook*.**

All students are responsible for the activities performed while using their individual user IDs and passwords. Students must access patient records on the unit only on the day of research and on the day of care. Students cannot access patient records as employees for research purposes, only as students.

Students are responsible for maintaining confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Regulations. Students must prevent the unauthorized use or disclosure of Patient Health Information PHI and other sensitive information. Students also need to comply with Information System (IS) policies of the clinical agency in relation to Health Insurance Portability and Accountability Act (HIPAA).

Professional Organizations

Professional organizations play a vital role in strengthening the nursing profession.

- UBSN will seek to be a chartered member of the National Student Nurses' Association (NSNA). All students are encouraged to become members of NSNA in their first year. As members of NSNA, student nurses in each class will be elected by their peers to serve as the Student Nurses' Association President, Vice President, Secretary, and Treasurer. The NSNA Faculty Advisor will assist class with the membership process through the School. The NSNA Faculty Advisor will meet with officers to help them carry out their roles. As part of membership benefits, students receive a subscription *Imprint, The Journal for Student Nurses*.

Application for RN Licensure

Licensure applications and fees must be submitted to insure eligibility for the RN licensure examination (NCLEX-RN). Connecticut Public Act 86-365 provides that the Department of Public Health of the State of Connecticut may deny any applicant's eligibility for a permit or licensure by examination, endorsement or reciprocity if the Department determines that the applicant has (i) violated any laws or regulations governing the nursing profession; (ii) has been found guilty or convicted of a felony; (iii) is subject to a pending disciplinary action or unresolved complaint before the professional disciplinary agency of any state; (iv) has committed an act which does not conform to the accepted standards of practice of the nursing profession; or (v) has a condition that would interfere with the practice of the nursing profession.

Family Educational Rights & Privacy Act (FERPA) Policy & Procedure

All nursing students must review and comply with the University of Bridgeport Key to UB Student Handbook policies regarding **Family Educational Rights & Privacy Act (FERPA)**.

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be paid by the clinical affiliation site during this educational experience, nor will the student be substituted for paid personnel within the clinical institution.

Communication of OSHA Standards

To ensure that students receive information about the known and suspected health hazards of toxic substances to which they may be exposed to in the normal course of clinical experiences, they are instructed regarding the OSHA Hazard Communication Standards annually. All students complete the Connecticut Hospital Association (CHA) Health and Safety Training Course and Test at the time of admissions and repeat the course/test annually requiring an achievement of at least 85% on the test. Students also must follow the clinical institution's policy on handling hazardous substances.

Campus Security

University Campus Security Officers provide 24-hour patrol coverage. Although our Campus Security coordinates their activities with the City of Bridgeport Police Department, they are completely autonomous and separate from the Bridgeport Police Department. The Campus Security Office maintains a preventative patrol with uniformed officers on foot and bicycles and two fully equipped SUVs marked with the Campus Security logo.

Personal Alarm Locator (PAL)

Each full-time student at the University is provided a small personal alarm locator (PAL) that allows him/her to signal for help instantly from anywhere **on campus** in an emergency. If you have any questions please go to www.bridgeport.edu/ens, contact Security at (203) 576-4913 or ubsecurity@bridgeport.edu

Emergency Notification Phone Line*

The University of Bridgeport will remain open for students, faculty and staff and will maintain regularly scheduled classes at its Bridgeport campus and satellite centers unless weather conditions or other problems cause a delay in opening, a cancellation of scheduled classes, or a campus-wide closing. As part of our ongoing commitment to providing excellent communication with our faculty, staff and students, we have added an additional option for weather alerts: NBC Connecticut School Closing alerts sent via text or email.

An overview of the different modes of communication are below, along with directions for signing up for the alerts:

1. NBC CT School Closings: Register for alerts by visiting <http://www.nbcconnecticut.com/weather/school-closings> Click on the link to sign up for school closing alerts and follow the prompts for registering.
2. UB Emergency Notification Phone Line: Dial (203) 576-4159.
3. Website: Go to www.bridgeport.edu to see weather-related messages in the red banner across the homepage.
4. Portal: www.bridgeport.edu, click on "login," then "My UB Portal." Look for updates under "Announcements."

