Department of Nursing
Student Handbook
2018- 2019
Updated July 2018
Welcome to the University of North Dakota, College of Nursing and Professional Disciplines. It is very important that you read this UND Department of Nursing handbook as well as the supplemental handbook that pertains to the Nursing program to which you are admitted (i.e. Undergraduate, Masters of Science, Doctor of Nursing, Nurse Anesthesia or Ph.D). Please read the appropriate handbooks carefully and sign the acknowledgement of review electronically, using the appropriate link listed below. The signed statement is required for all admitted students by the College of Nursing and Professional Disciplines and will become part of your student record.

As a student of the University of North Dakota, it is expected that you will commit yourself to upholding the UND Honor Code as described in the Code of Student Life and the Nursing Code of Conduct policy.

**All students are responsible for adhering to the conduct policies and may be disciplined for violations. Failure to read and comply with College guidelines, requirements, and regulations does not exempt users from responsibility to adhere to College policies and procedures.**

These expectations include:
- Adhering to the professional and academic values of the College of Nursing and Professional Disciplines
- Acting with honesty and integrity
- Striving for academic excellence
- Respecting all those involved in educational experiences
- Accepting responsibility for professional, academic and clinical actions

It is the student’s responsibility to update their email and mailing address records as necessary.

Undergraduate Students use this link: [http://nursing.und.edu/departments/nursing/undergrad-signature.cfm](http://nursing.und.edu/departments/nursing/undergrad-signature.cfm)

Graduate Students use this link: [http://nursing.und.edu/departments/nursing/grad-signature.cfm](http://nursing.und.edu/departments/nursing/grad-signature.cfm)
Welcome Students!

I'm very pleased to welcome you to the University of North Dakota. Congratulations on embarking on your new career in nursing with us. You are entering an exciting time in the delivery of health care in the state of North Dakota and throughout the nation, and your experiences with us will provide the knowledge, skills and abilities to lead the way. During your studies in the College of Nursing & Professional Disciplines you will engage with challenging courses, exceptional faculty, and wonderful mentors. And, you'll meet lifelong friends and colleagues. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared this Department of Nursing Handbook to provide you with information about academic and general student matters that facilitate your learning experiences and interactions in the College and at UND. Other resources that will help you are the University of North Dakota Undergraduate and Graduate Academic Catalog and the UND Code of Student Life. These publications are available online, at the Registrar's Office and the Dean of Students Office.

Our dedicated faculty and staff are here to help you succeed in your undergraduate or graduate nursing education. Please feel free to consult with us if you need further information or clarification on any content in this Handbook.

Wishing you a successful school year!

Dr. Gayle Roux, PhD, NP-C, FAAN  
Professor and Dean  
College of Nursing and Professional Disciplines
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DIRECTORY

Welcome to the University of North Dakota College of Nursing & Professional Disciplines. The Administration, Faculty and Staff in the College of Nursing & Professional Disciplines (CNPD) are here to assist you.

The following is a brief overview of the “layout” of the CNPD Building to help you find your way around.

The CNPD is comprised of 3 floors.

1ST FLOOR:

Computer labs
Clinical Resource and Simulation Center (CRSC)
CRSC Rooms 101, 103, 103B, 103D, 103E, 103H, 105 and 107
Student Lounge with microwave, refrigerator and coffee pot
Telephone: No charge for local calls
Two large classrooms (102 and 108)
Electronic Signage: Directory for Administration, Faculty and Staff (next to the elevator)
Photocopy machine for student use
Bulletin Boards
Restrooms
Automatic External Defibrillator (AED)

2nd FLOOR:

Classrooms 201, 202, 204, 210, 214, 216
Nutrition and Dietetics Foods Lab (209/209A)
Technology Support (Room 211)
Electronic Signage
Office of Student Services (Suite 205)
Restrooms
Automatic External Defibrillator (AED)

3rd FLOOR:

Deans Suite
Administrative, Faculty and Staff Offices
RAIN Suite
Electronic Signage
Conference Rooms
Business Offices
Restrooms
Automatic External Defibrillator (AED)
Walkway to the Northern Plains Center for Behavioral Research (NPCBR)

NORTHERN PLAINS CENTER FOR BEHAVIORAL RESEARCH (NPCBR):

The NPCBR is the first research and academic building supported by the National Institutes of Health for nursing research ever in the nation. It is fully dedicated to interdisciplinary and translational research with partners across the campus and the state and reflects the value the College places on research and learning.
## Phone Numbers

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<th>DEAN'S OFFICE SUITE (Suite 363)</th>
<th>701-777-4555</th>
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<tr>
<td>Dean, Dr. Gayle Roux (Suite 363)</td>
<td>701-777-4555</td>
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<td>701-777-4509</td>
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<td>Director, Doctor of Nursing Program, Dr. Kris Hendrickx (Room 353)</td>
<td>701-777-2403</td>
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<tr>
<td>Director, Family Nurse Practitioner Program, Jana Zwilling (Room 351)</td>
<td>701-777-4545</td>
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<td>Director, Adult- Gerontology Program, Dr. Karen Semmens (Room 355)</td>
<td>701-777-4539</td>
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<td>Director, Nurse Educator Program, Dr. Linda Shanta (Off Campus)</td>
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<td>Director, Psychiatric Mental Health Program, Dr. Stacie Olson (Room 329)</td>
<td>701-777-4549</td>
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<td>Director, Nursing PhD Program, Dr. Tracy Evanson (NPCBR, 380H)</td>
<td>701-777-4559</td>
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<td>Administrative Assistant, Graduate Program, Laurie Nelson (Room 358)</td>
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<td>Administrative Assistant, Undergraduate Program, Cyndee Leppke (Room 356)</td>
<td>701-777-4542</td>
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<td>OFFICE OF STUDENT SERVICES (Suite 205)</td>
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| **Director, Office of Student Services (OSS) & Graduate Nursing Specialist**  
Robyn Bancroft                                                                 | 701-777-4553 |
| **Assistant Director, OSS & Academic Advisor/Admissions & Records Specialist**  
Kirsten Zachman-Schommer                                                           | 701-777-4548 |
| **Receptionist and Records Officer, Beth Toay**                                  | 701-777-4174 |
| **Academic Advisor & Recruitment Specialist, Marlys Escobar**                    | 701-777-4534 |
| **Academic Advisor & Recruitment Specialist, Valerie Bauer**                    | 701-777-4541 |

