Baccalaureate Nursing Department
University of Hawai‘i at Hilo

STUDENT HANDBOOK 2009-2010
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INTRODUCTION

The purpose of this handbook is to assist you while you are a student in the Baccalaureate Nursing Program of the University of Hawai‘i at Hilo. The information contained in this handbook is supplemental to, but does not replace, the information in the University of Hawai‘i at Hilo General Catalog, Scholarship Applications and the UH HILO Schedule of Classes.

The UH Hilo General Catalog includes undergraduate requirements, academic standards, regulations, financial aid information, and school programs. It is available for purchase at the University of Hawai‘i at Hilo Bookstore. Familiarity with all University of Hawai‘i at Hilo rules and regulations, and graduation requirements as published in the catalog is the responsibility of the student. The student must meet all requirements as stipulated in the catalog at the time of admission to the University to qualify for graduation. This publication is also available in alternate format on the Web at http://www.catalog.hawaii.edu.

Scholarship information for Nursing Students will be given out throughout the school term. Please check periodically with your advisor.

UH Hilo Schedule of Classes is distributed by the UHH Office of Admissions & Records during each registration period. Included in the publication are registration procedures, specific information on courses and times offered each semester, fees, and change of registration procedures.

About the BSN Logo

Malama I Ka Po‘e O Ka ‘Aina
Caring for the People of the Land

The University of Hawai‘i at Hilo Baccalaureate Nursing Pin was designed by the Class of 1996 to depict the strength and perseverance symbolized by the snow-capped mountains of Mauna Kea and Mauna Loa on the Island of Hawai‘i, home of Pele (volcano goddess) and Poli‘aku (snow goddess of Mauna Kea). The taro plant symbolizes the ‘ohana (family) as the basic social unit providing the intimacy, love, caring protection and teaching that enables people to function within the community. This plant generates its own keiki (children) as offshoots. The rainbow represents the diversity of colors in the Universe and humankind, providing the nurturing ua (rain).
This pin is earned after the successful demonstration of critical thinking and the provision of culturally congruent care on the recommendation of the UH Hilo Baccalaureate Nursing faculty. A replica of the pin made of koa wood as well as a real pin may be viewed in the Department of Baccalaureate Nursing Lab in UCB 200.

**MISSION STATEMENT AND GOALS**

**MISSION (updated 2001)**

The Baccalaureate Nursing Program supports the mission of the University of Hawaii at Hilo in providing a learning environment that is responsive to the needs of a diverse student population and that stresses rigorous high quality education in a caring, personalized atmosphere. This educational experience encourages student-faculty interactions and offers hands-on learning and leadership opportunities. The Nursing Program places emphasis on learning about the challenges of delivering culturally congruent nursing care in a rural environment.

**CARING MISSION STATEMENT (updated 2007)**

| C | Culturally congruent caring |
| A | Active learning, critical thinking |
| R | Responsive to the needs of diverse student populations and communities |
| I | Invested in quality and research |
| N | Nursing professionalism |
| G | Global peace |

**GOALS**
The program is committed to the following:

- Preparing a beginning nurse generalist to deliver care to individuals, families and communities.
- Meeting Hawai‘i state board of nursing requirements to take the National Council Licensure Examination-Registered Nurse.
- Providing quality nursing education with a strong focus on trans-cultural caring and an emphasis on critical thinking skills.
- Maintaining currency with nursing practices and standards in the delivery of therapeutic nursing care to individuals, families and communities.
- Developing effective communication skills that are congruent with cultural values and beliefs.
- Fostering community engagement through service and research projects, which develops skills in collaboration, resource management and program development.
- Satisfactorily meeting the needs of students as well as those of clients and employers.
- Providing a strong foundation for graduate nursing education.

**CODE of ETHICS for NURSES:**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
NURSING PHILOSOPHY (updated 2001)

The UHH BSN Program is founded on a belief that people are unique and holistic, and possess the right to the preservation of their personal, ethnic, and cultural identities. Furthermore, people have the right to access health care that is culturally congruent and respects their roles as partners in health promotion and disease prevention.

Human caring is seen as the essence of nursing, built on the premise that each person has intrinsic worth and value.

Nursing care focuses on preventive health education and research-based nursing interventions for individuals, families and communities, with the goal of restoring self-care to the nursing client.

The UH Hilo BSN Program is committed to fostering a dynamic curriculum that evolves in response to the changing demands of current and future health care needs in nursing, at the local, state, national, or international levels.

The BSN Program uses an Organizational Framework to guide its curriculum development.

NURSING EDUCATION

Nursing education prepares learners as nurse generalist who will be contributing members of the health care delivery system. Nursing faculty function as role models and co-participants of life-long learning. They encourage learners to become integrally involved in the assessment of learning needs, planning, implementation and evaluation of teaching. Learning is a cooperation process between teacher and learner. Teaching is accomplished through carefully planned strategies which incorporate positive learning environments and learning through community based service.

Curriculum development and evolution must be dynamic and flexible in response to the changing demands of the current and future state, national and international health care milieu. In addition, faculty believes nursing education needs to be responsible to the changing technological environment of care in which the learner must practice. Technology offers one avenue for ongoing assessment. Dialog with the community is essential in developing education goals and methods of instruction. Nursing education recognize the collaboration between nursing practice and nursing research. Emphasis is placed in assisting the learner to develop skills in critical thinking and clinical judgment as well as a personal and unique trans-cultural caring worldview of self and the family of man in health and illness.

CORE CONCEPTS OF THE UH HILO BSN PROGRAM

As a Provider of Care and as a Teacher and Communicator:

- Able to describe concepts basic to professional nursing practice including person, environment, health, wellness, altruism, transcultural nursing care.
- Able to recognize one’s own needs to learn about the nursing profession.
- Able to describe important teaching-learning principles important to effective nursing care.
- Able to integrate concepts of cultural

CODE of ETHICS for NURSES:
2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.
values and practices into nursing practice.

As a Manager of Care:
- Able to discuss the nurse’s role in developing organized plans of care using basic principles of time management.
- Able to discuss the role of the novice nurse in the health care delivery system.
- Recognize useful collaborative skills in providing comprehensive multidisciplinary care.

As a Participant Investigator:
- Develop a personal definition of the nurse-researcher.
- Recognize that there is a special body of knowledge unique to nursing.
- Recognize the steps in the scientific method of inquiry useful to research.
- Participate in research studies, as available.

As a Member of the Profession:
- Recognize the characteristics of a profession and professional behaviors.
- Develop a personal definition of the self-directed learner.
- Discuss the importance of fostering a commitment to life-long learning.
- Develop individual accountability.
- Develop a personal nursing philosophy.
- Discuss the use of professional standards and accountability in carrying out client care (i.e. ANA Code of Ethics, Hawai‘i Board of Nursing: Revised Statutes Chapter 457).
- Recognize the contribution of selected professionals organizations (e.g. American Nurses Association, Transcultural Nursing Society, Sigma Theta Tau).

As a Promoter of Transcultural Caring:
- Able to discuss the important relationship between culture and health.
- Able to provide examples of adaptations in client care in response to the client’s culture specific needs.