Emergency Notification Social Media*

When an emergency occurs on campus, monitor closely the UB website, portal, UB hotline line (ext. 4159) and UB Twitter account (@UBridgeport). To ensure that the proper information is disseminated to the university community, it is important that faculty/staff/students, refrain from posting emergency information on social media that do not mirror the information provided through the official university outlets, including but not limited to, weather events, campus emergencies, closures, and delays.

*Key to UB Student Handbook 2017-2018 pg. 18.

Policies specific to the RN to BSN Completion Program

A. Admission Requirements

1. Diploma or associate's degree earned in a state board of nursing approved program with national nursing accreditation
2. Current, unencumbered registered nurse license in the state of residence
3. Minimum grade of "C" in all science and nursing courses in the basic nursing program
4. Minimum grade of "C" in all general education and prerequisite courses
5. Overall 2.50 GPA on a 4.00 scale is required to be accepted into the program
6. Once accepted into the RN to BSN program, if you need to defer your start date, please notify the Nursing Admissions Counselor.
7. Once matriculated into the RN to BSN program, if you need to skip a semester, please complete the Leave of Absence form and notify the Associate Dean of the program. You may take a leave of absence for up to 4 semesters without having to reapply to the program.

B. Health Requirements

For RN to BSN students who plan to take any of their course work on campus, Health Form E must be completed and returned to health services located in the Health Sciences Building.

The form can be accessed here: <http://www.bridgeport.edu/life/student-services/health-services/health-and-immunization-requirements/>

C. Practice Experiences

1. All RN to BSN nursing students must submit proof of malpractice insurance prior to starting in NURS 303: Community Health.
2. If the community agency you are using for your NURS 310: Population and Global Health experience has their own internal policies that are required of the student, you would be required to fulfill those requirements prior to starting the experience, i.e. Affiliation agreement, Background check, drug screening, proof of immunization, flu shot.

D. Transfer Credit Evaluation

Students may transfer up to 90 credits of basic nursing and general education credits from accredited two- and four-year institutions. Matriculated students are expected to take the courses for their degree at the University of Bridgeport. Approval must be obtained by the Dean for off-campus study during the academic year. The last 30 credits of your program must be completed at the University.

E. Academic Progression

Students in the RN to BSN program are expected to achieve a grade of C+ or better in their nursing, math, or science courses taken at the University of Bridgeport. A student who fails a nursing course may repeat that course once and the second grade replaces the first grade for the computation of the QPA. RN to BSN students must maintain a cumulative nursing QPA of 2.33 in order to graduate.

F. Assignment Submission Policy:

Assignments that contribute to the numerical calculation of the course letter are due at designated intervals during courses as defined by the course syllabus. Failure to submit Assignments on time will result in a 5-point penalty off the total assignment grade for each day late. Extensions are granted at the discretion of your professor and only in extenuating circumstances. In the event of an emergency that prevents timely submission of an assignment, students may request permission from the instructor for a late submission.

The instructor will review the student's rationale for the request and make a determination based on the merits of the student's appeal. Consideration of the student's total course performance to date will be a contributing factor in the determination. Students should continue to actively participate in the course while the request is pending.

G. Out of State Students

The University of Bridgeport is able to offer online programs to students in most states in the US. Please check with the National Council for State Authorization Reciprocity agreements to make sure UB can secure authorization from the applicants' state of residence to confer a degree. Additionally, students enrolled from out of state must still complete the validator request form and follow through with all required practice experience expectations.

H. Study Abroad Opportunities

From time to time, the School of Nursing may be able to provide an opportunity to participate in a course abroad. A student must be in good standing and follow the guidelines outlined in the specific program overview for the course you are registered for.

Note: For all other policies related to classroom, clinical, lab, communication, grievance, etc., please refer back to the general policies for the BSN program.