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<td><strong>Student Mentor, Sonya Anderson (Suite 344)</strong></td>
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OVERVIEW

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES (CNPD) MISSION STATEMENT

The mission of the College of Nursing and Professional Disciplines (CNPD) is to prepare future leaders, to advance human well-being and improve quality of life for diverse populations, with an emphasis on rural communities in North Dakota, the region and beyond, through the provision of high-quality innovative inter-professional education, research and service.

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES VISION STATEMENT

The CNPD will lead the state and nation, and influence the world through the impact of our research, educational programs and practice innovations on health and human services.

ACCREDITATION

The Baccalaureate Degree in Nursing, Masters of Science degree, Doctor of Nursing Practice and/or post graduate APRN certificate at the University of North Dakota is accredited by the Commission on Collegiate Nursing Education (http://www.aacnnursing.org/CCNE).

ADMINISTRATION

The administration of the CNPD is led by Dr. Gayle Roux Ph.D., NP, FAAN, Dean and Professor. The Graduate Nursing Program Chair is Diana Kostrzewski, PhD, RN; and Stephanie Christian, MS, RN, Chair, Undergraduate Nursing Program.

COMMUNICATION

The Department of Nursing will communicate changes in policies and procedures through the UND CNPD website and through student email listservs.

TITLE IX INFORMATION

NON-DISCRIMINATION STATEMENT

As part of its commitment to providing an educational environment free from discrimination, UND complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at UND-sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects third-parties, such as visiting student athletes, from sexual harassment or violence in UND's programs and activities and protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. UND will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX. UND’s Title IX coordinator is Donna Smith, Director of Equal Employment Opportunity/Affirmative Action, 401 Twamley Hall, 264 Centennial Drive Stop 7097, Grand Forks, ND 58202-7097, 701-777-4172, donna.smith@und.edu. Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.
BRIEF INFORMATION ABOUT REPORTING

Any student who has been impacted by sexual violence (sexual assault, domestic violence, dating violence, stalking) or gender-based misconduct is encouraged to report and seek appropriate resources on campus. Please contact the Title IX Coordinator (Donna Smith, donna.smith@und.edu or 701-777-4172) to discuss your options. To view the policy and additional resources, please visit: http://und.edu/finance-operations/_files/docs/6-11-security-awareness-crime-prevention-programs.pdf

HOW TO SEEK HELP WHEN IN DISTRESS

We know that while college is a wonderful time for most students, some students may struggle. You may experience students in distress on campus, in your classroom, in your home and within residence halls. Distressed students may initially seek assistance from faculty, staff members, their parents and other students. In addition to the support we can provide to each other, there are also professional support services available for students on campus through the Dean of Students and University Counseling Center. Both staffs are available to consult with you about receiving help or providing a friend with the help that he or she may need. For more additional information, please go to http://und.edu/und-cares/.

HARASSMENT POLICY

Harassment is unacceptable behavior, which can range from violence and bullying to more subtle behavior. It subjects an individual or a group to unwelcome attention, intimidation, humiliation, ridicule, offence or loss of privacy. It is unwanted by the recipient and continues after an objection is made. Harassment may take the form of oral, written, graphic or physical conduct that is related to an individual's or group's protected class. This includes gender, race, national origin, color, disability or other protected classes. Harassment based on sex, marital status, pregnancy, age, race, ethnicity, disability or sexuality is a form of Unlawful Discrimination.

http://www.und.edu/dept/aao/newharrassment.htm

ACCOMMODATION

Any student in this course who needs an accommodation in order to complete course requirements should be registered with Disability Services for Students at UND. If you have emergency medical information to share with the CNPD Department of Nursing, or if you need special arrangements in case the building must be evacuated, or in need of accommodation in any course because of a disability, please make an appointment with your advisor within the first week of class. Disability Services for Students (701 777-3425 (voice/TTY)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

ACCESS OF INFORMATION

In accord with the University Policy (Code of Student Life), http://und.edu/student-affairs/code-of-student-life/ - Section 8, Student Records) and the Family Educational Rights and Privacy Act of 1974, amended 1998, the CNPD Department of Nursing accepts responsibility for the confidentiality of the educational records of pre-nursing, undergraduate nursing and nursing graduates. To carry out this responsibility, the CNPD Department of Nursing has adhered to the following policies:

The University of North Dakota requires all its employees to comply with all Family Educational Rights and Privacy Act, as amended. It is good for our students; it's good for us; and it's the law. Whether you are faculty, staff, or students, maintaining the confidentiality of our students' records is everyone's responsibility.