UH HILO BSN EDUCATIONAL OUTCOMES
At the completion of the program the student will demonstrate:

1. Critical thinking by...
   a. Successfully completing a nursing care plan.
   b. Achieving mastery level on ATI exams.

2. Communication abilities by applying knowledge of the use of principles and concepts of therapeutic communication and interpersonal relationships by...
   a. Successfully completing the interpersonal communication unit in each course.
   b. Establishing the patient database.

3. Application of knowledge of therapeutic nursing interventions by providing a physically and psychologically safe and comfortable environment for clients by...
   a. Achieving a satisfactory summative clinical evaluation.
   b. Achieving mastery level on ATI exams.

4. Knowledge of community-based health care delivery settings, other than acute care settings, by...
a. Achieving a satisfactory evaluation under the nursing management segment of each course.

b. Achieving satisfactory performance in the leadership and management course.

5. Knowledge of and application of the role of the Baccalaureate Nurse as manager of care by...
   a. Achieving a satisfactory clinical evaluation under the nursing management segment of each course.
   b. Achieving satisfactory performance in leadership and management course.

6. Knowledge of the theoretical concepts and critical thinking skills essential for the safe practice of nursing as a graduate nurse by...
   a. Demonstrating the potential to pass the NCLEX-RN on an end of program reliable, standardized, valid, commercially prepared examination.
   b. Demonstrating expected end of program clinical competencies within the capstone course N 457/ L Collaborative Health Care, Leadership and Management.


8. Demonstrates ability to construct a research question after a literature review.

**UH HILO BSN PROGRAM OUTCOMES**

1. Hawaii County and Hawaii Island have the greatest amount of cultural diversity of any county in the United States according to the 2000 US census! As a result, our faculty and student body reflect this diversity.

2. At least 80% of students will have graduated, been retained in good standing, or will have left in good standing four years after the date of initial enrollment.

3. The pass rate on the initial National Council Licensure Examination for Registered Nurses will be maintained at or above each previous year’s rate.

4. At least 90% of all graduates will be employed within the practice of nursing, enrolled in further Nursing education programs, or serving in the military within six to nine months after graduation.

5. Within one year of graduation, a minimum of 75% of graduate respondents will report satisfaction with the level of preparation for beginning nursing practice gained through the program of study.

6. The majority of service area employer respondents will report satisfaction with the knowledge, skills, and clinical performance displayed by the majority of program graduates at 12 months following graduation.

**CODE of ETHICS for NURSES:**

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
ACCREDITATION

The University of Hawaii at Hilo Baccalaureate Nursing Program (BSN) is accredited by:

- The National League for Nursing Accrediting Commission
  - NLNAC, Inc.
    61 Broadway-33rd Floor
    New York City, NY 10006
  - Telephone: 800-669-1656; 212-363-5555, Ext. 153
  - Fax: 212-812-0390
  - Website: www.nlnac.org

- The Hawaii State Board of Nursing.
  - Website: http://hawaii.gov/dcca/areas/pvl/boards/nursing
ACADEMIC INFORMATION

PROGRAM OPTIONS
Students have two program options to earn the Bachelor of Science degree in Nursing. Option 1 is for the basic student. Option 2 is for the returning R.N. who wishes to acquire the bachelor’s degree.

• **OPTION 1**
  Students may enter the Basic BSN Program, whereby two years are spent fulfilling UH Hilo General Education and pre-nursing or pre-core requirements. Nursing courses are introduced in the third year after formal admission into the Nursing Program on a competitive basis.

• **OPTION 2**
The RN to BSN Program provides the candidate the opportunity for educational and professional advancement. Students may enter the RN to BSN Program only if they have a current RN license and after being formally admitted into the upper-division nursing program. Students may elect to complete the program on a part-time or full-time basis. Full-time students are expected to complete the one-year (30 semester hours) course sequence. Part-time students are expected to take all non-clinical courses prior to taking courses that include practica. **Regular advisement with faculty is critical for successful completion of requirements for graduation.**

UNIVERSITY CORE REQUIREMENTS FOR BACCALAUREATE DEGREE
Updated lists of courses that meet core requirements are published in the University of Hawai‘i at Hilo Schedule of Classes.

If a student has a break in attendance, (i.e. if the student drops out of the university for a semester or more or is suspended or dismissed), the student becomes subject to those requirements in place at the time of their readmission.

Leave of Absence (LOA): Students in good academic standing are allowed up to two semesters of LOA. Request for LOA must be made with the Office of Student Services. The student is placed on a space available basis for the semester in which they return.

THREE (3) WRITING INTENSIVE COURSE REQUIREMENTS
Writing-intensive course requirements must be met prior to graduation with a baccalaureate degree. Refer to the UH-H General and Graduate Information Catalog for details.

STUDENT ACADEMIC RECORDS
Student academic records are maintained in the Office of Student Services for the duration of your program and for baccalaureate graduates, five years following graduation. Graduate student records will be kept for a period of ten years following graduation. You may review your academic record upon request to the Office of Student Services. A staff member from the Office of Student Services must be present when you review your record.
TRANSCRIPTS
To receive a transcript you must contact the University of Hawaii-Hilo, Office of Admissions & Records. Transcript Request Forms are available at the Admissions & Records offices. A nominal fee may be required.

REGISTRATION
Registration information can be found in the University of Hawaii-Hilo Schedule of Classes.

ACADEMIC STATUS AND PROGRESSION POLICIES
The nursing faculty of UH Hilo are held responsible to the UH Board of Regents and the Hawaii State Board of Nursing for the quality of its nursing education. Inherent in this responsibility is the assessment of individual progression based upon academic and professional ethical standards. All UH Hilo policies are in effect and may be found in the academic regulations in the UH Hilo General Catalog.

CODE of ETHICS for NURSES:
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

ACADEMIC SUSPENSION AND DISMISSAL
A student failing to achieve a “C” or 2.0 grade in nursing courses at any point in her/his progression through the program will be dismissed from the program. See Appendix IV for the policy and procedures for student dismissal and readmission.

A student may be subject to immediate suspension or dismissal from clinical activities, when, in the judgment of the nursing faculty, the welfare of the client, the public, or the University requires such action.

Students have the right to participate in the UH Hilo grievance protocol. Reasonable cause for suspension or dismissal includes but is not limited to the demonstrable behaviors contrary to the Code of Ethics and Standards of Practice of the American Nurses’ Association, the International Council of Nurses, and the rules and regulations of the Hawaii Board of Nursing (Hawaii Revised Statutes, Chapter 457). Students are responsible to be knowledgeable regarding these aforementioned codes, rules, and regulations.

POLICY ON NURSING COURSES
The Nursing courses listed in the blocks below are restricted to students admitted to the upper division Nursing program, with a major designation of NURH. All courses within a block must be taken concurrently. Students may not proceed to the next block until all course requirements for the preceding block have been met. (Students in the RN/BSN program take courses within the block as determined by their program of study.) A course with an associated lab must be taken concurrently.