Appendix A

University of Bridgeport
Student Bloodborne Pathogens Exposure
Control Plan



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I. Introduction

A. Purpose

The University of Bridgeport (the “University”) is committed to providing a safe and healthy learning environment for its students. As such, while not required by state or federal law¹, the University provides this Policy to minimize or eliminate student exposure to blood or other potentially infectious materials.

B. Scope

This Policy applies to students who may reasonably anticipate exposure to blood or other potentially infectious materials (through eye, mouth, mucous membrane, non-intact skin, or parental contact) during the course of his/her studies at the University.

This Policy applies to students on-campus, as well as those participating in University-approved clinical affiliate sites off-campus. Students participating off-campus are also required to follow the policies and procedures of the clinical affiliate site, whose policies will control in the event of a conflict with this Policy.

C. Policy Administration

The Policy shall be reviewed and updated annually by the University. Implementation and compliance shall be monitored and coordinated by the Dean, Director or his/her designee of each clinic, school, or department supervising the students.

II. Methods of Compliance

A. General Information

Standard Precautions as further described in section B, shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

B. Standard Precautions

1. Hand Washing

- a.** Students should wash their hands as appropriate in accordance with their clinical training programs.

¹ OSHA sets forth bloodborne pathogen requirements for employers, but not for students. Nonetheless, this Policy is drafted in consultation with the OSHA standards.

- b. When provision of handwashing facilities is not feasible, the student should use appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- c. Students should wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- d. Students should wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

2. Contaminated Sharps

- a. Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted in subsections (A) and (B) below. Sharing or breaking of contaminated needles is prohibited.
 - Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless required by a specific dental procedure.
 - In Dental procedures, such bending, recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed safety technique.
- b. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:
 - Puncture resistant;
 - Labeled or color-coded in accordance with this standard; and
 - Leak proof on the sides and bottom.

3. Food and Drink Prohibited

- a. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

- b. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.

4. General Housekeeping

- a. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- b. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- c. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
 - The container for storage, transport, or shipping shall be labeled and closed prior to being stored, transported, or shipped. When a facility utilizes standard precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers remain within the facility. Labeling is required when such specimens/containers leave the facility.
 - If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded according to the requirements of this standard.
 - If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to the above characteristics.

5. Personal Protective Equipment

When there is the potential for occupational exposure, appropriate personal protective equipment should be used. Gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.

Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the student’s clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

- a. **Use.** Students should use appropriate personal protective equipment in the appropriate size.
- b. **Gloves.** Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
 - Disposable (single use) gloves such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
 - Disposable (single use) gloves shall not be washed or decontaminated for re- use.
 - Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
- c. **Masks, Eye Protection, and Face Shields.** Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- d. **Gowns, Aprons, and Other Protective Body Clothing.** Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in potential exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

- e. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).

III.

Hepatitis B Vaccination

- A. Each Health Sciences Program or Health Professions Program has its own policies and method of tracking Hepatitis B vaccine status of students and student clinicians.

IV. Training

- A. The Health Services or Health Profession Program will offer training in occupational exposure in accordance with the requirements of this section.
- B. Training shall be provided as follows:
 - At the time of initial assignment to tasks where potential exposure may take place;
 - At least annually thereafter.
- C. Annual training for all students shall be provided within one year of their previous training.
- D. The Dean, Director or his/her designee shall provide additional training when changes in department/program tasks or procedures (including without limitation medication or implementation thereof) affect the student's potential exposure. The additional training may be limited to addressing the new exposures created. The student is responsible for satisfactorily completing the safety training within the program.

V.

Guidelines for Reporting and Management of Situations When there is Exposure to Biohazardous Materials Occurring in the Clinical Setting.

A. Exposure Policy and Incident Reporting

- 1. Should a student be exposed to the body fluid of a patient, s/he must:
The student should take the steps listed below.
 - a. Wash area with germicidal soap.
 - b. If the exposure is mucosal or the wound is large enough to irrigate, irrigate with copious amounts of saline or other clean fluid.