Additional information regarding FERPA can be found at: http://und.edu/academics/registrar/ferpa.cfm

Department of Nursing
FERPA release forms may be found at:

Revocation of FERPA release forms may be found at:

DIRECTORY INFORMATION
(SECTION 10-1 OF UND CODE OF STUDENT LIFE FOR FULL DETAILS)

EDUCATIONAL RECORDS
(SEE SECTION 10-2 OF UND CODE OF STUDENT LIFE FOR FULL DETAILS)

Educational records housed in the CNPD Department of Nursing include information directly related to the student’s academic and clinical progress including registration and course information, transcripts, clinical evaluations, notes regarding academic and clinical performance, advisor notes, copies of references, correspondence, application information, scholarship information, immunization, health insurance and certification information. No financial or medical information is included with the exception of information provided to nursing by the student.

The student’s educational record is accessible to University personnel who shall be defined as faculty, departmental chairs, advisors and administrative personnel who have responsibilities related to a specific student.

Information on all students shall be released to licensing boards, prospective employers and scholarship agencies only upon request by the student. The Consent to Release Information form is available from the Office of Student Services.

HIPAA – HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

Upon admission students are granted access to a system where they may access information and a quiz on Health Insurance Portability & Accountability Act (HIPAA) laws and regulations (see below). Students will receive specific instructions prior to their first semester courses on how to access this site.

A Federal law, known as “HIPAA” (the Health Insurance Portability and Accountability Act of 1996) requires health care providers to implement a comprehensive approach to protect the privacy of Personal Health Information (PHI). There are nine parts to HIPAA, but our immediate compliance will focus on three areas:

PRIVACY RULE

The Privacy Rule regulates the use and distribution of identifiable health information and gives individuals the right to determine and restrict access to their health information. Compliance with HIPAA's privacy regulations is required. Substantial penalties, both civil and criminal, may be imposed for non-compliance.

SECURITY RULE

The HIPAA Security Rule mandates that reasonable and appropriate technical, physical and administrative safeguards be implemented with electronic identifiable health information. We must ensure the confidentiality, integrity and availability of all electronic protected health information we create, receive, maintain or transmit.

TRANSACTIONS AND CODES

HIPAA requires Department of Health and Human Services (DHHS) to adopt standards to facilitate Electronic Data Interchange (EDI). HIPAA transaction standards apply to any health care provider that
transmits any health information in electronic form. A summary of the act and additional detail can be found at [HHS.gov Health Information Privacy](http://www.hhs.gov/ocr/privacy).

**HOW DOES HIPAA IMPACT UND AND THE CNPD DEPARTMENT OF NURSING?**

HIPAA has impact on UND and the CNPD Department of Nursing in several ways. Patient/client records, human subject research records and marketing demographics contain personal health information as identified in the HIPAA privacy regulation.

The person responsible for our HIPAA compliance is the Dean of the CNPD and all compliance aspects are coordinated by the HIPAA College Compliance Officer. For additional information or assistance, contact HIPAA Compliance Office at 701-777-4174.

Additional information about HIPAA can be found at: [http://www.hhs.gov/ocr/privacy/](http://www.hhs.gov/ocr/privacy/)

**EXPOSURE CONTROL PLANS/HAZARDOUS COMMUNICATIONS**

(aka Right to Know)

The University of North Dakota, CNPD Department of Nursing, is committed to providing as safe a working environment as possible and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risk encountered, the Exposure Control/Safety Plans include policies and procedures which are designed to develop awareness of potentially hazardous blood borne pathogens, tuberculosis and general safety issues in the work place and to provide a knowledge base for appropriate and safe work practices.

All students will have access to pertinent safety information through clinical experiences, course work and in written form in the Exposure Control Plans. When safety concerns arise, students are encouraged to contact their course or clinical instructor.

The Exposure Control Plans are available in the CNPD Business Office and from Department Chairs as well as in the Clinical Resource and Simulation Center. It is important that students become familiar with the post-occupational exposure procedures in affiliating agencies as well as the CNPD Department of Nursing in the event they experience an exposure to diseases or safety hazards which could be detrimental to their health during their nursing class or clinical experiences.

Students are required to inform their faculty immediately following any exposure or unsafe situations. Students should follow agency protocol for any exposure. Post exposure documentation will be submitted according to agency and University requirements.

**OSHA GUIDELINES**

Occupational Safety and Health Administration (OSHA) training is done annually via online training and a brief exam through the Verified Credentials website. It is the intent of the University of North Dakota and CNPD Department of Nursing faculty, staff and students, to conform to the Exposure Control Plans for UND and those of affiliated agencies and clinical sites, as well as to the requirements of local, state and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to bloodborne pathogens. Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff and students of the CNPD Department of Nursing.
UND INCIDENT REPORTING POLICY

POLICY STATEMENT

All injuries, incidents or hazards occurring on property owned or controlled by UND or involving UND employees, students or visitors while under the direction of the University must be reported to the UND Office of Safety within 24 hours. Incidents do not need to result in illness, injury, or property damage to be reported – near miss incidents must also be reported if remedial action may be required by the University.

Responsible Office: Public Safety

Issued: April 1999
Latest Review / Revision: July 15, 2015

REASON FOR POLICY

The North Dakota Risk Management Division and North Dakota Workforce Safety & Insurance (WSI) agencies require incidents to be reported within 24 hours. It is imperative for the guidelines and procedures for the reporting and investigating of injuries and incidents to be followed. Information gained through this process is critically important in shaping the safety efforts and priorities at UND.

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Students
- Others: Visitors/Guests

Forms to be completed following an incident or injury include the following:

Incident Reporting Form

Incident Investigation Form - Part 1 (Supervisor or Witness)

Incident Investigation Form Part 2

Links to these forms can be found at:  
# DEALING WITH A CLINICAL VARIANCE – POLICY 248

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>248</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Variance Reporting</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>3/28/14</td>
</tr>
</tbody>
</table>

This policy pertains to variances that occur in clinical agencies or learning settings. Examples include (but are not limited to) medication errors, client or student injury, bloodborne exposures, or any deviation from established standards of care. Upon discovery of a variance, the Nursing faculty member will initiate the reporting process (see Procedure 248a). Agency forms may be required in addition to UND documentation.