Nursing course requirements:
Block I: Nurs 347, 347L, 350*, 351, 352L, 353, 353L
Block II: Nurs 355, 355L, 356, 356L, 357, 357L
Block III: Nurs 358, 455, 455L, 456, 456L
* Satisfies Hawaiian/Asian/Pacific Requirement
**RN to BSN students do not take 459 and 459L but replace it with Nurs 469.**

Nursing elective and co-requisite courses do not require admission into the upper division Nursing Program and may be taken with instructor and/or department approval, as required.

Nursing electives:
- Nurs 371, 372, 373, 374, 394, 399, 471, 494, or 499
- Co-requisite courses: Nurs 203, 348, 375
- Required grading for all nursing practicum courses will be CR/NC.

This affects the following courses:

**NOTE:** Basic students who transfer to the BSN Program must complete a minimum of 63 credits of UH Hilo nursing courses.

**UNDERGRADUATE PROGRESSION TOWARD DEGREE**

**Policies/Requirement**

1. All courses in the nursing curriculum must be taken for a full letter A-F grade (the + or - option will not be used) or "CR" as specified in the University of Hawai‘i at Hilo General Catalog.

2. Students must attain at least a “C” or "CR" grade in all nursing courses each semester to be allowed to progress in nursing courses for the following semester. All courses must be successfully completed before progression is permitted.

3. Students must complete curriculum requirements with a grade point average (GPA) of at least 2.0 and complete each required nursing course (including nursing electives) with a grade of "C" or "CR" or better to qualify for the B.S. degree.

4. Dropping or Withdrawing from a Course:
- Courses may be “dropped” without academic penalty (without receiving a grade of “W” for the course) during the first three weeks of a regular semester.
- Students may also withdraw from a course from the beginning of the fourth week of instruction until the end of the eighth week of instruction. However, in this case, students will receive a grade of “W” for each official course withdrawal.
- Students who simply stop attending classes without withdrawing over MyUH Portal are not officially withdrawn. Those who fail to withdraw officially during the prescribed period risk receiving an “F” for such courses.

5. If students take an official Leave of Absence (two semesters maximum), upon return they progress in nursing courses on a space available basis only.

6. The committee responsible for undergraduate student progression assigns available space within budgetary constraints.

**CONTENT COURSE**

Students must demonstrate competency in a course by obtaining a passing grade of "C" or 70% or better. The average grade for course exams must be 70%. The final score for course exams of less than 70% will result in a grade of “D” if it ranges from 60-69% or in a grade of “F” if it is below 60%.

**CODE of ETHICS for NURSES:**

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
CLINICAL LAB COURSE
Note: Satisfactory performance in clinical lab courses is required in order to receive academic credit.

When the first clinical day happens to be the first day of instruction, it may be held on campus. Please check the student bulletin boards for Information or consult the coordinator of the course just prior to the beginning of the semester. Information may also be obtained by calling the Baccalaureate Nursing Office at 974-7760.

A mid-semester and a final conference are held to confer with students on their clinical practice. The responsibility rests with both the faculty and the student to arrange a meeting time for these evaluations. The student will complete a required self-evaluation form prior to these conferences. Students are expected to demonstrate progress in their clinical performance throughout the semester, and from semester to semester. This improvement should be reflected in the clinical evaluations, which are based on the objectives found in each lab course syllabus.

Students are expected to come prepared on each clinical lab day to provide nursing care based on sound understanding and rationale. Incomplete preparation for clinical laboratory may result in dismissal from the clinical laboratory and any “no call, no show” will be considered an unexcused absence. Unexcused absences may result in a grade of “no credit.”

Unsatisfactory performance in the clinical lab course will result in the use of a learning contract to monitor progress to assist the student to successfully meet the course objectives. If the student is not able to meet the criteria of the learning contract in a designated period of time, the student may be dismissed from the clinical lab and given a grade of “no credit” for the course.

Unsafe performance in a clinical lab course, a breach in ethical behavior, or a violation of principals of asepsis may result in a grade of “no credit” and immediate dismissal from the clinical lab and also from the nursing program.

Students must meet the objectives for the clinical lab courses satisfactorily to receive a grade of “credit” for that course.

STUDENT CONDUCT IN CLINICAL SETTINGS
Students are expected to meet health requirements, dress codes, and all applicable policies of the clinical facilities. It is important to:

- Be on time.
- Report to appropriate people.
- Let faculty or clinical area know if you are ill and cannot be there before the assigned clinical time.
- Follow the dress code.
- Act in a professional manner at all times.
- Respect the policies of the agencies. Remember, you represent the University of Hawai‘i at Hilo Department of Nursing, and your behavior reflects on all faculty and peers.

CODE of ETHICS for NURSES:
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
**ATTENDANCE POLICY: CLASS AND CLINICAL LABORATORY**

Students are expected to attend all in-class sessions. Web-based lessons may be used in lieu of in-class sessions. The instructor should be notified prior to any deadlines if a student cannot meet them due to unavoidable circumstances (i.e. illness) and wants an accommodation. Students should also consult with fellow classmates for special course instructions during absences.

**Clinical Attendance Policy:** Clinical days are important and students are expected to attend all clinical sessions. A passing grade or Credit (CR) is earned upon satisfactory completion of clinical objectives with the total number of clinical hours required. Students may be excused from clinical days only for extreme family and/or medical circumstances and in some cases may require approval of faculty. **Students may be excused for a maximum of one clinical day in each course. Students must submit an Application for Excused Clinical Absence in a timely manner and may appeal adverse decisions.**


**NURSING SKILLS LAB POLICY**

The University of Hawai‘i at Hilo Nursing Skills lab is located in the UCB 200. The lab is equipped with state of the art technology such as cardiac monitoring, pulse oximetry, and simulation of hospital settings. This lab provides a place for students to learn and practice those skills that they will be performing in the acute care, ambulatory and home care settings. Students may sign up for supervised practice with lab resource person by contacting professors specific to the course for scheduling when the lab is not being utilized. Students are encouraged to make use of this facility to improve their clinical performance through practice. Students are expected to adhere to responsible conduct, which includes:

a. Following UHH OSHA regulations for standard precautions
b. Turning off the lights when exiting the lab
c. Returning items neatly after use
d. Exercise due care to safe guard against damage of equipment
e. Invasive procedures allowed on manikins ONLY

**Items of Security:**

Faculty have access to lab keys are responsible for unlocking and securing the lab. Only nursing faculty, staff, and students are authorized to use the lab. All others require permission from faculty. Students may sign out equipment with individual faculty members. A sign up sheet will be used to record signing in and returning equipment.

**Access to lab:**

a. Lab practice time will be coordinated by individual faculty members using master time list located in the lab.
b. Library/resource center and lab may be accessed by signing out key from faculty/Nursing office for library access.
c. Students are responsible for ensuring the library/lab is locked after use

**CODE of ETHICS for NURSES:**

7. The nurse participates in the advancement of the profession through contribution to practice, education, administration, and knowledge development.
GRADES

Grades are maintained by at the University of Hawai‘i at Hilo Records Office. Grades can be accessed using the website described in the UH Hilo Schedule of Courses (see the latest issue for access instructions). Changes in grades, due to error or late completion of a course must be initiated and completed by a faculty member.