- c. Irrigate and clean wound.
 - d. If the exposure involves the eye, rinse with the saline solution if no eye washing station is available
 - e. Save gloves for inspection, where applicable.
2. In the case of a needlestick injury or any exposure by patient contact, the following steps should be taken:

a. Reporting of Incident

The student should immediately report the incident to the Dean, Director or his/her designee whether on or off campus. Using the information provided by the student, the Dean, Director or his/her designee must complete an Incident Report as soon as possible (a copy of the Incident Report is provided in Appendix A). A completed copy of the Incident Report should then be provided to the student (as soon as possible), so that the student can provide a copy to the treating facility (see Section B below).

b. Medical Evaluation

A medical evaluation must occur immediately and as soon as possible after the incident. If the incident happens on campus or in the local area, the student should be referred to St. Vincent's Urgent Care Center. If the incident occurs off campus, an evaluation should be done at the closest emergency room.

The student shall report all pertinent data to the supervising clinician regarding the exposure and information on source patient. This includes but is not limited to: how exposure occurred, what body fluids were involved, social and medical history, Human immunodeficiency virus HIV antibody status, Hepatitis B Surface Antigen HBsAg status, and Hepatitis C-Antibody Virus HCVAb status of source patient if available.

The student is strongly encouraged to obtain all recommended testing and medical services.

Following his/her medical examination at the above-referenced medical center or hospital, the student must follow-up with the University's Student Health Services within 48 hours of the incident, where s/he must provide a copy of the Incident Report.

c. Post-exposure Evaluation and Follow-Up

Following a report of an exposure incident, the supervising clinician or his/her designee his/her designee will discuss optional source testing with the source patient and have the individual fill out the Source Patient Testing Consent or Declination form if possible (a copy of which is attached as Appendix C).

If incident occurs off-site, the supervising clinician will work with the clinical site to facilitate source patient testing.

Upon consent, the source individual will be referred out for blood testing. If consent is not obtained, the University shall document that legally required consent cannot be obtained (in the Source Patient Testing Consent or Declination form).

When the source individual is already known to be infected with HBV or HIV, a notation that this status was communicated to the treating facility.

The treating facility should provide the following services:

- Counseling;
- Evaluation of reported illnesses;
- If possible, identification and documentation of the source individual and the status of the source individual for HIV/HBV and HCV infectivity. If consent is obtained by the source individual, testing will be done.
- Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;

VI. Coverage and Payment

Reasonable medical expenses should be promptly submitted to the University for processing and/or to the student's health insurance carrier. Students are responsible for any portion of their treatment not covered by insurance. For any questions regarding coverage, please contact the Director of Student Health Services.

VII. Recordkeeping

The University seeks to maintain confidentiality of student information and records related to exposure under this Policy. The Office of Student Health Services will maintain a record of exposure, which shall not be disclosed or reported without the student's written consent or as otherwise required/permitted by law.

APPENDIX B

Incident Information Form for Bloodborne Pathogens Exposure

University of Bridgeport

Note to Clinical Instructor or Supervisor: Print this form, and ensure a completed copy is delivered by the student to his/her treating facility ASAP and to Student Health Services within 48 hours or the next business day.

Exposed Individual's Information

Check one: Student Report Date: _____

Name: _____

Address: _____ Telephone: _____

Student ID: _____ Date of Birth: _____

Preferred Language: _____

Exposure Information

Exposure Date: _____ Exposure Time: _____

Facility and specific location within it where incident occurred (room, etc.):

Type and model of device involved in the incident (needle, lancet, etc.):

Type of protection equipment used (gloves, goggles, etc.):

Route of exposure (stick, splash, etc.) and circumstances under which exposure occurred:
(Use separate page if needed) Left Right Bilateral

Program / Department Information

Department or program in which you are enrolled or employed: _____

Basic job description/duties: _____

Supervisor/Clinical Instructor: _____

Supervisor/Clinical Instructor's Telephone: _____

APPENDIX C

2017-2018 UBSN Student Handbook
Source Individual's Consent or Declination Statement
for HIV, HBV and HCV Infectivity Testing
University of Bridgeport

* A source individual is the individual whose blood or body fluids is the source of exposure.