SEE APPENDIX A: Variance Reporting Procedure 248a

Approved by Student Concerns Committee 2/16/90; R12/2/90; R 2/14/95; R 9/19/95
Critiqued by Legal Counsel, Jeremy Davis, General Counsel UND, 9/7/95
Presented to Faculty Organization 11/3/95
Approved by Nursing Faculty Organization R 4/16/10
Reviewed by Undergraduate Nursing Student Concerns Committee 4/19/01; R 4/09/10
Revised by Nursing Faculty 3/28/14
BLOOD-BORNE PATHOGEN EXPOSURE – POLICY 128

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>128</th>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>Policy for Blood-borne Pathogen Exposure</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>01/17/18</td>
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</tbody>
</table>

POLICY

It is the intent of the University of North Dakota (UND) College of Nursing and Professional Disciplines (CNPD) Department of Nursing that its faculty, staff, and students comply with the UND Blood-borne Pathogen Exposure Control Plan (http://und.edu/finance-operations/_files/docs/6-27-bloodborne-pathogens-ecp.pdf) (“ECP”) and the blood-borne pathogen exposure plans of affiliated agencies and clinical sites, as well as the requirements of local, state, and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to Blood-borne pathogens (BBP). Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff, and students of the Department of Nursing.

Faculty/Staff:
In addition to compliance with UND’s ECP, it is the responsibility of the employee to notify his/her supervisor (or designee) of any special circumstances he/she may have which would affect work assignments.

Students:
In addition to compliance with UND’s ECP, it is the responsibility of the student to notify his/her clinical instructor of any special circumstances he/she may have which would affect clinical assignments.

Faculty/staff/students who may be infected by one or more of the BBPs, will be reasonably accommodated to allow continuation of their education/career. Determinations relating to provisions in this paragraph will be made on an individual basis, in accordance with current medical practice and/or U.S. Public Health Service (CDC) guidelines.

In the event of an exposure, it is the student’s responsibility to inform his/her instructor, preceptor, and/or agency contact person as soon as it is safe to do so. Students will follow the Blood-borne Pathogen Post-Exposure Protocol (procedure 128a) and are required to comply with reporting requirements listed within that document. All students have access to this policy in their respective Nursing Program (Undergraduate and Graduate) Student Handbook.

Approved by Nursing Faculty: 10/24/14; R 01/17/18
**BLOODBORNE PATHOGEN POST-EXPOSURE PROTOCOL**  
(Procedure 128a)

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>128a</th>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>Procedure: Bloodborne Pathogen Post-Exposure Protocol</td>
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<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>1/17/18</td>
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</table>

**Procedure: BLOODBORNE PATHOGEN POST-EXPOSURE PROTOCOL**

In the event that you are exposed to bloodborne pathogen **IMMEDIATE ACTION IS REQUIRED**. Exposure incidents include:
- Percutaneous injury: needlestick, cut, or laceration
- Mucous membrane: blood or body fluid splash
- Nonintact skin: dermatitis, hangnail, abrasion, chafing, etc.
- Parenteral: includes human bite that breaks skin

Intact skin: when the duration of the contact is prolonged (several minutes or more) or involves an extensive area

You must follow the steps below:

1. Clean the site where exposure occurred. Wash needlesticks and cuts for 10 minutes with soap and water or a known disinfectant against HIV. For splashes to the nose, mouth, or intact skin, flush the area for 10-15 minutes with tap water, sterile water, or sterile saline. Irrigate eyes with tap water, saline, or sterile irrigants for 10 minutes.

2. After cleaning, notify your clinical instructor or preceptor. Do not waste excessive time attempting to contact one of these people. Notify a staff person if unable to locate your clinical instructor or preceptor. Also notify the unit supervisor and the agency infection control or occupational health nurse.

3. Assure the source patient’s name and medical record number is recorded.

4. Report to the nearest health care facility immediately for medical evaluation and post exposure management. You will be evaluated for exposure to bloodborne pathogens. Post-exposure prophylaxis may be recommended. **Time is of the essence.** You have a window of time to begin this medication. This time factor is why it is urgent that you report for care promptly after an exposure.

5. The source patient may need to be tested for HIV, Hepatitis B, and Hepatitis C. Post-exposure prophylaxis can be taken for the time period it takes to determine the source person’s HIV status. Permission must be obtained.

6. If you have not yet notified your clinical instructor, continue to attempt to do that or notify an administrator in the College (Department Chair, Vice Dean, or Dean). You will need to complete any agency, CNPD, and UND documentation.

7. The cost of your care will be borne by you or your insurance.

Students are to read this protocol and sign annually stating they have read and understand the protocol. Documentation is sent to the CNPD Risk Management Officer.
LATEX ALLERGY

With the increased use of gloves made from natural rubber latex, allergy to natural rubber latex has become more common and better recognized. During clinical experiences throughout the BSN program exposure to natural rubber latex will be frequent and commonplace. It must be noted that exposure to latex, direct contact as well as indirect contact, such as occurs when an allergic person is in the same room where other staff are putting on and off powdered latex gloves and airborne particles, produce a hazardous exposure. Any student who has a latex allergy will need to take specific precautions to prevent any allergic reaction that could result from the exposure to the natural rubber latex.

If a student has a known allergy to natural rubber latex, it is required that the student obtains a signed physician’s statement of the diagnosis of the allergy and any recommendations concerning that allergy. The physician’s statement must be submitted to the Office of Student Services and will be placed in the student’s file.