FINANCIAL OBLIGATIONS

Students who have not met their financial obligations (traffic fines, library fines, locker fee, lab breakage charges, transcript fees, loans, rental contracts, etc.) to the satisfaction of the UH Hilo Business Office may be denied registration.

The Dean of Student Services verifies financial aid attendance with each faculty at regular intervals during the semester.

DRESS CODE

- Information on purchasing uniforms will be mailed to the student prior to their admission into the program.
- Only all-white undergarments should be worn under the white uniforms.
- White all-leather shoes must be worn, with white socks.
- It is expected that uniforms be clean, ironed, and free from stains. The material should be washable and easy to maintain.
- Shoes worn during ANY clinical experience (including obtaining assignments and community work) should be CLOSED TOE. Shoes should be clean.
- The Baccalaureate Nursing Program patch and name pin are required. Order forms are available in the Nursing Packet. The patch should be worn two inches below the left shoulder seam.
- For mental health units and outpatient or community settings, uniforms consist of the BSN polo shirt and dress full length khaki colored pants. Students participating in volunteer health promotion activities on campus or in the community should also use the “community” uniforms.
- Make-up, if used, is to be worn in moderation.
- Jewelry: Only one band-type ring allowed to be worn during clinical. One small stud earring allowed in each ear. No other facial jewelry allowed (including tongue, eyebrow, nose, etc.). Watches can be worn. NO dangling earrings are to be worn, and no long neck chains.
- Hair must be kept neat and pulled back.
- Lab coats or lab jackets with a nursing patch should be worn for clinical assignments not requiring uniforms. The name pins must be worn in the clinical setting even when students are NOT assigned to patient care.
- Nametag (both school and agency) should be worn over the LEFT breast pocket area.
- The general appearance of the student must conform to expectations of the professions as determined by the faculty and agencies.
- When a sweater is worn, it should be white.
- Fingernails must be conservative length and neatly trimmed (no long nails). No acrylic nails and no stethoscope covers allowed.
- No perfume or colognes

CODE of ETHICS for NURSES:
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
EDUCATIONAL RIGHTS AND RESPONSIBILITIES:

RESPONSIBILITIES OF STUDENTS
In the classroom, in the seminars, in the laboratory, practicum or other institutional setting, and in conference, students are expected to adhere to the highest academic standards of behavior and conduct. (For specific information refer to the Academic Regulations published in the University of Hawai‘i at Hilo General Catalog.)

RESPONSIBILITIES OF FACULTY
In the classroom, in the laboratory, practicum or other instructional setting, and in conference, faculty members are expected to adhere to the highest professional standards of behavior conduct. For specific information refer to the University of Hawai‘i at Hilo Student Academic Complaint Policy (May 1992). For questions about each of the following contact the following offices: Office of Student Services or CAS Dean’s Office.

ACADEMIC GRIEVANCES
The academic grievance procedure for students may be found in the UH HILO Academic Grievance Procedures (May 1993) pamphlet provided by the UH HILO Offices of Student Affairs. Copies of this pamphlet are available in the Dean of Student Office (SSC 409).

STUDENT CONDUCT CODE
The Student Conduct Regulations published in the University of Hawai‘i at Hilo General Catalog and is available in the Dean of Students.

PREREQUISITES (NON-ACADEMIC):

MALPRACTICE INSURANCE
Arrangements will be made for all students to be covered by malpractice insurance of at least $1,000,000 per incident/ $3,000,000 aggregate. It must be current for the entire year. Students are required to pay a fee for the student malpractice insurance policy.

HEALTH CLEARANCE
A physical exam must be completed on entry to the program, and a healthcare provider’s statement and immunization record must be on file in the Nursing Office. TB clearance must be done annually for continuing students. Some clinical facilities have special requirements and students must meet those to obtain clinical experience at those agencies. Faculty will inform students of the requirements. All annual renewals must be completed prior to pre-registration or student’s registration will be held.

CPR must be current every year and must include one person / two person, infant, and child (AHA BLS Health Provider Level Course or Red Cross Professional Rescuer Level). A CPR class will be taught during orientation.

CODE of ETHICS for NURSES:
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

HEALTH INSURANCE
All students are required to have personal health insurance.

PREREQUISITE DEFICIENCIES
Newly admitted students must have prerequisites of CPR Certification (BLS Health Provider Level), two-step TB clearance, and health insurance by the deadline specified on the acceptance letter documents. Laboratory documentation (Titers) is required of all
students for proof of immunity for Rubella, Rubeola, Mumps, Varicella and Hepatitis B. Incoming students must have completed titers prior to the first semester of enrollment in the Department of Nursing. If this requirement is not completed, students will have a hold placed on their registration until the requirement is met.

Continuing students will be informed on a semester-by-semester basis of the need to update TB, CPR, and insurance requirements. In order to monitor compliance, holds will be placed on student registration when prerequisite deficiencies are not cleared by the deadline. These holds will be removed when the updated documentation is received.

**HEALTH RISK**

Students in nursing programs are exposed to selected health risks related to the environment of their learning experiences. Clinical labs are held in medical centers, clinics, and in various community locations. Entering the nursing program is a choice and students need to be aware of possible health risks in practice sittings. The nature of nursing in an acute care center may lead to unintended exposure to health risks.

**DRUG TESTING**

Background Check and Drug Testing for Nursing Students:
Nursing students are required to complete University-prescribed academic requirements that involve clinical practice in a University-affiliated agency setting with no substitution allowable. Failure of a student to complete the prescribed University nursing clinical practice in a University-affiliated agency shall be deemed as not satisfying Nursing Academic Program requirements. It is the responsibility of the student to satisfactorily complete affiliated-agency background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated agency. It is also the student’s responsibility to pay for the background checks and drug testing.

**OTHER POLICIES & PROCEDURES**

**ILLEGAL DRUGS & SUBSTANCE ABUSE**
(Prepared by the Office of the Vice-President for Student Affairs in conjunction with the Alcohol & Substance Abuse Task Force and the Director of Planning and Policies)

In conformance with the existing law, students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by State and Federal law, at the university-sponsored or approved events or on university property or in buildings used by the university for education, research or recreational programs. Consistent with its mission, the university will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs. Students found in violation shall be subject to the provisions of the student conduct code.

**GIFTS TO FACULTY & STAFF**

Faculty and staff of the Baccalaureate Nursing Department are subject to the gifts section of the State Ethics Code, Chapter 84, Hawaii Revised Statutes (HRS) which provides as follows: Section 84-11 Gifts. No legislator or employee shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the legislator or employee in the performance of the legislator’s or employee’s official duties or is intended as a reward for any official action on the legislator’s or employee’s part.
PAYMENT FOR EMERGENCY CARE
Students enrolled in the School of Nursing have potential for exposure to communicable diseases or may sustain injuries in the clinical setting. The clinical agencies will render emergency care at the clinical site but students are financially liable for all care received including emergency room charges.

TRANSPORTATION
Students are responsible to have reliable transportation for use for all clinical experiences.

COMPUTER REQUIREMENTS
Students are expected to have a university e-mail address and access to a computer with Internet services, which may include campus resources. All nursing students are required to have a hawaii.edu email address. If you do not have a hawaii.edu address, you may apply online at http://www.hawaii.edu/account/.

