School of Nursing
University of Hawai‘i at Hilo

BSN STUDENT HANDBOOK
TABLE OF CONTENTS

INTRODUCTION ................................................................................................. 6
  About BSN Logo .......................................................................................... 6

MISSION STATEMENT AND GOALS
  Mission ........................................................................................................... 7
  Caring Mission Statement .......................................................................... 7
  Goals ............................................................................................................ 7
  Nursing Philosophy ...................................................................................... 7
  Nursing Education ....................................................................................... 8
  UHH SON BSN Student Learning Outcomes ............................................. 8
  UHH SON BSN Program Learning Outcomes ........................................... 9
  Accreditation ............................................................................................... 9
  UH Hilo BSN Organizational Framework ................................................. 10

ACADEMIC INFORMATION
  Program Options .......................................................................................... 11
  University Core Requirements for Bachelors of Science Degree .......... 11
  Writing Intensive Course Requirements .................................................. 11
  Student Academic Records ......................................................................... 11
  Transcripts .................................................................................................. 11
  Registration ................................................................................................. 12
  Academic Status Progression Policies ...................................................... 12
  Academic Suspension and Dismissal ......................................................... 12
OTHER POLICIES AND PROCEDURES

Illegal Drugs and Substance Abuse ............................................................ 17
Gifts to Faculty and Staff ........................................................................... 18
Payment for Emergency Care ..................................................................... 18
Transportation ........................................................................................ 18
Computer Requirements .......................................................................... 18
Special Requirements ................................................................................ 18

PREPARATION FOR GRADUATION

Graduation Application ............................................................................. 18
Graduation Check ...................................................................................... 18
Pinning Ceremony ...................................................................................... 18
Commencement Exercise ........................................................................... 18
Diplomas ................................................................................................ 19
Oath – “May This Light” .......................................................................... 19
Application for the National Council Licensure Examination (NCLEX)… 19
NCLEX Application Procedure Checklist .................................................... 20
Information and Instruction for Filing Nurses License by Exam ............. 21

PROFESSIONAL ORGANIZATIONS

Sigma Theta Tau International ................................................................ 21
BSN Student Representatives .................................................................... 21
The Hawai‘i League of Nursing ................................................................. 21
Hawai‘i Nurses Association ....................................................................... 21
The National Student Nurses Association ............................................... 21

2/1/2019_jp
SUPPORT

Classified Status in Nursing Program .................................................. 22
Junior Orientation .............................................................................. 22
Nursing Luncheon ............................................................................. 22
Orientation to Clinical Agencies ........................................................... 22
Assistance to Those With Special Learning Needs ................................ 22
Advising ............................................................................................. 22
Counseling Services ........................................................................... 22
Writer’s Center Services .................................................................... 22
Withdrawal From Courses ................................................................. 23
Helpful Tips ....................................................................................... 23
Faculty & Staff .................................................................................... 24

APPENDICES

Appendix I: Student and Faculty Concerns and Solutions ................. 25
Appendix II: Student Concern Resolution Protocol ............................. 26
Appendix III: Dismissal Process and Algorithm ..................................... 27
Appendix IV: Dismissal and Readmission Policy and Procedure .......... 31
Appendix V: Code of Ethics for Nurses .............................................. 37
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/.

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. 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 the UHH 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 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.
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 lifelong 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 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 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.

UHH 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 in order 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.

### UHH 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 the 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](http://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://Hawai‘i.gov/dcca/areas/pvl/boards/nursing](http://Hawai‘i.gov/dcca/areas/pvl/boards/nursing)
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 practica. Regular advisement with the RN-BSN Coordinator 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 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 five 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-Hilo Office of Admissions & Records. Transcript Request Forms are available at the Admission & Records offices. A nominal fee may be required.
REGISTRATION
Registration information can be found in the University of Hawai‘i-Hilo Registration Guide: https://hilo.hawaii.edu/registrar/RegistrationGuide.php

ACADEMIC STATUS AND PROGRESSION POLICIES
The UHH nursing faculty are responsible to the University of Hawaii (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 V. 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 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 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/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, 362**
- Block IV: Nurs 410, 410L, 457, 457L, 459*, 459L*, 361**
  *Satisfies Hawai‘ian/Asian/Pacific Requirement
  **RN to BSN only courses, *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.

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 applies to the following courses:
  - NURS 347L, NURS 352L, NURS 353L, NURS 356L, NURS 357L, NURS 410L, NURS 410L, NURS 455L, NURS 456L, NURS 457L, NURS 459L.

9/18/19 dh,
10/3/19 jp
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-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) 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 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. The average grade for course examinations must be 70%. The final score for course examinations 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%.

CLINICAL LAB COURSES

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 Laulima 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 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

9/18/19 dh, 10/3/19 jp
dismission 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 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 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 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 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 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 in some cases may require approval of faculty. 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 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 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:
- Lab practice time will be coordinated by individual faculty members the lab calendar.
- Library/resource center and lab may be accessed by signing out key from faculty/Nursing office for library access.
- Students are responsible for ensuring the library/lab is locked after use.

