

School of Nursing

University of Hawai'i at Hilo



BSN STUDENT HANDBOOK

Table of Contents

INTRODUCTION	4
About the BSN Logo	4
MISSION STATEMENT AND GOALS	5
MISSION	5
CARING MISSION STATEMENT	5
GOALS	5
NURSING PHILOSOPHY	5
NURSING EDUCATION	6
UH Hilo SON BSN STUDENT LEARNING OUTCOMES	6
UH Hilo SON BSN PROGRAM LEARNING OUTCOMES	7
ACCREDITATION	7
UH Hilo School of Nursing Transcultural Educational Framework	8
ACADEMIC INFORMATION	9
UNIVERSITY CORE REQUIREMENTS FOR BACCALAUREATE DEGREE	9
THREE (3) WRITING INTENSIVE COURSE REQUIREMENTS	9
STUDENT ACADEMIC RECORDS	9
TRANSCRIPTS	10
REGISTRATION	10
ACADEMIC STATUS AND PROGRESSION POLICIES	10
ACADEMIC SUSPENSION AND DISMISSAL	10
POLICY ON NURSING COURSES	10
UNDERGRADUATE PROGRESSION TOWARD DEGREE	11
CONTENT COURSE	11
CLINICAL LAB COURSES	11
STUDENT CONDUCT IN CLINICAL SETTINGS	12
ATTENDANCE POLICY: CLASS AND CLINICAL LABORATORY	12
NURSING SKILLS LAB POLICY	12
GRADES	13
FINANCIAL OBLIGATIONS	13
DRESS CODE	13
EDUCATIONAL RIGHTS AND RESPONSIBILITIES:	14
8/9/2021_rd;8/1/21_ph	1

RESPONSIBILITIES OF STUDENTS	14
RESPONSIBILITIES OF FACULTY	14
ACADEMIC GRIEVANCES	14
STUDENT CONDUCT CODE	14
PREREQUISITES (NON-ACADEMIC):	14
MALPRACTICE INSURANCE	14
HEALTH CLEARANCE	14
HEALTH INSURANCE	14
PREREQUISITE DEFICIENCIES	15
HEALTH RISK	15
BACKGROUND CHECK & DRUG TESTING	15
OTHER POLICIES & PROCEDURES	15
ILLEGAL DRUGS & SUBSTANCE ABUSE	15
GIFTS TO FACULTY & STAFF	16
PAYMENT FOR EMERGENCY CARE	16
TRANSPORTATION	16
COMPUTER REQUIREMENTS	16
SPECIAL REQUIREMENTS	16
PREPARATION FOR GRADUATION	16
GRADUATION INFORMATION	16
GRADUATION CHECK	16
PINNING CEREMONY	16
<i>OATH- "MAY THIS LIGHT"</i>	17
COMMENCEMENT EXERCISE	17
DIPLOMAS	17
APPLICATION FOR THE NATIONAL LICENSURE EXAMINATION (NCLEX):	17
PROFESSIONAL ORGANIZATIONS	19
SIGMA NURSING HONOR SOCIETY	19
BSN STUDENT REPRESENTATIVES	19
THE HAWAI'I LEAGUE OF NURSING	19
THE HAWAI'I AMERICAN NURSES' ASSOCIATION	19
THE NATIONAL STUDENT NURSES' ASSOCIATION	19

SUPPORT	19
CLASSIFIED STATUS IN THE NURSING PROGRAM	19
JUNIOR ORIENTATION	19
ASSISTANCE TO THOSE WITH SPECIAL LEARNING NEEDS	20
ADVISING	20
COUNSELING SERVICES	20
WRITER CENTER SERVICES	20
WITHDRAWAL FROM COURSES	20
HELPFUL TIPS	20
FACULTY AND STAFF	21
APPENDICES	22
Appendix I: Code of Ethics for Nurses	22
Appendix II: Dismissal and Readmission Policy and Procedures	23
Student Behavior Algorithm	26
Appendix III: Dress Code Policy	30
Appendix IV: Student and Faculty Concerns and Solutions	32
Appendix V: Student Concern Resolution Protocol	33

INTRODUCTION

The purpose of this handbook is to assist you while you are a student in the Bachelor of Science (BSN) Nursing Program of the University of Hawai'i at Hilo School of Nursing. 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. 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. The publication is available on the UHH website at <https://hilo.hawaii.edu/catalog/>.

The UH Hilo Schedule of Classes is distributed by the UH Hilo 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. Check STAR each semester to assure your classes are documented.

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`ahu (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).

A replica of the pin made of koa wood may be viewed in the School of Nursing Lab in UCB 200. 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 Nursing faculty.

MISSION STATEMENT AND GOALS

MISSION

The mission and philosophy of the University of Hawai'i at Hilo School of Nursing BSN program supports the mission of UH 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 emphasizes lifelong learning and teaches students to deliver culturally congruent nursing care in a rural environment.

CARING MISSION STATEMENT

- 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:

- Providing quality nursing education with a strong focus on transcultural 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.