SPECIAL REQUIREMENTS
Special fees for testing and agency-required off-campus practicum training may be required.

PREPARATION FOR GRADUATION

GRADUATION APPLICATION
An application for graduation must be obtained from the Records Office in the Office of Student Services, and then submitted with a degree fee to the Business Office. This should be done during the first three weeks of the semester that the student plans to graduate. (See the Academic Calendar in the UH Hilo General Catalog for deadline date.)

GRADUATION CHECK
- After the graduation application is completed and the student has received notice from the Record’s office of the applications approval, a Final Check and clearance for graduation is done by the University of Hawai‘i Hilo Record’s Office.
- Schedule a final graduation check with the Department Chair as necessary to clarify credits, grades, and courses for graduation.

PINNING CEREMONY
The Nursing Department offers a special Pinning Ceremony for graduates. This ceremony marks the beginning of the professional career and is a memorable time for family and friends to help celebrate students’ success. A committee formed by the students and coordinated by the Department Graduation Committee plans this event. The committee keeps students and faculty informed of progress and final plans.

COMMENCEMENT EXERCISE
Commencement is a “rite of passage” for students and a memorable experience. Caps, gowns, and announcements are obtained from the bookstore. Students are encouraged to participate. The Department Chair will provide information at least six weeks prior to commencement.
DIPLOMAS
Diplomas for students are obtained from the Records Office, two months after graduation. A request to mail your diploma may be obtained and completed.

“MAY THIS LIGHT”

I, as a graduate nurse, hold this symbolic light to guide me in my new profession.

May its glow act as a constant reminder of the education and knowledge I have achieved. From this day on, I shall strive to enter eagerly into all opportunities to increase and expand my knowledge for the betterment of humankind.

May this light guide the way for my hands in comforting the sick, easing their pain, providing tenderness, and helping to preserve life.

May this light remove the shadows and allow me to be non-judgmental and treat all those under my care without prejudice regardless of age, sex, race or social status.

May it open my eyes to compassion and respect for each individual, whether sick or well.

May this light guide well my way and be a reminder of my personal commitment to nursing.

May I endeavor in every possible way to promote preventative health and also to give quality care.

May this light allow me to be courageous and value all that is right. May it assist me in abstaining from careless actions and keep matters entrusted to me as confidential.

May the glow of this flame be a continuous reminder of my commitment to being a nurse.

Nursing oath recited in unity by the graduating class at the pinning ceremony.

APPLICATION FOR THE NATIONAL LICENSURE EXAMINATION (NCLEX):

1. Obtain an application for License by Exam from the Hawai‘i Board of Nursing website: www.state.hi.us/dcca/pvl/areas_nurse.html.
2. Obtain an official transcript request from the UH Hilo Records Office.
3. Pay for transcript at the UH Hilo Business Office. Check the box for “after degree is awarded”. Attach the BON’s Verification of Graduation form with this transcript payment.
4. Submit a completed Application for License by Exam along with the $40 nonrefundable application fee and any required official documents to:
   Hawaii Board of Nursing
   DCCA, PVL Licensing
   PO Box 3469 Honolulu, HI 96801
   For more information, you may contact their office at (808) 586-3000.
5. Applications will be accepted on a year-round basis. There will be no specific filing deadlines. Applicants are encouraged to file their application early, to allow sufficient time for evaluation.

**All required documents and completed application with fee must be submitted and received prior to determining eligibility for the exam. All applicants are

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subject to requirements in effect at time of filing. PLEASE ALLOW 30 DAYS BEFORE INQUIRING ABOUT THE STATUS OF YOUR APPLICATION.

6. After a completed application and fee are received, the Board will determine your eligibility for examination. Eligible candidates will be mailed an NCLEX/ CAT Candidate Bulletin and registration form. You must then register for the examination directly with NCS Pearson Professional Testing.

7. Once the NCLEX/ CAT Data Center has processed your registration and verified your eligibility with the Board of Nursing, you will be mailed an Authorization To Test along with a list of Testing Centers.

8. Select and call the NCS Pearson Professional Center of your choice to schedule your appointment to take the test. You do not have to take the NCLEX in the same jurisdiction in which you are seeking licensure. If you wish to take the nursing licensure exam in another state, you must contact the state’s board of nursing directly. Addresses of state Boards of Nursing are available by calling the State of Hawai’i, Board of Nursing at (808) 586-3000.

9. The Testing Center is required to ensure that all eligible first-time applicants are scheduled within thirty (30) days of their requested test date. In addition, all eligible repeat candidates will be scheduled within forty-five (45) days of their requested test date.

10. The Hawai’i State Examining Board will mail the test results to you directly approximately two weeks after taking the test. DO NOT CALL THE BOARD OF NURSING; RESULTS WILL NOT BE GIVEN OVER THE TELEPHONE. Your license will come separately. Licensure is for a 2-year period and is renewable on June 30 in odd-number years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.

A copy of the NCLEX Examination Candidate Bulletin containing all the information which candidates need to register and schedule an appointment is available at www.ncsbn.org or contact the National Council of State Boards of Nursing, Inc. at 676 N. St. Clair, Ste 550, Chicago, IL 60611-2921, or call 312-787-6555.

INFORMATION AND INSTRUCTIONS FOR FILING - NURSE'S LICENSE BY EXAM

- Access the application for nurses’ license via website at: www.state.hi.us/dcca/pvl
- EXAMINATIONS of the NCLEX-PN and NCLEX-RN are computerized.
- APPLICATION FOR LICENSE
  - Type or print legibly in dark ink.
  - Answer all applicable questions.
• Application must be signed. Incomplete applications will not be accepted and will be returned for completion.
• Applications are kept on file for two (2) years. Failure to complete the licensing requirements within two (2) years will void your application, and you will be required to re-file an application and pay the fee.

Applications for RN and PN license are considered separate applications. You must submit official documents and fees for each application. If you have been granted one type of nurse license and are now applying for the other type of nurse license, you must attach copies of your official documents, or if applicable, have transcripts sent directly to the Board. Copies of documents will not be made from the former application.

FEES
Attach the appropriate fee in U. S. dollars. Make check payable to: Commerce & Consumer Affairs. INITIAL fee for REGISTERED NURSES’ Application is $40.00

PROFESSIONAL ORGANIZATIONS

SIGMA THETA TAU

BSN OHANA
The BSN Ohana is an organization that provides a mentorship program and support systems for existing and future BSN students. They participate in fundraising for the benefit and advancement of the BSN program at the University of Hawai’i at Hilo and to advocate students’ rights.

All students who are currently registered in the Generic BSN Program at the University of Hawai’i at Hilo are welcome. Membership runs from the first day of the fall semester of the Junior year until the day of graduation of the Senior year.

The elected officers of the organization include the president, vice president, secretary and treasurer. Membership fees may be implemented as decided upon the elected officers.