Students are responsible to notify their clinical instructors of their latex allergy and determine the methods that will be necessary for them to avoid exposure to latex. Such methods may include notifying staff on the units where the student is assigned of the student’s allergy to latex.

SAFETY AND SECURITY

The University of North Dakota Police Department consists of a Chief of Police, Assistant Chief of Police/Investigator, two Night Supervisors of Police, six full-time Police Officers, two part-time Police Officers, a full-time Administrative Assistant, two full-time Traffic Division Clerks, two full-time Security Officers, and numerous part-time student and non-student assistant security workers and office assistants. The department operates nine motor vehicles, including four marked police patrol units, three parking enforcement vehicles, one conventional van and one step van. The department also uses two police patrol bicycles, for general police patrol functions and several other bicycles for parking enforcement. The department currently protects a campus district of over 15,000 people.

ESCORT SERVICE

Avoid walking or jogging alone and never walk or jog after dark. If you must travel alone at night use the UND Safety Escort Service (777-3491) to escort you to your destination on campus or locations near campus. This service is provided 24 hours a day by UND security or police officers.

Avoid dark or vacant campus areas. Walk along well-lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.

Be aware of the on-campus “Blue Light” security system. These telephone units are highly visible and located throughout campus and can be used to contact police in a crisis situation. Locations of these “Blue Lights” are available at the UND Police Department (777-3491).
Stand tall, walk purposefully and make eye contact with those around you. If you feel uncomfortable in a situation, leave.

If you see any suspicious activity of people on or near the University campus, it is your responsibility to call the UND Police Department (dial 911) immediately and report what you have seen. Do not assume that what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather think about what could happen if you do not act. However, do not approach suspicious individuals; this could put you in immediate physical danger.

FINANCIAL PLANNING AND SERVICES

FINANCIAL AID

Possibly two of the biggest questions you have are how much does it cost to attend UND and how will you pay for it. Financial aid is one of your payment options. Tuition, financial aid and scholarships can all vary. Information on financial aid can be found at http://und.edu/admissions/financial-aid/

TUITION AND STUDENT FEES

Information on student fees for the current academic year can be found at: https://und.edu/one-stop/tuition-fees/index.html

Online courses (excluding Distance: Engineering, Aviation and Space Studies) are assessed resident tuition, regardless of state of residence. Tuition for online courses is not capped at 12 credits.

SUPPLEMENTAL FINANCIAL AID

Supplemental financial aid may be available for special financial needs of nursing students.

SCHOLARSHIPS

Students must be admitted into the CNPD Department of Nursing, to apply for scholarships. The application deadline is March 1 of each year. Students will be informed of the process of applying for scholarship via communication from Financial Aid and the Office of Student Services. Scholarships recipients are determined in the spring and awards are disbursed for the next academic year. Information and requirements to qualify for each scholarship are posted on the nursing website. Information about specific scholarships is found on the nursing website under the student tab.

In order to be eligible to receive scholarship funds, students must apply through the scholarships link found on the Financial Aid website at: http://und.edu/admissions/financial-aid/.

COMPUTER REQUIREMENTS

TECHNICAL REQUIREMENTS

The following basic requirements are recommended for UND courses.

- Active E-mail Account
  - Admitted UND students are required to use their official UND student email.
- Operating System
  - Windows 7, 8, or 10
  - Macintosh (10.6 or Higher)

Note: All software/systems may not be compatible with each operating system.
INTERNET CONNECTION

- Wireless and satellite connections should not be used when taking exams or quizzes on Blackboard.
- Wireless and satellite connections do not work with online live class sessions. If your class meets synchronously (live) using Adobe Connect or Blackboard Collaborate, please make arrangements to connect directly to the modem/router before participating in the live class. Wireless connections will not be supported and any exceptions must be approved by the instructor of the course.
- Minimum of DSL/Cable (512kbps) is recommended. Check your Internet connection.

UND Network Information

ADDITIONAL SOFTWARE

- Office 365 ProPlus is available for free to current UND students, faculty and staff. This includes Microsoft Word, PowerPoint, Excel, etc. We currently recommend the 32-bit version of Microsoft Office; 64 bit may be incompatible with some applications.
- The majority of courses utilize Blackboard Learn to share information with students. A complete list of supported browsers, operating systems and mobile devices can be found on the Blackboard support page.
- Adobe Flash Player
- Adobe Acrobat Reader version 9 or newer
- Apple iTunes
- Apple QuickTime
- PDF Printer: doPDF Convert files into PDF (Adobe Portable Document Format)
- Real Video Player or VLC
- Java Click on Free Java Download. Download the updated version of Java if needed. Once the new Java version is installed, locate and uninstall any previous versions of Java.
- Additional software is accessible to use free of charge through Citrix

Blackboard Supported Web Browsers and Operating Systems

PROGRAM SPECIFIC REQUIREMENTS

Courses with online live class sessions may have additional equipment requirements:

- USB Web Camera.
- USB Stereo Headset/Microphone. Volume control is recommended. WebCam mics are not recommended.

Check with your instructor to see if a webcam is required for the course.

Distance Engineering Degree Program (DEDP)

- Scanner. Scanner is used for scanning homework assignments.