NURSING PHILOSOPHY

The UH Hilo 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.

NURSING EDUCATION

Nursing education prepares learners as entry level nurse generalists 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 learning. Learning is a cooperative 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 believe nursing education needs to be responsible for 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 recognizes the collaboration between nursing practice and nursing research. Emphasis is placed in assisting the learner to develop skills in critical thinking, decision making, and clinical judgment as well as a personal and unique transcultural caring worldview of self and the family of man in health and illness.

The BSN Program uses a Transcultural Educational Framework to guide its curriculum development.

UH Hilo SON BSN STUDENT LEARNING OUTCOMES

As Providers of Care to:

- Utilize the nursing process and critical thinking to assess, organize and prioritize transcultural nursing care for individuals, families, and communities and demonstrate clinical proficiency in the delivery of safe care.
- Communicate and utilize technology effectively with healthcare providers and consumers to assess, plan, implement and evaluate health care.
- Participate and advocate with communities to promote safe and healthy environments and positive changes in the healthcare delivery system.

As Managers of Care to:

- Manage and coordinate the care of individuals, families, and communities with complex health problems using creative and innovative evidence-based nursing practices.
- Collaborate with other professionals while assuming a leadership role to provide preventive health education and interventions that will enhance, promote, maintain, and restore health to individuals, families and communities of all age groups and varied cultures.

As Participant Investigators to:

- Integrate theory, knowledge, and experiences gained from general education and nursing courses in refining critical thinking skills.
- Interpret, and evaluate nursing research and begin to apply the knowledge and/or findings to nursing practice and the community.

As a Member of the Profession to:

- Assume personal responsibility for professional growth, such as membership in nursing

- organizations, attendance at professional meetings, or reading professional literature.
- Administer nursing care in a safe, ethical, and legal manner in accordance with accepted state and national nursing standards.

As a Promoter of Transcultural Caring to:

- Incorporate caring values, beliefs, and practices of health and illness and work with individuals, families, and communities to provide competent culturally congruent care.

UH Hilo SON BSN PROGRAM LEARNING OUTCOMES

1. Integrate theoretical knowledge and clinical learning from the physical, psychosocial, and nursing sciences into nursing practice.
2. Use critical thinking to provide therapeutic nursing derived from research and professional standards.
3. Collaborate with other professionals in providing preventative health education and research-based interventions to diverse clients across the life span in rural contexts.
4. Assume responsibility for continuing professional growth and ethical-legal nursing practice.
5. Incorporate leadership skills to enhance health of individuals, families, and communities.
6. Use research findings in managing care of individuals, families, and communities in rural contexts.
7. Incorporate caring values, beliefs and practices of diverse individuals, families, and communities in nursing care.
8. Implement collaborative health prevention for clients in rural communities.

ACCREDITATION

The University of Hawai`i at Hilo Baccalaureate Nursing Program (BSN) is accredited by:

- The Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
 - Telephone: (404) 975-5000
 - Fax: (404) 975-5020
 - Website: www.acenursing.org
 - Email: info@acenursing.org

The University of Hawai'i at Hilo Baccalaureate Nursing Program (BSN) is approved by :

- The Hawai`i State Board of Nursing. Website: <http://cca.hawaii.gov/pvl/boards/nursing/>

UH Hilo School of Nursing Transcultural Educational Framework



Rev. 2014

The UHH SON Transcultural Educational Framework has the philosophical underpinnings of the school of nursing and represents the personal beliefs of the faculty. A graphic depicting the inter-related foundational elements of the framework can be found with Figure 1.1.1, and is represented by a circle with a center and three ever increasing concentric circles.

The central theme of the framework is the belief that nurses, need to have a broad understanding of the various cultures that are present in the environment in which they will be practicing. The faculty provide many opportunities for students to explore the transcultural aspect of Hawai'i, in both the clients that they will serve and the fellow students and health care providers with whom they will work. Caring is a central tenant of the framework, and students are encouraged to express this characteristic. As with the mission of the university in inspiring the highest level of academic achievement, the nursing program is rigorous, and focused on preparing students to be competent nurses.

Moving outward, Level 3 consists of the constructs of research, education, and practice. These three constructs served as the foundation of the nursing program. Students and faculty are encouraged to perform research and to evaluate it with their peers. Opportunities for students to practice nursing are arranged, and students are guided through their practice and caregiving via sound educational methods. Students have opportunities to learn educational approaches and to use them with their fellow students and with clients.

Next in the framework is level 2, which consists of holistic practice, evidence based practice, inter-professional collaboration, and transcultural caring. The philosophy of considering the whole person in all of their aspects is observed in this program as it is with the mission of the university, in encouraging students to connect with a diverse, global society. The vision of the university is that students should be taught so that they link theory to practice, and in this way, content taught to nursing students is evidence based. Students are encouraged in the clinical setting and in simulations to explore and develop competence in communicating and collaborating with other members of the healthcare team. Also, reflecting the mission of the university, students are provided many occasions to explore the diverse cultural features of their community in Hawai'i.