THE HAWAII LEAGUE OF NURSING
The Hawaii League for nursing is the state component of the National league for Nursing, which is involved in education and recruitment in nursing. Inquire about student membership rates via their website at http://www.nln.org

THE HAWAI‘I NURSES’ ASSOCIATION
The Hawai‘i Nurses’ Association is the state component of the American Nurses Association. The association is involved in many areas such as certification, standards, continuing education, and legislation. Information about membership can be found at http://www.ana.org

THE NATIONAL STUDENT NURSES’ ASSOCIATION
The National Student Nurses’ Association (NSNA) is the voice of nursing students on the national level. The NSNA assumes responsibility for contributing to nursing education in order to provide the highest quality health care. It helps to keep nursing students in touch with fundamental and current professional interests. The association aids the nursing student in his or her transition to an active, responsible, professional nurse.
NSNA is under the American Nurses' Association. The Hawaii Student Nurses' Association (HSNA) is the Local Chapter of NSNA. It is open to all nursing students in Hawai‘i.

**SUPPORT**

**CLASSIFIED STATUS IN THE NURSING PROGRAM**
Only students accepted as majors in nursing are allowed to register for clinical nursing courses. They must attain at least a "C" (2.0) grade in all nursing courses each semester to be allowed continued registration in nursing courses for the following semester.

**JUNIOR ORIENTATION**
In the fall semester, a mandatory orientation session is conducted for entering Junior students. This orientation attempts to introduce the student and their significant others to the rigors of the nursing program. Senior students are generally recruited to provide words of wisdom toward the process of succeeding in nursing program. The senior students also have a session to verify updated program requirements. The orientation sessions generally follows this format:

**NURSING OHANA PIZZA PARTY (FALL SEMESTER ONLY)**
Family and friends are encouraged to participate in the student’s learning and an informal pizza party is scheduled to provide an opportunity for them to meet faculty, other students, and view the campus facilities.

**ORIENTATION TO CLINICAL AGENCIES**
Successful achievement of clinical objectives is directly in relation to knowledge about the setting in which the learning activities occur. Consequently, all students are required to participate in the orientation to the clinical agency.

**ASSISTANCE TO THOSE WITH SPECIAL LEARNING NEEDS**
Any student with a documented disability who would like to request accommodations should contact the University Disability Services Office at 933-0816 (V), 933-3334 (TTY), Hale Kauanoe A Wing, or you may contact Susan Shirachi by email at shirachi@hawaii.edu, as early in the semester as possible.

**ADVISING**
Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UH Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements.

**COUNSELING SERVICES**
Counseling services are available to students who need additional support while attending the Baccalaureate Nursing Program. Nursing faculty are available for advising with an intentional focus on preparation of nurse generalists. You are encouraged to align your career focus and full attention to the requirements needed to succeed in all of your nursing courses. Please do not hesitate to share your concerns to faculty who will maintain confidentiality. Any other concerns not in keeping with the mission of the program will be referred to the counselors at Student Services.
WRITER CENTER SERVICES
The UH Hilo Writing Center is located in the UH Hilo Mo'okini Library, 2nd floor, in the PC Lab. Generally student writing tutors are available on a first-come, first-serve basis. Plan accordingly for assistance well ahead of time prior to an assignment deadline if you expect to avail yourself of these services. Times and days of availability are available from the Center.

WITHDRAWAL FROM COURSES
Students should be familiar with withdrawal procedures and dates by reading the University of Hawai'i at Hilo General Catalog. The catalog is for sale at the UH Hilo Bookstore and is available online at http://www.uhh.hawaii.edu/catalog/

HELPFUL TIPS
1. Keep your CPR Certification, Malpractice, and health insurance, & TB Clearance up-to-date annually. Renew during renewal months of March and October.
2. Keep your Immunizations current.
3. Keep your Nursing License up-to-date (for RNs).
4. Register for classes at the assigned time to be assured of a space.
5. Keep the Office of Student Services informed of current address and phone number.
6. Follow procedures for withdrawal, attendance, and Leaves of Absence to remain in good standing with the school and university.
7. Ask Questions when you are not sure of the answer.
8. Do not listen to or spread rumors; seek information from a reliable source.
9. Participate in school committees, clubs and activities.
10. Do not panic. Seek assistance from faculty or the Office of Student Services.
11. Take the opportunity in school to gain knowledge and skills. Explore new ideas, and share with your peers, colleagues and faculty.
12. Laugh a lot, enjoy your time in school, and make friends.
13. Talk it out. Don't bottle it up. Confide your worry to some levelheaded person you trust. The talking out process has enormous therapeutic value - relieves your stress helps you see your way more clearly.
14. Escape for a while. Yes, a change helps - whether it is a change of activity, scene or people. It lets you recover, breathe and balance. But remember to return to your difficulties when you are in better condition to cope with it.
15. Work off your anger. Let your “revenge” wait until tomorrow. Meanwhile, work off your pent-up energy by cleaning house, working at a hobby, taking a long walk, and doing something. It takes a cool head to handle a problem properly.
16. Give in occasionally. Frequent quarrels and feelings of defiance are characteristic of frustrated children. Giving in once in a while - even if you are dead right - is easier on your system. When you give in, often others will too.
17. Do something for others. Doing something for somebody else is a wonderful way to stop worrying about yourself. Make it something positive and helpful, and perhaps unexpected. You will be surprised at how much better you feel.
18. Take one thing at a time. Are you overwhelmed, perhaps panicky, at the amount of work to be done? You can clear it up more easily and quickly than you believe by tackling just one thing at a time - starting with the most urgent. Forget about the others until you get to them.
19. Go easy on yourself. Don't expect too much of yourself. Remember, you are not a "superwoman/man". No one can be perfect in everything. Put honest effort into the things you do, and do the best you can. Be tolerant of your shortcomings.
20. Go easy with your criticism. Don't expect too much of others. Don't try to fit them into a preconceived pattern. Instead of being critical, search out the other person/s good points and help him/her develop them.
21. Make yourself available. Do you sometimes feel rejected, left out of things? Don't withdraw and sulk. Chances are that people are waiting for you to make the first
move. Don’t make all the overtures, because a healthy relationship is a give-and-take one, but you’ll be happier if you make your share of them.

22. Schedule your recreation. Don’t drive yourself. Let up and relax - frequently. Realize that definite times for recreation and hobbies are just as important as definite times for work. Include recreation in your schedule and stick to it.

FACULTY

- Katharyn “Kay” F. Daub, Ed.D., CTN, CNE, RN, Department Chair and Professor, Adult Health, ICU Nursing, Nursing Research, Transcultural Nursing
- Cecilia Mukai, Ph.D., RN-C, FNP, Associate Professor, Family Nurse Practitioner, Community Health Nursing, Medical-Surgical Nursing
- Christine Beck, MSN/MA, APRN, PHCNS-BC, NP-C, CNE, Assistant Professor, Medical-Surgical Nursing, Community Health, Research
- Jeff Brinkley, MSN, MBA, RN, FNP, Assistant Professor, Medical-Surgical Nursing, Mental Health Care
- Kathleen Commendador, Ph.D., WHNP, APRN, APRN-RX, NCC, Assistant Professor, Fundamentals, Women’s Health
- Jeanie Flood, Ph.D(c), RN-C, IBCLC, Associate Professor, Fundamentals, Mental Health
- Eileen Lovell, MSN, APRN, RN, Assistant Professor, Fundamentals, Community Nursing
- Joan Thompson, MSN, RN, NNP, Associate Professor, Maternal/Newborn, Fundamentals, Adult Health
- Lisa Tostenson, MSN.ed, PHN, RN, Assistant Professor, Fundamentals, Medical-Surgical Nursing, Pediatrics
- Mary Andrews, MSN, RN, Junior Specialist
- Sarah Smith, MSN, RN, Junior Specialist, Lab Resource Coordinator
Appendix I: Student and Faculty Concerns and Solutions

Nurses are considered professionals, defined as a group of individuals who have advanced or special education, are motivated by altruism or service to the community, and as a group, share a common code of nursing ethics and social policy statements by which to practice nursing care. Professional nurses must have integrity that is beyond question, should possess intellectual humility, and be able to provide non-judgmental culturally congruent care to clients, groups, families and communities. Nursing students (Nurses) should be aware of their own limitations within their legal scope of practice and have the ability to effectively communicate with others and to think critically.