COMPUTER LABS

The student computer labs are located on the first floor of the CNPD Department of Nursing, Rooms 110 and 114. Students have use of computers and laser printers for word processing, statistical analysis, library searches and specialized nursing instruction. Internet and e-mail access are also available. The computer lab hours are posted on the doors and on the UND Computer Lab web page. The labs are supported by staff during most hours of operation. Help is also available via UND Tech Support by telephone. For printing of course related materials, admitted nursing students are allotted $18 for Undergraduate and $28 for Graduate.
The student has the ability to appeal academic issues within the Department of Nursing. The procedure for submitting petitions/appeals is outlined in the petition/appeals procedure 232a. It is the student’s responsibility to initiate and follow through the petition/appeals process with guidance from their academic advisor and/or Office of Student Services Advisor. A special appeals board may be convened by the CNPD Dean or designee.

See APPENDIX C: Academic Petition/Appeals Procedure and Matrix – Procedure 232a
This process applies to academic circumstances such as course or assignment grades. This process does not apply to dismissal from the nursing program.

Professional communication is an integral component within the Department of Nursing. When academic issues arise, students should begin by discussing the issue with whom the student has a concern. If the issue can’t be resolved at that level, it should be handled at the lowest possible level.

STUDENT ACADEMIC ISSUE FLOW DIAGRAM

- Discuss with Faculty Member-Involved
  - If not resolved
    - Meet with Faculty Advisor
      - If not resolved
        - Discuss with Faculty Member, Course Coordinator, Track Director and/or Chair
          - If not resolved
            - DEPARTMENT OF NURSING STUDENT APPEALS BOARD
              - See Policy 237
                - If not resolved
                  - UND STUDENT ACADEMIC STANDARDS COMMITTEE (Registrar’s Office)

- Academic Grievance Definition: Refer to current UND Code of Student Life (see http://und.edu/code-of-student-life/)
- Dismissal from the nursing program or an issue regarding admission is not covered by this policy.

Approved by Nursing Faculty: 10/24/14; 2/26/16; R 01/17/18
Approved by Undergraduate Council R 2/12/16

SEE APPENDIX D: Resolution of Student Academic Issue Procedure 236a
Any action by a student that constitutes misconduct as outlined in the UND Code of Student Life (i.e. “behavior that poses a threat of danger and/or injury to self or others, destruction of property, physical assault, sexual misconduct, possession of, or involvement in the sale of, drugs and/or weapons, false emergency reporting, repeat violations of the Code, non-compliance with sanctions imposed through the Administrative Student Conduct Process, bias-motivated offenses, interfering, and/or disrupting University activities and/or educational processes”) will be referred to the Office of Student Services and the process for conduct violation followed as outlined in the COSL.

Students have the right to appeal an unresolved academic grievance. The term “academic grievance” is defined as: a statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, and quality of instruction) which is thought by the student to be unfair. (UND Code of Student Life Appendix B). Although academic performance may lead to dismissal from the nursing program, the dismissal itself is not considered an academic circumstance for which a grievance can be submitted.

A student may grieve an academic circumstance after completion of the steps outlined in Procedure 236a (Resolution of Student Academic Issues). The student is responsible for initiating the grievance procedure by submitting a completed Student Grievance Statement (Form 237c) within 10 business days from the day the unresolved issue was discussed with the Course Coordinator, Track Director and/or Chair.

Once the grievance procedure is initiated, a Student Special Appeals Board shall be established for the purpose of hearing appeals from students who have an unresolved academic grievance.

The Student Special Appeals Board shall be appointed by the Dean or designee to hear the student appeal, and shall be composed of three full-time faculty members from the College of Nursing and Professional Disciplines. A staff administrative assistant will also be appointed. Members are responsible for reviewing all aspects related to an appeal, including all pertinent nursing policies and materials submitted by all parties named in the Student Grievance Statement.

Student Special Appeals Board appointees who have a conflict of interest with the particular student or appeal, may not participate in that appeal. The Dean or designee may relieve an appointee should it be shown that a conflict of interest exists. In the event this should occur, a new member will be appointed.

The procedure for the Academic Grievance procedure is outlined in Procedure 237a.

*Business day is defined as any day Monday through Friday in which the University is open to conduct business.
GRADING SCALE

GRADING SCALE FOR THE NURSING PROGRAM IS AS FOLLOWS:

A  92-100
B  83-91
C  74-82
D  66-73
F  65 and below

**Undergraduate students: See procedure 403a in the Undergraduate Handbook for additional information related to grading practices in the Undergraduate Nursing Program.

SAFE PRACTICE IN THE CLINICAL SETTING

Safe practice in clinical settings is expected at all times. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical rotation for reasons of unsafe practices at any time during the semester and fail the course.

DEFINITIONS

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers and self in the biological, psychological, sociological and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care and show respect for the human rights of individuals.

INDICATORS

To be used as guidelines for evaluating safe practice are:

- Regulatory: The student practices within the boundaries of the North Dakota State Nurse Practice Act, the guidelines and objectives of the CNPD Department of Nursing, and follows the rules and regulations of the health care agency. (Guidelines and objectives of the CNPD Department of Nursing are found in the Student Handbook and in each course syllabus). Students are bound by the rules and regulations of the health care agencies.
- Examples of unsafe practice include but are not limited to the following:
  - Failure to notify the agency and/or instructor of clinical absence.
  - Failure to adhere to the dress code.
  - Presenting for clinical under the influence of drugs or alcohol.
  - Failure to meet course attendance requirements.
  - Repeated tardiness to clinical assignments.
  - Failure to consult clinical instructor prior to any changes on clinical assignments.
  - Leaving the clinical agency without notifying appropriate personnel.