The outer ring of the framework is comprised with university culture, school of nursing culture, universe/environmental context and community partners. UHH has a unique culture that celebrates Hawai'i as well as academic excellence as seen in the vision and mission. The school of nursing echoes the elements of the university culture in its heralding of cultural diversity and rigorous academic achievement. Students grow to have an awareness of the place of the UHH SON in the country and the world, and the importance of the environment in its many aspects on health issues. UHH SON works closely with key healthcare leaders in the community to guide the direction for the School of 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.

- **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 practicum. **Regular advisement with the RN to BSN Coordinator is critical for successful completion of requirements for graduation.**

See the most updated [UH Hilo Catalog](https://hilo.hawaii.edu/catalog/program-options) for more information:
<https://hilo.hawaii.edu/catalog/program-options>

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. Requests 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 Hilo [General](#) and [Graduate Information Catalog](#) for details.

STUDENT ACADEMIC RECORDS

Student academic records are maintained in the School of Nursing for the duration of your program and for 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, contact the University of Hawai'i at Hilo Office of Admissions & Records. Transcript Request Forms are available at the Admissions & Records offices. A nominal fee may be required.

<https://hilo.hawaii.edu/registrar/transcripts.php>

REGISTRATION

Registration information can be found in the *University of Hawai'i at Hilo Registration Guide*:

<https://hilo.hawaii.edu/registrar/RegistrationGuide.php>

ACADEMIC STATUS AND PROGRESSION POLICIES

The UH Hilo nursing faculty are responsible to the University of Hawai'i (UH) Board of Regents (BOR) and the Hawai'i State Board of Nursing for the quality of its nursing education. Inherent in this responsibility is the assessment of individual progression based upon academic, professional, and ethical standards. The Code of Ethics for Nurses can be found in Appendix I. All UH Hilo policies are in effect and may be found in the academic regulations in the [UH Hilo General Catalog](#).

ACADEMIC SUSPENSION AND DISMISSAL

A student failing to achieve a "C" or 2.0 grade in nursing courses at any point while enrolled in the program will be dismissed from the SON. See Appendix II 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 Hawai'i Board of Nursing (Hawai'i 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 NURS. 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 to BSN program take courses within the block as determined by their program of study. A course with an associated lab should be taken concurrently.

Nursing course requirements:

Block I: Nurs 347, 347L, 350#, 352L*, 353*, 353L*, 362**

Block II: Nurs 351*, 355*, 355L*, 357*, 357L*

Block III: Nurs 358, 455*, 455L*, 409*, 409L*

Block IV: Nurs 411, 411L, 457, 457L, 458*, 458L*, 361**

Satisfies Hawai'i/Asian/Pacific Requirement

*BSN only courses, **RN to BSN only courses,

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.

8/9/2021_rd;8/1/21_ph

- See the current [UH Catalog](#) for a list of [possible nursing electives](#).
- Co-requisite courses:
NURS 203, 348, 375
- Required grading for all nursing practicum courses will be CR/NC. This applies to the following courses:
NURS 347L, NURS 352L, NURS 353L, NURS 355L, NURS 357L, NURS 409L, NURS 411L, NURS 455L, NURS 457L, NURS 458L.

NOTE: Basic students who transfer to the BSN Program must complete a minimum of 64 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 to 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 BSN degree.
4. Dropping or Withdrawing from a Course:
Courses may be "dropped" without academic penalty (without receiving a grade of "W" for the course) up until the "Last Day to Drop A Class Online without "W" deadline listed on the [Academic Calendar](#). Students can continue to drop a course up until the "Last Day to Drop A Class Online with "W". However, in this case, students will receive a grade of "W" for each official course withdrawal. Students who simply stop attending classes without withdrawing are not officially withdrawn. Those who fail to withdraw officially during the prescribed period risk receiving an "F" grade for such courses. A student who is considering dropping or withdrawing should refer to [Tuition and Fees Refund Policy](#) and [Financial Aid](#) to understand their financial responsibilities.
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 faculty 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.

CLINICAL LAB COURSES

Note: Satisfactory performance in clinical lab courses is required 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 Laulima course website for student course schedules and information or consult the coordinator of the course just prior to the beginning of the semester. Information may also be obtained by calling the School of Nursing Office at 932-7067.

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 conferences. Students are expected to

8/9/2021_rd;8/1/21_ph

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." Late arrival to clinical practice can result in dismissal for the day.

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 during the designated period, 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 principles 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.
- Inform faculty and the clinical area 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 School of Nursing, and your behavior reflects on all faculty and peers.

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 must get faculty approval. *Students may be excused for a maximum of one clinical day in each course.*

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 skills they will be performing in the acute care, ambulatory and home care settings. Students may sign up for supervised practice with the lab coordinator or faculty 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 UH Hilo 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 safeguard against damage of equipment
- e. Perform invasive procedures on manikins ONLY
- f. Dispose of trash and ensure surfaces are wiped clean.