What should be done when you have a concern?
1. First try to identify the issue
2. Talk to the person(s) involved and try to resolve the concern at this level.
3. If you have not been successful at resolution with the person(s) involved then the chain of communication should be followed.
4. If the problem is with a faculty, talk to that faculty.
5. If the concern is with a peer or non-nursing faculty member, the clinical instructor may be the best person to begin a discussion towards resolution.
6. The student may also consider discussing the issue with their clinical instructor or the Department Chair who may be able to assist with concerns related to financial, social, emotional issues.
7. Consider trying to solve the problem before it “snowballs”, Get help right away. Decide on a solution and give it a try. Allow time to try out your solution. Follow up and follow through. Remember, no problem is too big when we work together and respect each other.

3/28/07KD
Appendix II: Student Concern Resolution Protocol

Policy: Problems and concerns or disagreements involving course grade, or other course-related matters (except for dismissal from a clinical setting incident relating to unsafe/unacceptable practice), are to be resolved using mediation, arbitration, and negotiation whenever possible. When these measures do not result in a positive resolution, then the student may follow the formal UH Hilo grievance procedure which is located in the UH Catalog.

Procedure: Failure to complete the following steps as described in 1-8 and 9-10, will result in the student revisiting the process and correctly following the process. (See UH Hilo Catalog, grievance procedure).

1. Administrative errors, such as inaccurate mathematical calculations, should be taken directly to the faculty member.
2. Except for cases involving clear evidence of capricious or unfair grading, faculty members as experts in their fields, have the final authority in assigning student grades. If the student alleges unfair treatment in a course related matter, the student should bring the documentation of claim and meet with and discuss the matter with the appropriate faculty member.
3. If the situation is still unresolved, the student should discuss the matter with the Department Chair in an attempt to reach resolution.
4. If the situation remains unresolved the chain of communication is the Division Chair, then the CAS Dean.
5. If the situation is still unresolved, the student may follow a formal UH Hilo Grievance procedure.
Appendix III: Dismissal Procedure

University of Hawaii at Hilo
Baccalaureate Nursing Department
Unacceptable Clinical Practice (Unsafe, Unethical, illegal) Procedure and Policy

Definition: Unacceptable practice (unsafe, unethical, and illegal) is defined as:

1. An act(s) or behavior(s) of the type that violates the Hawaii Nurse Practice Act, Chapter 457 Hawaii Revised Statutes and/or Title 16, Chapter 89: Hawaii Administrative Rules.
2. An act(s) or behavior that violates the American Nurses Association (ANA) Code [of Ethics] for Nurses or the ANA Standards of Clinical Practice.
3. An act(s) or behavior(s) that threatens, or has the potential to threaten the physical, emotional, mental, cultural, or environmental safety of a client, family member designate, a student cohort, a faculty member, health care provider, or self.
4. An act(s) or behavior(s) in which a student performs a nursing intervention for which the student is not authorized to perform by the instructor, or preceptor, or has not been taught, at the time of the incident.
5. An act(s) or behavior that is illegal or unethical
6. Unauthorized entry into agency computer or misuse of clinical records, or violation of patient record confidentiality. Note: The State of Hawaii views failure to follow confidentiality and HIPAA guidelines as a Class C felony and students are subject to both criminal and civil penalties for violating the law.
7. A pattern of behavior often characterized by being unprepared or inadequately prepared for clinical practicums. Students are held accountable for their nursing practice. This specifically involves completing pre-assignment documentation as advised by the clinical instructor. If this documentation is not adequately completed, the student may be dismissed from the clinical site.
8. Continued inability to perform safely, ethically, or legally without immediate/close instructor supervision. (In this case, there may not be a single unacceptable practice).

Procedure: When a critical error, (unacceptable practice as in the definitions above) occurs that a clinical instructor or faculty believes to be unacceptable or unsafe, or when such an incident is discovered, the student will be notified immediately when feasible, and may be required to leave the clinical setting (if appropriate). If a student is removed from the clinical setting for unacceptable practice, the student will not return.
to that clinical setting unless cleared by the Course Coordinator. Refer to the Student Dismissal Algorithm.

The incident will be documented and brought to the attention of faculty and the Department Chair in a closed faculty meeting. A single incident of unacceptable practice may be grounds for course failure and dismissal from the clinical course. Failure to disclose medication errors or other errors or to conceal errors also constitutes unacceptable practice and may result in course failure and dismissal from the UH Hilo Baccalaureate Nursing Program.

The Course Coordinator, as an expert in the field, has the final authority to deem the student’s practice unacceptable (unsafe). The student has the right to appeal the Coordinator’s decision, and present their appeal to the faculty for review. The final decision is made by the Coordinator and by the Department Chair.

**Process of Action in Cases of Student Behaviors Deemed Unacceptable or Unsafe:**

1. The Clinical Instructor identifies the Unsafe Behavior
2. The Student is notified and a discussion regarding the critical error(s) is discussed. At this point, if it is deemed necessary to dismiss the student from clinical, the instructor notifies the Chair of the Department for assistance, and a counselor at UH Hilo is contacted in the event the student would like to meet with a counselor. **Note: Dismissal from Clinical may result in failure for the clinical practicum portion of the course.**
3. A critical incident report is filed, and signed or submitted to the student. At this point a Learning Contract may be appropriate for student assistance in remediation. There is a meeting with the student, faculty and Chair for discussion and an opportunity for student appeal.
4. The issue will be discussed in a closed faculty meeting.
5. The student may be dismissed from the clinical practicum which will result in failure for the practicum portion of the course. The student is not eligible for readmission per program policy.
6. If a Learning Contract is initiated, a specific plan for success will be included in the contract which should involve remediation with the Lab Resource Coordinator. The Instructor, student and Lab Resource Coordinator will communicate a plan for student progress. The Learning Contract must be reviewed by the Department Chair, Course Coordinator, and Student and signatures will be construed as a contract between the student and faculty.
7. Failure to follow the Learning Contract successfully will result in failure for the clinical practicum. In this case, following the algorithm, the progression is #2, 3, 4, and finally #5.

8. If progression and resolution develop, the student will receive reinstatement in good standing in the course practicum.