ETHICAL

The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of North Dakota Nurse Practice Act. All UND students are to be guided in their professional role by the current statement of the American Nurses Association Code of Ethics found at: http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.
EXAMPLES

Examples of unsafe practices include but are not limited to the following:

- Refuses assignment based on client's diagnosis, race, culture or religious preference.
- Inappropriate practice in any assigned activity related to clinical practice.
- Ignoring unethical behavior(s) of other health care persons in clinical setting(s) which affects client welfare.
- Biological, Psychological, Social and Cultural Realms: The student's practice meets the total needs of the human system from a biological, psychological, sociological and cultural standpoint.
- Failure to display stable mental, physical or emotional behavior(s) which may affect others' well-being.
- Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
- Acts of omission or commission in the care of patients, such as but not limited to: abandonment of an assigned patient, physical abuse, placing patient(s) in hazardous positions, conditions, or circumstance, mental or emotional abuse and medication errors.
- Interpersonal relationships with agency staff, co-workers, peers, faculty, resulting in miscommunications, disruption of client care and/or unit functioning.
- Accountability: The student's practice demonstrates continuity in the responsible preparation, documentation and promotion of client care.
- Human Rights: The student's conduct shows respect for the individual, client, health team member, faculty and self, including but not limited to the innate, legal, ethical and cultural realms.
- Failure to maintain confidentiality of interactions.
- Failure to maintain confidentiality of records. Copying the patient's record or any part of the record is strictly prohibited.
- Dishonesty in relationships.
- Utilization of stereotypical assessments which are detrimental to patient care.
- Failure to recognize and promote every patient's rights.

A student whose pattern of behavior endangers a patient, peer, staff member, or clinical instructor's safety will be given a verbal and written warning by the primary clinical instructor. At the discretion of the clinical instructor, the student may be removed immediately from the clinical area. This may result in failure in the course.

SOCIAL NETWORKS

Professional conduct extends to all forms of social networks, including Facebook, MySpace, You-Tube, texting, emailing, photographing, video and audio-recording and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about faculty, staff and other students met during their time at the CNPD Department of Nursing. Multimedia regarding students and others may not be saved or broadcast in any form without written release by the individuals involved and the agencies identified. Permission prior to recording or taping must be obtained. Failure to follow these rules may result in administrative action, including dismissal from the CNPD. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.
STUDENT SOCIAL MEDIA POLICY – POLICY 200

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<tbody>
<tr>
<td>Policy Name:</td>
<td>Student Social Media Policy (SSMP) for CNPD Students</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>College Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>03/26/2018</td>
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</table>

POLICY STATEMENT

This policy describes expected student behaviors when using social media sites.

REASON for POLICY

The College of Nursing and Professional Disciplines (CNPD) faculty recognize the role social media plays in today's society. As professionals in our respective disciplines (Nursing, Social Work, and Nutrition) that are in training, CNPD students are held to a high standard when it comes to the presentation of themselves in the community and on social media sites. As students enter their professional careers, it is important that they carefully consider what they are posting on social media sites, who they are asking to network with them, and how they respond to others on social media sites. Information placed on social media sites must not violate the University’s Code of Student Life, the Health Insurance Portability and Accountability Act (HIPAA), or the Family Educational Rights and Privacy Act (FERPA).

SCOPE of POLICY

All Undergraduate and Graduate Students in the College of Nursing and Professional Disciplines (Departments of Nursing, Nutrition and Dietetics, and Social Work)

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Student</th>
<th>Responsible to monitor their professional behavior on social media sites and report violations of HIPAA or FERPA to the appropriate authority.</th>
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<tbody>
<tr>
<td>Department</td>
<td>Provide a copy of the Social Media Policy to all students</td>
</tr>
<tr>
<td>Administration</td>
<td>1) Violations of the Social Media Policy should be reported utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights &amp; Responsibilities 2) Investigate reports of violations of this policy and determine discipline as appropriate (CNPD Procedure 200a).</td>
</tr>
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</table>

PRINCIPLES

OVERVIEW – This policy establishes professional behavior regarding student use of social media sites.

Students should not have the expectation that social network sites are private. Students should assume that what they post on a social media site is permanent. Archival systems may save information even if someone deletes a post, and search engines can retrieve posts years after the publication date. When
using social networks, the lines between public and private, personal, and professional are indistinct. Mixing social, academic and professional networking may create problems. Because comments can be forwarded or copied, a person authorized to post on a student’s social media page can pass it on to others. Friends may post something to a student’s site regarding their social life, which may prove to be embarrassing to the student’s academic or professional life. Posting media that portrays students or their peers participating in what could be perceived as unprofessional behavior such as inappropriate sexualized behaviors, drinking, drug use and illegal activity is not advised. Students are encouraged to check their privacy settings on social media sites to limit who can and cannot read and post to their sites. Students should also consider conducting an Internet search of their name to discover what is in cyberspace that others can see about them. If students have any social media posts that are questionable, they should remove them from their site immediately.

Employers, faculty, clinical preceptors, field educators, patients, and clients may access information on student’s social media sites that may negatively influence them regarding the student’s professionalism. Many potential employers go to these sites to see what students have posted and often determine if they are interested in having that student as an employee. Students have been reprimanded by clinical rotation site supervisors for social networking practices such as becoming electronic “friends” with site co-workers, interns, volunteers, patients, or clients. To promote respectful discussion, students should be courteous and respectful. With due regard for lawfully protected speech and forms of expression, students should strive to avoid comments that are profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

Students are required to use their official UND email address for all professional correspondence and academic issues related to their role as a professional UND student. Student must recognize that they are a representative of their professional program and are expected to act professionally in all correspondence. Students are reminded that North Dakota has an open records law, which means that all UND e-mail is potentially subject to open records. As such, students may want to consider setting up a private email account with a different provider than the UND for personal correspondence.