**GRADES**
Grades are maintained at 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 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 BSN 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 full length dress 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

EDUCATIONAL RIGHTS AND RESPONSIBILITIES:

RESPONSIBILITIES OF STUDENTS
In the classroom, in the seminars, in the laboratory, practicum or other institutional settings, 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 Hilo 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 Hilo Student Academic Complaint Policy available in the UHH Catalog. For questions, contact the following offices: Office of Student Services or College of Natural and Health Sciences (CNHS) Dean's Office. Preceptors are an integral resource for learning. The preceptor and faculty work closely to ensure students meet the objectives of the clinical coursework.

ACADEMIC GRIEVANCES
The academic grievance procedure for students may be found online through UHH Academic Affairs.

STUDENT CONDUCT CODE
The Student Conduct Regulations are published in the University of Hawai‘i 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 on entry to the program, and a healthcare provider’s statement and updated 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 the 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. A CPR class will be taught during orientation. For information, contact the SON office at 808-932-7810. A valid CPR certification is due by the first day of instruction.

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 is also required. Serological evidence of immunity to Hepatitis B is required. If these requirements are not completed, students will have a hold placed on their registration until the requirement is met. Students not meeting the health 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 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 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 UHH Alcohol and Drug Policy can be found in the Student Code of Conduct in the UHH Catalog.

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.

9/18/19 dh, 10/3/19 jp
GIFTS TO FACULTY & STAFF
Faculty and staff of the UHH 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 email 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 UHH 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 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 BSN or RN to BSN Program Coordinator, (or designee minimally the semester before graduation) to clarify credits, grades, and courses for graduation.

PINNING CEREMONY
The School of Nursing 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 School of Nursing 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.
Commencement activities and requirements are found in the UHH Catalog under graduation and diploma information.

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):
Follow instructions posted by the Board of Nursing to include:
1. Obtain an application for License by Exam from the Hawai‘i Board of Nursing website: www.hawaii.gov/dcca/areas/pvl
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:
   Hawai‘i 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 subject to requirements in effect at the 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.

---

**NCLEX APPLICATION PROCEDURE CHECKLIST**

☐ Obtain License by Exam application from Hawai‘i BON website: www.state.hi.us/dcca/pvl/areas_nurse.html

☐ Obtain & turn in transcript request form with payment from UH Hilo Records Office. Be sure to check the box marked “after degree is awarded” and attach the BON’s Verification of Graduation form with transcript payment.

☐ After eligibility determination & you have received the Authorization to Test and list of testing centers, schedule exam.

☐ STUDY, STUDY, & STUDY!

☐ Make flight, room & car arrangements if necessary.

☐ Results will be mailed to you two weeks after the exam was taken.

---

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 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 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 INTERNATIONAL
The School of Nursing is a member of the Gamma Psi-at-large chapter of STTI, the nursing honor society. The chapter also includes schools of nursing at UH Manoa, Chaminade, and HPU. 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 school 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 the 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 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 Hawaiʻi Student Nurses' Association (HSNA) is the Local Chapter of NSNA. It is open to all nursing students in Hawaiʻi.

**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 nursing program. The senior students also have a session to verify updated program requirements. The orientation sessions generally follows this format:

- **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 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 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 of 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 Moʻokini Library in the Kilohana Center. Generally, student writing tutors are available on a 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 Hilo Catalog. The catalog is available online at https://hilo.hawaii.edu/catalog/.

HELPFUL TIPS

UPDATES:
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 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 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

Updated faculty and staff list are available on the SON website.
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, program coordinator, 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.
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 program coordinator in an attempt to reach a resolution. If it is still unresolved, the student should then follow up with the SON Director.
4. If the situation remains unresolved, the chain of communication is next with the CNHS Dean.
5. If the situation is still unresolved, the student may follow a formal UH Hilo Grievance procedure.
Appendix III: Dismissal Procedure

University of Hawai`i 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 Hawai`i Nurse Practice Act, Chapter 457 Hawai`i Revised Statutes and/or Title 16, Chapter 89: Hawai`i 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 Hawai`i 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 the 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 SON Director.

**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 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. 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 SON Director, 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 Hawai`i Revised Statutes and/or Title 16, Chapter 89: Hawai`i Administrative Rules. ([http://www.Hawai`i.gov/dcca/areas/pvl/main/har/](http://www.Hawai`i.gov/dcca/areas/pvl/main/har/)) Inclusive of subchapter 11, under 16-89-59 & 60.
1. Student Behavior Deemed Unacceptable/Unsafe

   - Dismiss from Clinical

   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 Contact

   7. Poor Progression

   8. Progression & Resolution

   9. Reinstatement Good Standing

   ->

Appendix IV: Dismissal and Readmission Policy and Procedures
Title: Dismissal Procedure

Department Policy Number: 1050

Effective Date: 04/2007

Review Date: 06/10/2008

Revised Date: 07-08/2010

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

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 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.

01.10 Fac. Input

08.10 Fac. Input
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 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 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 Coordinator's decision, and present their appeal to the faculty for review. The final decision is made by the Coordinator and by the SON Director.

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 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. 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

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 1050

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

01.10 Fac. Input

08.10 Fac. Input
SON Director 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 SON Director and enter into a Learning Contract.
   c. The Director 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.
Appendix V: Code of Ethics for Nurses

* 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, attributes, or the nature of health problems.

* The nurse’s primary commitment is to the patient, whether an individual, family, group or community.

* 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.

* 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.

* 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.

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

* 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.