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 the lab coordinator. A signup 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 via the lab calendar.
- 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

GRADES

Grades are maintained by the University of Hawai'i at Hilo Records Office. Grades can be accessed online via STAR. 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 University of Hawaii at 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.
- The BSN Program patch and name pin are required. Order forms are available in the Nursing Admission Packet.
- See Appendix III for full dress code policy.

EDUCATIONAL RIGHTS AND RESPONSIBILITIES:

RESPONSIBILITIES OF STUDENTS

In the classroom, seminars, conferences, laboratory, practicum or other institutional settings, 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 Hilo Catalog](#).)

RESPONSIBILITIES OF FACULTY

In the classroom, seminars, conferences, laboratory, practicum or other institutional settings, faculty members are expected to adhere to the highest professional standards of behavior conduct. Preceptors are an integral resource for learning. The preceptor and faculty work closely to ensure students meet the objectives of the clinical coursework. For specific information refer to the University of Hawai'i at Hilo [Student Academic Complaint Policy](#) available in the [UH Hilo Catalog](#). For questions, contact the following offices: [Office of Student Services](#) or [College of Natural and Health Sciences \(CNHS\) Dean's Office](#).

ACADEMIC GRIEVANCES

The [academic grievance procedure](#) for students may be found online through [UH Hilo Academic Affairs](#).

STUDENT CONDUCT CODE

The [Student Conduct Regulations](#) are published in the [University of Hawai'i at Hilo Catalog](#). Student conduct questions should be referred to the Director of Student Conduct.

PREREQUISITES (NON-ACADEMIC):

MALPRACTICE INSURANCE

Arrangements will be made for all BSN students to be covered by malpractice insurance of at least \$1,000,000 per incident/ \$3,000,000 aggregate.

HEALTH CLEARANCE

A physical exam must be completed prior to entry into the program, and a healthcare provider's statement and updated immunization record must be on file within the SON. TB clearance must be completed annually for continuing students. Some clinical facilities have special requirements and students must meet those in order 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 the student's registration will be held.

CPR must be current every year and must include one person / two-person, infant, and child (American Heart Association BLS Health Provider Level Course or American Red Cross Professional Rescuer Level). A CPR class may be offered at the UH Hilo SON during orientation week. For information, contact the SON office at 808-932-7067.

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), TB clearance, and health insurance by the deadline specified on the acceptance letter documents. Students must provide proof of immunity for Rubella, Rubeola, Mumps, and Varicella. Proof of a Tdap in the last 10 years and proof of two additional immunizations against tetanus are also required. Serological evidence of immunity to Hepatitis B is required. RN to BSN Program students must have an unencumbered RN license. If these requirements are not completed, students will have a hold placed on their registration until the requirement is met. Students not meeting the requirements may be dismissed from the program.

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 practicum 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 settings. The nature of nursing in a clinical practicum setting may lead to unintended exposure to health risks.

BACKGROUND CHECK & DRUG TESTING

Nursing students are required to complete University-prescribed academic requirements that involve clinical practice in a University-affiliated agency setting with no substitution allowed. 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 Chancellor for Student Affairs (VCSA) in conjunction with the Alcohol & Substance Abuse Task Force and the Director of Planning and Policies) The UH Hilo Alcohol and Drug Policy can be found in the Student Code of Conduct in the UH Hilo Catalog.

In conformance with 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 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 UH Hilo SON are subject to the gifts section of the State Ethics Code, Chapter 84, Hawai'i 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 all off campus activities or 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 Hawai'i.edu email address. If you do not have a Hawai'i.edu address, you may apply online at <http://www.Hawaii.edu/account/>. Visit the Information Technology Services website.

SPECIAL REQUIREMENTS

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

PREPARATION FOR GRADUATION

GRADUATION INFORMATION

Instructions to apply for graduation can be found in the UH Hilo Catalog under graduation and diploma information. Filing for graduation is done during the first three weeks of the semester that the student plans to graduate. (See the Academic Calendar in the *UH Hilo Catalog* for deadline date.)

GRADUATION CHECK

- After the graduation application is completed and the student has received notice from the Registrar's Office of the applications approval, a Final Check and clearance for graduation is done by the University of Hawai'i at Hilo Records Office.
- Schedule a final graduation check with the BSN or RN to BSN Program Coordinator or designee (minimally the semester before graduation) to clarify credits, grades, and any final courses required for graduation.

PINNING CEREMONY

The School of Nursing offers a special Pinning Ceremony for pre-licensure 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 pre-licensure students and coordinated by the

School of Nursing Pinning Committee plans this event. The committee keeps students and faculty informed of progress and final plans.

OATH- "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 pre-licensure class at the pinning ceremony.

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. Commencement activities and requirements are found in the UH Hilo Catalog under graduation and diploma information.

DIPLOMAS

Diplomas for students are obtained from the Registrar's Office, two months after graduation. A request to mail your diploma may be obtained and completed.