NOTE: Print this form and distribute copies of this form to: Health Care Professional

Exposed Individual's Information

Name (Please Print): _____

Department or Program: _____

Telephone Number: _____ Exposure Date: _____

Source Individual's Statement of Understanding

I understand that a University of Bridgeport student has been exposed to my blood or bodily fluids and that testing is requested for infectious diseases, including without limitation, HIV, HBV, and HCV. I further understand that I am not required to give my consent, but if that I do, my blood will be tested for these infectious diseases at no expense to me. This testing will be done at the medical facility to which the affected student reports.

I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. I understand that this test can produce a false positive result when an HIV antibody is not present, and that follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the exposed healthcare worker for his or her medical benefit, and to others only as required by law.

Consent or Refusal & Signature

I hereby *consent to referral for*: HIV Testing HBV Testing HCV Testing

I hereby *refuse* consent to referral for: HIV Testing HBV Testing HCV Testing

Source Individual Identification

Source individual's printed name and signature: _____

Date Signed: _____

Relationship (If signed by someone other than the source individual): _____

APPENDIX D

**Declination of Post-Exposure Medical Evaluation
following Bloodborne Pathogen Exposure**

University of Bridgeport

Note to Supervisor or Clinical Instructor: Complete this form only if the exposed individual refuses post-exposure medical evaluation by a health care professional.

Exposed Individual's Information

Name (Please Print): _____

Department or Program: _____

Exposure Date: _____ Social Security Number: _____

Exposure Information

Facility & Department where the incident occurred: _____

Type of protection equipment used (gloves, eye protection, etc.):

Describe how you were exposed:

Statement of Understanding

I understand that due to academic, clinical, or occupational exposure to blood or other potentially infectious materials, I may have or may be at risk of contracting an infectious disease such as HIV, HCV, or hepatitis B (HBV). I have been trained in how to handle this type of exposure and understand the implications of contracting these infectious diseases. I have been offered the opportunity for medical testing, at no charge to myself. I have also been offered follow-up medical care in the form of counseling and medical evaluation of any acute febrile illness (new illness accompanied by fever) that may occur occurs within twelve weeks post-exposure.

Exposed Individual's Signature: _____

Signature Date: _____

Witness Name (Please Print): _____

Witness Signature: _____

2017-2018 UBSN Student Handbook
**UNIVERSITY OF BRIDGEPORT SCHOOL OF NURSING
STUDENT HANDBOOK SIGNATURE FORM**

For Academic Year 2017 – 2018

STUDENT SIGNATURE FORM

Two copies are provided.

Student Copy (For your files)

I have read and understand the information in the University of Bridgeport School of Nursing (UBSN) Student Handbook and the University of Bridgeport *Key to UB* Student Handbook. I agree it is my responsibility to abide by the policies described in this UBSN Student Handbook <http://www.bridgeport.edu/academics/schools-colleges/school-of-nursing/> as well as the University of Bridgeport *Key to UB* Student Handbook. <http://www.bridgeport.edu/life/key-to-ub-student-handbook/>

Student Name: _____
(Print)

Student Signature: _____

Date: _____

V2: 2017-2018

(Cut on the above line; keep the above copy intact)

**UNIVERSITY OF BRIDGEPORT SCHOOL OF NURSING
STUDENT HANDBOOK SIGNATURE FORM**

For Academic Year 2017 – 2018

Department Copy (Please return this section of the form to the Secretary of the School of Nursing to be filed in your school record)

I have read and understand the information in University of Bridgeport School of Nursing (UBSN) Student Handbook and the University of Bridgeport *Key to UB* Student Handbook. I agree it is my responsibility to abide by the policies described in this UBSN Student Handbook <http://www.bridgeport.edu/academics/schools-colleges/school-of-nursing/> as well as the University of Bridgeport *Key to UB* Student Handbook. <http://www.bridgeport.edu/life/key-to-ub-student-handbook/>

Student Name: _____
(Print)

Student Signature: _____

Date: _____

V2: 2017-2018