*NOTE
• Review of examples of unsafe practice in clinical course syllabi should be reviewed by all students.
• Students are required to review the Unacceptable/Unsafe Practice Policy and become familiar with the ANA standards and the Hawaii Revised Statutes and/or Title 16, Chapter 89: Hawaii Administrative Rules. (http://www.hawaii.gov/dcca/areas/pvl/main/har/) Inclusive of subchapter 11, under 16-89-59 & 60.
1. Student Behavior Deemed Unacceptable/Unsafe

2. Contact Dept. Chair, UHH Counselor

3. Meeting with student, faculty, and Chair, Discussion/Appeal

4. Faculty Meeting, Discussion/Vote

5. Dismissal

6. Initiate learning Contract

7. Poor Progression

8. Progression & Resolution

9. Reinstatement, Good Standing
Appendix IV: Dismissal and Readmission Policy and Procedures
BACCALAUREATE OF NURSING POLICY

Title: Dismissal Procedure

Department Policy Number: 202

Effective Date: 4/2007

Review Date: 6/10/2008

Revised Date:

Approved By (Approving body(ies)/Date/Motion #) Faculty

Responsible Position/Department: All Faculty

Policy: Dismissal Procedure

Procedure:

Definition: Unacceptable practice (unsafe, unethical, and illegal) is defined as:

1. An act(s) or behavior(s) of the type that violates the Hawaii Nurse Practice Act, Chapter 457 Hawaii Revised Statutes and/or Title 16, Chapter 89: Hawaii Administrative Rules.

2. An act(s) or behavior that violates the American Nurses Association (ANA) Code [of Ethics] for Nurses or the ANA Standards of Clinical Practice.

3. An act(s) or behavior(s) that threatens, or has the potential to threaten the physical, emotional, mental, cultural, or environmental safety of a client, family member designate, a student cohort, a faculty member, health care provider, or self.

4. An act(s) or behavior(s) in which a student performs a nursing intervention for which the student is not authorized to perform by the instructor, or preceptor, or has not been taught, at the time of the incident.

5. An act(s) or behavior that is illegal or unethical

6. Unauthorized entry into agency computer or misuse of clinical records, or violation of patient record confidentiality. Note: The State of Hawaii views failure to follow confidentiality and HIPAA guidelines as a Class C felony and students are subject to both criminal and civil penalties for violating the law.
7. A pattern of behavior often characterized by being unprepared or inadequately prepared for clinical practicums. Students are held accountable for their nursing practice. This specifically involves completing pre-assignment documentation as advised by the clinical instructor. If this documentation is not adequately completed, the student may be dismissed from the clinical site.

8. Continued inability to perform safely, ethically, or legally without immediate/close instructor supervision. (In this case, there may not be a single unacceptable practice).

Procedure: When a critical error, (unacceptable practice as in the definitions above) occurs that a clinical instructor or faculty believes to be unacceptable or unsafe, or when such an incident is discovered, the student will be notified immediately when feasible, and may be required to leave the clinical setting (if appropriate). If a student is removed from the clinical setting for unacceptable practice, the student will not return to that clinical setting unless cleared by the Course Coordinator. Refer to the Student Dismissal Algorithm.

The incident will be documented and brought to the attention of faculty and the Department Chair in a closed faculty meeting. A single incident of unacceptable practice may be grounds for course failure and dismissal from the clinical course. Failure to disclose medication errors or other errors or to conceal errors also constitutes unacceptable practice and may result in course failure and dismissal from the UH Hilo Baccalaureate Nursing Program.

The Course Coordinator, as an expert in the field, has the final authority to deem the student’s practice unacceptable (unsafe). The student has the right to appeal the Coordinators decision, and present their appeal to the faculty for review. The final decision is made by the Coordinator and by the Department Chair.

Process of Action in Cases of Student Behaviors Deemed Unacceptable or Unsafe:

1. The Clinical Instructor identifies the Unsafe Behavior
2. The Student is notified and a discussion regarding the critical error(s) is discussed. At this point, if it is deemed necessary to dismiss the student from clinical, the instructor notifies the Chair of the Department for assistance, and a counselor at UH Hilo is contacted in the event the student would like to meet with a counselor. Note: Dismissal from Clinical may result in failure for the clinical practicum portion of the course.
3. A critical incident report is filed, and signed or submitted to the student. At this point a Learning Contract may be appropriate for student assistance in remediation. There is a meeting with the student, faculty and Chair for discussion and an opportunity for student appeal.
4. The issue will be discussed in a closed faculty meeting.
5. The student may be dismissed from the clinical practicum which will result in failure for the practicum portion of the course. The student is not eligible for readmission per program policy.
6. If a Learning Contract is initiated, a specific plan for success will be included in the contract which should involve remediation with the Lab Resource Coordinator. The Instructor, student and Lab Resource Coordinator will communicate a plan for student progress. The Learning Contract must be reviewed by the Department Chair, Course Coordinator, and Student and signatures will be construed as a contract between the student and faculty.
7. Failure to follow the Learning Contract successfully will result in failure for the clinical practicum. In this case, following the algorithm, the progression is #2, 3, 4, and finally #5.
8. If progression and resolution develop, the student will receive reinstatement in good standing in the course practicum.

*NOTE
- Review of examples of unsafe practice in clinical course syllabi should be reviewed by all students.
- Students are required to review the Unacceptable/Unsafe Practice Policy and become familiar with the ANA standards and the Hawaii Revised Statutes and/or Title 16, Chapter 89: Hawaii Administrative Rules.
**Title:** Re-Admission

**Department Policy Number:** 201

**Effective Date:** June 01, 2008

**Review Date:**

**Revised Date:**

**Approved By (Approving body(ies)/Date/Motion #):** Faculty Meeting Minutes 12/07

**Responsible Position/Department:** Nursing Faculty

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**Policies/Requirements**

1. First semester students who have decelerated by withdraw or a leave of absence from a nursing course or its clinical co-requisite need to re-apply. *

2. Second semester and beyond students who have decelerated by withdraw or a leave of absence from a nursing theory course or its clinical co-requisite may re-enroll. *

* Refer to Policy & Procedure 200

**Procedure:**

1. For first semester junior level, the student needs to submit his/her application and compete with the pool of applicants for the January 15 deadline. This includes entering into a learning contract and meeting the requirements for re-admission. An **Application for Intent to Re-Apply** is available on the website and the completed re-admission application is to be returned to the Chairperson for advising.

2. For a second semester junior level and above, acceptance is dependent upon available space.
a. The student is required to complete an Application for Intent to re-enroll and submit it by the deadline of April 1 for Fall admission October 1 for the Spring.
b. The student will also meet with the Chairperson and enter into a Learning Contract.
c. The Chairperson will announce re-entering students at closed faculty meeting.
d. Students must have current Healthcare Provider CPR, health insurance, updated PPD and health records.

3. Re-admission will be prioritized according to the following:

a. Priority one: The student left the program in good standing for a medical or personal reason.
b. Priority two: The student left the program due to academic reasons.
c. Students eligible to transfer into the generic BSN Program.
d. If there are more than 2 students in a priority category, the students will be ranked according to Cum GPA.