APPLICATION FOR THE NATIONAL LICENSURE EXAMINATION (NCLEX):

Follow current instructions posted on the [Hawaii Board of Nursing website](#) to include:

1. Obtain a CURRENT application for License by Exam from the Hawai'i Board of Nursing (BON) website: https://cca.hawaii.gov/pvl/files/2020/12/Require-Info-App-for-Nursing-by-exam_12.20-R.pdf .
2. Obtain an official transcript request from the [UH Hilo Registrar's Office](#).
3. Pay for transcript at the UH Hilo Cashier's Office. Check the box for "after degree is conferred".

4. Submit a completed Application for License by Exam along with the nonrefundable application fee & any required official documents to:
 - Hawai'i Board of Nursing
 - DCCA, PVL Licensing
 - PO Box 3469 Honolulu, HI 96801
 For more information, you may visit the Hawaii BON website and 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 (mid-April), to allow sufficient time for evaluation.
 - **All required documents and completed application with fee must be submitted & received prior to determining eligibility for the exam. All applicants are 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.
9. 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 info@ncsbn.org, 111 East Wacker Drive, Suite 2900, Chicago, IL 60601-4277, or call 312-525-3600.
10. Applications for the RN license are considered separate from other license 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.

NCLEX APPLICATION PROCEDURE CHECKLIST

- Obtain License by Exam application from Hawai'i BON website:
https://cca.hawaii.gov/pvl/files/2020/12/Require-Info-App-for-Nursing-by-exam_12.20-R.pdf
- Obtain & turn in transcript request form with payment from UH Hilo Records Office. Be sure to check the box marked "after degree is awarded/conferred" and attach the BON's Verification of Graduation form with transcript payment.
- After eligibility determination & you have received the Authorization to Test & list of testing centers, schedule exam with NSC Pearson Professional Center.
- STUDY, STUDY, & STUDY!
- Make flight, room & car arrangements if necessary.
- Results will generally be mailed to you two weeks after exam was taken.

PROFESSIONAL ORGANIZATIONS

SIGMA NURSING HONOR SOCIETY

The School of Nursing is a member of the Gamma Psi-at-large chapter of Sigma, the nursing honor society. The chapter also includes schools of nursing at UH Manoa, Chaminade, and Hawai'i Pacific University. Students in the top third of their class are invited to join following completion of the third semester of the program. An induction ceremony is held each spring.

BSN STUDENT REPRESENTATIVES

At the beginning of the academic year for juniors, the nursing class elects a class president. They may opt to have two class officers. The elected officers will attend faculty meetings by invitation or request to represent their class. They may bring issues of concern or questions to the faculty. They also participate in coordination of fundraising for the pinning ceremony.

THE HAWAI'I LEAGUE OF NURSING

The Hawai'i 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 AMERICAN NURSES' ASSOCIATION

The Hawai'i American 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 <https://hawaii-ana.nursingnetwork.com/>

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. The NSNA is under the American Nurses' Association. The [Hawai'i Student Nurses' Association](#) (HSNA) is the Local Chapter of the 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. The focus of the orientation is to introduce the student to the nursing program. Pertinent UH Hilo SON Policies are reviewed. Senior students are generally recruited to provide words of wisdom toward the process of succeeding in the nursing program. The senior students also have a session to verify updated program requirements. The orientation sessions generally follows this format:

- **LUNCH WITH THE DIRECTOR**

- **NURSING LUNCHEON**

An informal luncheon is sponsored each fall by the senior class to provide an opportunity for incoming juniors to meet other students and view the campus facilities.

- **ORIENTATION TO CLINICAL AGENCIES**

Successful achievement of clinical objectives is in direct relation to knowledge about the setting in which the learning activities occur. Consequently, all students are required to participate in 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](https://hilo.hawaii.edu/studentaffairs/uds/) at <https://hilo.hawaii.edu/studentaffairs/uds/>

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 BSN Program via <https://hilo.hawaii.edu/studentaffairs/counseling/>. 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 your nursing courses. Please do not hesitate to share your concerns with faculty who will maintain confidentiality and refer you if necessary to support services. 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 in the [Kilohana Center](https://hilo.hawaii.edu/kilohana/). 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 services are available from the Center. <https://hilo.hawaii.edu/kilohana/>

WITHDRAWAL FROM COURSES

Students should be familiar with withdrawal procedures and dates by reading the [University of Hawai'i at Hilo Catalog](https://hilo.hawaii.edu/catalog/). The catalog is available online at <https://hilo.hawaii.edu/catalog/>.

HELPFUL TIPS

UPDATES:

1. Keep your CPR Certification, Malpractice, health insurance, & TB Clearance up-to-date annually.
2. Keep your Immunizations current.
3. Keep your nursing license up-to-date (for RN to BSN students).
4. Register for classes at the assigned time to be assured of a space.

5. Keep the Office of Student Services and SON 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.

STRESS REDUCTION:

1. Ask questions when you are not sure of the answer.
2. Participate in school committees, clubs and activities.
3. Do not panic. Seek assistance from faculty or the [Office of Student Services](#).
4. Take the opportunity in school to gain knowledge and skills. Explore new ideas, and share with your peers, colleagues and faculty.
5. Laugh a lot, enjoy your time in school, and make friends.
6. Talk it out. Don't bottle it up. Confide your worry to some level headed person you trust. The talking out process has enormous therapeutic value - relieves your stress and helps you see your way more clearly.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

CIVILITY:

1. Do not listen to or spread rumors; seek information from a reliable source.
2. 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.

FACULTY AND STAFF

An updated faculty and staff list is available on the [SON website](#).

APPENDICES

Appendix I: 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 principles of social justice into nursing and health policy.

Retrieved 8/1/21 from: <https://www.nursingworld.org/coe-view-only>

Appendix II: Dismissal and Readmission Policy and Procedures

UNIVERSITY OF HAWAII AT HILO

SCHOOL OF NURSING POLICY

Title: Dismissal Procedure

Department Policy Number: 1050

Effective Date: 04/2007

Review Date: 06/10/2008; 4/27/2021

Revised Date: 07-08/2010; 4/27/2021

Approved By (Approving body(ies)/Date/Motion #) Faculty
UHH CAS Dean, Dr. Randy Hirokawa.8.28.2010; Faculty meeting 4/27/2021

Responsible Position/Department: All Faculty

Policy: Dismissal 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 Statutes¹ and/or Title 16, Chapter 89: Hawaii Administrative Rules².
2. An act(s) or behavior(s) that violates the American Nurses Association (ANA) Code [of Ethics] for Nurses³ or the ANA Standards of Clinical Practice⁴.
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(s) that is illegal or unethical.
6. Unauthorized entry into agency computers or misuse of clinical records, or violation of patient record confidentiality. *Note: The State of Hawaii views failure to follow

¹ https://www.capitol.hawaii.gov/hrscurrent/Vol10_Ch0436-0474/HRS0457/

² <https://cca.hawaii.gov/pvl/files/2013/08/HAR-89-C.pdf>

³ <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>

⁴ https://www.nursingworld.org/ana/about-ana/standards/8/9/2021_rd;8/1/21_ph

confidentiality and HIPAA guidelines as a felony and students are subject to both criminal and civil penalties for violating the law.⁵

7. A pattern of behavior often characterized by being unprepared, inadequately prepared, or excessively absent (unexcused) 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 a student is removed from the clinical setting for unacceptable practice, the student will not return to that clinical setting unless cleared by the School of Nursing (SON) Chair/Director. Refer to Student Behavior Algorithm.

The incident will be documented in an unusual occurrence report and brought to the attention of faculty and the SON Director 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 SON Director. See Policy 1007: Student Concern Resolution Protocol.

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

1. The Clinical Instructor identifies the Unsafe/Unacceptable 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 SON Director 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. An unusual occurrence report is filed and submitted to the student to be reviewed and signed. At this point a Learning Contract may or may not be appropriate for student assistance in remediation. There is a meeting with the student, faculty and SON Chair/Director for discussion and an opportunity for student appeal.

⁵ <https://www.hhs.gov/hipaa/for-professionals/index.html>
8/9/2021_rd;8/1/21_ph

4. The issue will be discussed in a closed faculty meeting.
5. The student may be dismissed from the clinical practicum which may 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.
7. Failure to follow the Learning Contract successfully will result in failure for the clinical practicum. In this case, following the Student Behavior Algorithm.
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 this Policy 1050: Dismissal Procedure and become familiar with the ANA Code of Ethics⁶, ANA Standards of Practice⁷, the Hawaii Nurse Practice Act, Chapter 457 Hawaii Revised Statutes⁸ and Title 16, Chapter 89: Hawaii Administrative Rules⁹.

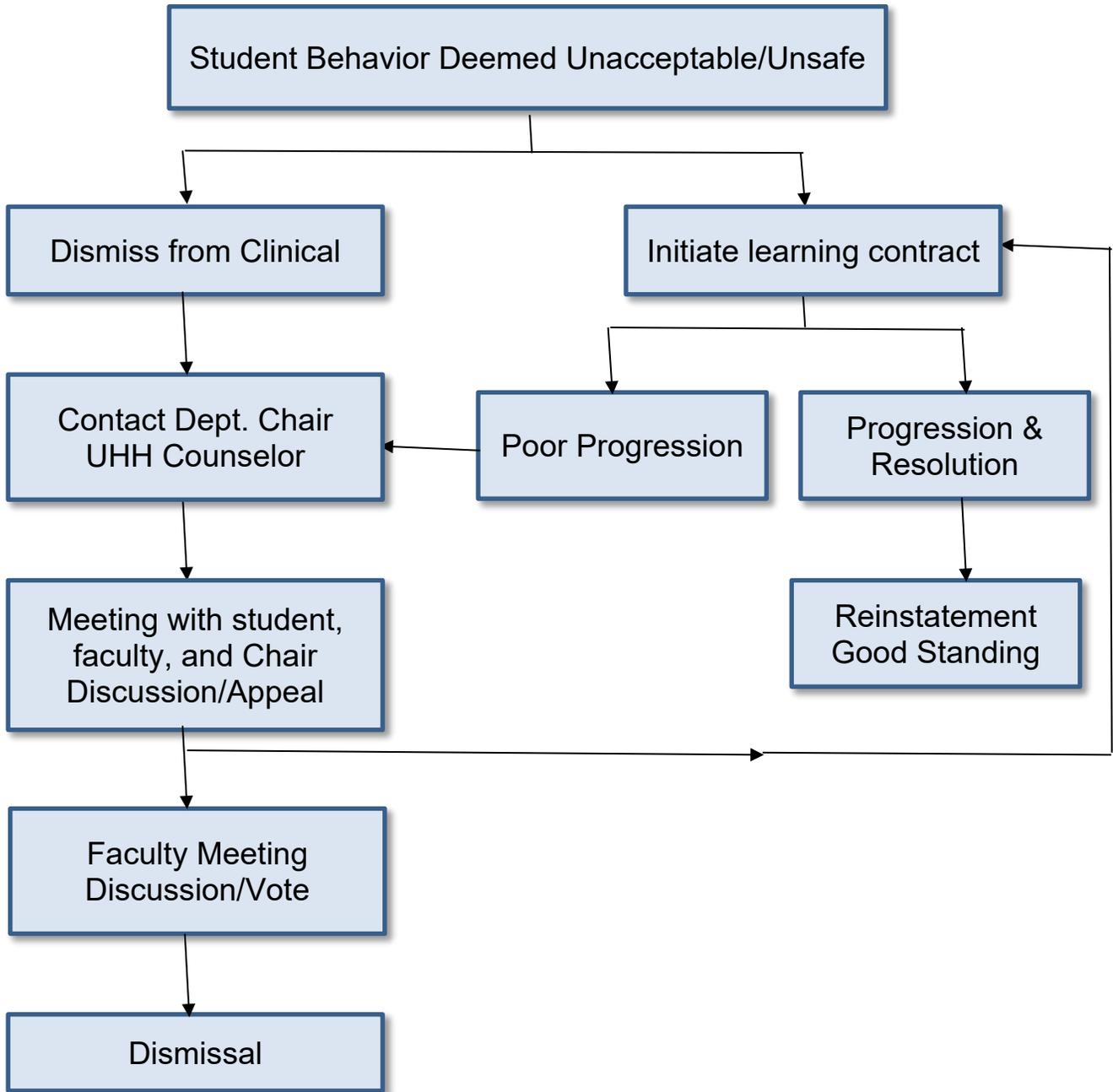
⁶ <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>

⁷ <https://www.nursingworld.org/ana/about-ana/standards/>

⁸ https://www.capitol.hawaii.gov/hrscurrent/Vol10_Ch0436-0474/HRS0457/

⁹ <https://cca.hawaii.gov/pvl/files/2013/08/HAR-89-C.pdf>
8/9/2021_rd;8/1/21_ph

Student Behavior Algorithm



KD4/2007

SCHOOL OF NURSING POLICY

Title: Re-Admission

Department Policy Number: 1023

Effective Date: 08/2019

Review Date: 07-08/2010; 8/27/2019; 5/11/2021

Revised Date: 08/2010; 8/27/2019; 5/11/2021

Approved By (Approving body(ies)/Date/Motion #): Faculty Meeting Minutes 12/07 I JHH
CAS Dean, Dr. Randy Hirokawa.8.28.2010; Faculty Meeting Minutes 8/27/2019; 5/11/2021

Responsible Position/Department: Nursing Faculty

Policy:

1. First semester pre-licensure BSN students who have decelerated by failing, withdrawing or have taken a leave of absence from a nursing course or its clinical co-requisite need to re-apply. *
2. Second semester and beyond pre-licensure BSN students who have decelerated by failing, withdrawing, or have taken a leave of absence from a nursing theory course or its clinical co-requisite may re-enroll.*
3. Students who are dismissed for Unacceptable practice (unsafe, unethical, and illegal) per Policy 1050: Dismissal Procedure cannot be readmitted/re-enrolled into any SON program including BSN, RN to BSN, or DNP.
4. If a pre-licensure BSN student fails the same nursing course twice they cannot re-enroll.
5. If a pre-licensure BSN student fails 2 nursing courses in the same semester they cannot re-apply/re-enroll.

Procedure:

1. For first semester junior level pre-licensure BSN students, the student needs to submit his/her application and compete with the pool of applicants for the admission deadline.
2. For second semester junior level pre-licensure BSN students and above, there is a maximum 2-year time for readmission and 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 admission application deadline.
 - b. The Department Director will announce re-entering students at a closed faculty meeting.
 - c. Students must have current American Heart Association Healthcare Provider BLS, health insurance, updated PPD, and other required health records (i.e., must be "Castlebranch compliant").
3. Re-Entry will be prioritized according to the following:
 - a. Priority one: The student left the program in good standing for medical or personal reasons.
 - b. Priority two: The student left the program due to academic reasons.
 - c. Students eligible to transfer into the basic BSN Program.
 - d. If there are more than two (2) students in a priority category, the students will be ranked according to his/her Nursing courses GPA.

University of Hawai'i at Hilo

School of Nursing

Intent to Re-Enroll Application

Name: _____

Please check the semester you wish to be considered for re-enrollment to the University of Hawaii Hilo School of Nursing. Deadlines are May 15th for Fall admission and December 21st for Spring admission. Return to rmdhaem@hawaii.edu

Fall _____ (year)

Spring _____ (year)

Signature: _____

Date: _____

For Administrative Use Only:

Date Received: _____

Action Taken: Click or tap here to enter text.

Appendix III: Dress Code Policy

UNIVERSITY OF HAWAI'I AT HILO

SCHOOL OF NURSING POLICY

Title: Dress Code: Students

Department Policy Number: 1033

Effective Date: 2/2006

Review Date: 07-08/2010; 11/2020

Revised Date: 08/2010; 11/2020

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

I-JHH CAS Dean, Dr. Randy Hirokawa.8.28.2010; Faculty meeting 11/24/2020

Responsible Position/Department: All Faculty

Title: Dress Code: Students

Purpose: To prevent ambiguity in clinical dress and ensure professionally appearing BSN students.

Policy:

1. White uniforms are to be purchased by the student from the supplier/company, as contracted by the UHH SON.
2. All white or flesh colored undergarments.
3. Clean, white, closed toe, low-heeled, non-skid shoes with white socks.
4. Uniforms must be clean, pressed, and free from stains.
5. BSN Program logo/patch and name pin are required. The patch is to be worn 2 inches below the left shoulder seam.
6. For mental health and outpatient or community settings, the BSN polo shirt and khaki-colored dress pants are to be worn. Students participating in community

health clinicals should also wear the polo shirt.

7. Make-up, if used, is to be worn in moderation.
8. 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 on the tongue, eyebrow(s), nose, etc.). Watches can be worn; however, smart watches are not allowed. No dangling earrings and no long neck chains are to be worn.
9. Hair must be kept neat, pulled back from the face, tied up above the collar, and confined in place.
10. Professional lab coats or scrub jackets with the BSN nursing patch should be worn for all clinical assignments, including when in the community and performing physical care.
11. The student name tag/pin with photo identification (both school and agency) should be worn over the LEFT breast pocket area at all times in the clinical setting, even when students are not assigned to patient care.
12. White long sleeve shirts may be worn under uniforms but may not be below the elbow for infection control purposes.
13. No artificial nails. Natural nail tips should be kept less than ¼ inch long according to the Centers for Disease Control and Prevention.
14. No perfumes or colognes or other strongly scented body products should be worn.
15. No stethoscope covers allowed.
16. All dress code standards including name tags, shoes and designated uniform type apply in both clinical, community and skills lab settings.

References:

[*Centers for Disease Control and Prevention, 2020](#)

[*International Society for Infectious Diseases, 2018](#)

[*Healthcare Infection Control Practices Advisory Committee. Core Infection Prevention and Control Practices for Safe Healthcare Delivery in All Settings—Recommendations of the Healthcare Infection Control Practices Advisory Committee \(HICPAC\) 2017.](#)

[*Expert Guidance: Healthcare Personnel Attire in Non-Operating Room Settings, 2014](#)

Appendix IV: Student and Faculty Concerns and Solutions

UNIVERSITY OF HAWAI'I AT HILO

SCHOOL OF NURSING POLICY

Title: Student and Faculty Concerns and Solutions

Department Policy Number: 1006

Effective Date: 03/2007

Review Date: 07-08/2010; 10/8/2019

Revised Date: 08/2010; 10/8/2019

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

I-JHH CAS Dean, Dr. Randy Hirokawa.8.28.2010; Faculty meeting 10/8/2019

Responsible Position/Department: All Faculty

Professional nurses are 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 are 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, should 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 SON Director 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.

8/9/2021_rd;8/1/21_ph

Appendix V: Student Concern Resolution Protocol

UNIVERSITY OF HAWAI'I AT HILO

SCHOOL OF NURSING POLICY

Title: Student Concern Resolution Protocol

Department Policy Number: 1007

Effective Date: 03/2007

Review Date: 07-08/2010; 10/8/2019

Revised Date: 08/2010; 10/3/2019

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

UHH CAS Dean, Dr. Randy Hirokawa.8.28.2010; Faculty meeting 10/8/2019

Responsible Position/Department: All Faculty

Purpose: 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 Academic Complaint Policy which is located in the UHH Catalog.

Procedure: Failure to complete the following steps as described in II. Procedures for the Resolution of Academic Complaints will result in the student revisiting the process and correctly following the process. (See UHH Catalog: UHH Student Academic Complaint Policy).

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 program coordinator in an attempt to reach resolution. If it is still unresolved, the student should then follow up with the SON Director.
4. If the situation is still unresolved, the student may follow a formal UH Hilo Grievance procedure, as indicated previously.