**ACADEMIC INTEGRITY AND PROFESSIONALISM:**
Discussing or posting information regarding content of examinations, tests, quizzes, or assignments could be considered a violation of a department’s policy on Academic Integrity. It is the student’s responsibility to read their student handbook regarding academic integrity and professionalism as defined by their department. The use of social media or personal devices to threaten, intimidate, ridicule, humiliate, insult, or harass someone may constitute cyber-bullying. Students experiencing this type of behavior as well as those who witness it are required to report utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities.

CNPD students have a responsibility to help maintain public trust and confidence in their professions. Students should refrain from posts that use institutional intellectual property, copyrights, trademarks or logos without explicit written permission. Such care should also extend to the unauthorized dissemination of copyrighted material, such as lecture notes and recordings. Students should not represent themselves as official representatives of the University or clinical facility in public forums. Consent obtained for educational purposes does not extend to consent for public dissemination. Even when appropriate consent is obtained for public posting and the media-containing posts are sufficiently
anonymized, public perception remains an important consideration. An individual viewing a sensitive picture posted online by a CNPD student might not assume consent has been obtained and may therefore come to think less of the student, their profession and the institution. The separation between personal and professional online profiles should be made explicit. Faculty and Administrators reserve the right to monitor student’s publicly viewable social media sites.

**CLINICAL EXPERIENCES AND FIELD PLACEMENTS:**
Students participating in practice experiences (clinical experiences, field placements, or supervised practice) must consult with the hospital/clinic or agency policies or an appropriate leader within the organization for guidance regarding work related social media postings. Clinical and field experiences are also frequently governed by a legally binding agreement between the host facility and the University. Unless authorized, students are not allowed to post or speak on behalf of the clinic, hospital, or agency. Students must be aware of and comply with clinical affiliation policies regarding use of computers, cameras, and other electronic devices and the use of personal devices at the clinical site. Students are advised not to ask their faculty, preceptors, instructors, or field supervisors to “friend” and/or “follow” them via social media during their time in the educational program. This puts the student, their faculty, and their supervisors in an awkward situation by sharing personal information. If students and supervisors mutually decide to do this after the student graduates, that is their personal choice. Students are strongly advised to refrain from posting remarks about faculty or clinical site employees and from making comments that are or may be perceived to be profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

**HIPAA & FERPA**
Students violating HIPAA, FERPA, or other university/hospital/clinic/agency policies may be subject to disciplinary action including dismissal from their professional program, criminal and/or civil charges and fines. Students must not present themselves as licensed practitioners, and are advised to refrain from offering medical advice in any non-educational setting, including on social media.

CNPD students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Releasing confidential health information is unethical, unlawful, and could result in irreparable harm and suffering to the patient as well as fines or imprisonment for the healthcare practitioner. CNPD students must not identify patients by name or post or publish information that may lead to the identification of a patient. Students must not refer to patients in a disparaging manner, even if the patient is not identified.

CNPD students are strictly prohibited from transmitting by way of any electronic media any patient related information or images that may be reasonably anticipated to violate a patient’s rights to confidentiality or privacy. This includes references to family, employment, relatives, conditions, locations of treatment or any circumstances surrounding the patient’s situation. Posting information about, or images of, a research subject is strictly prohibited.

CNPD students must follow CNPD clinical affiliation and UND policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices. CNPD students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so unless appropriate permissions are
obtained. Online social contact with patients is discouraged, and students must use caution when having online social contact with former patients. The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient. It is unprofessional and inadvisable to form or accept a social media connection with patients or individuals with whom there is an active therapeutic, supervisory or evaluative relationship.

PROCEDURES

**DISCIPLINARY ACTION:**
Violation of the social media policy may result in disciplinary action by the student’s department, the CNPD, UND, the field agency, and/or the clinical facility. Suspected violations should be reported within 5 business days as outlined in the Student Social Media Policy Suspected Violation Procedure (200a).

**WEB SITE REFERENCES**

UND School of Medicine and Health Sciences Policy Office. [http://www.med.und.edu/administration/deans-office/index.cfm](http://www.med.und.edu/administration/deans-office/index.cfm)

Professionalism Considerations for Online Social Networking Usage. Creighton University School of Pharmacy and Health Professions. [https://spahp.creighton.edu/sites/spahp.creighton.edu/files/Social%20Networking.pdf](https://spahp.creighton.edu/sites/spahp.creighton.edu/files/Social%20Networking.pdf)


Social Media Policy. Department of Physical Therapy. University of Tennessee at Chattanooga.

Note: This policy was adapted with permission from the UND School of Medicine and Health Sciences *Social Media Policy for all SMHS Students*.

Approved by College Faculty **03/26/2018**
STUDENT SOCIAL MEDIA POLICY SUSPECTED VIOLATION PROCEDURE – POLICY 200A

Policy Number: 200a
Policy Name: Student Social Media Policy Suspected Violation Procedure
Reviewed by: CNPD Faculty
Last Review Date: 03/26/2018

Procedure:
In situations where a faculty member, field/clinical agency staff, preceptor or another student witness and/or are advised of a suspected violation of the Student Social Media Policy (SSMP), action will be taken promptly to address the issue with the student.

Reporting and Documentation Process for a Suspected Violation of the Student Social Media Policy
1. Reports of suspected and/or witnessed misconduct should be made to the appropriate Department Chair within 5 business days of the suspected occurrence. Failure to report will result in disciplinary action.
2. Within 5 business day of report of the suspected violation the SSMP form (200b) is completed by the Department Chair and the Associate Dean or Dean is notified
3. Department Chair will set up meetings with students involved in suspected and/or witnessed occurrence.
4. Documentation of the meeting details will be recorded on the SSMP form (200b) and a copy will be placed in the student file. All documentation related to a suspected or witnessed violation will be removed from the student file upon graduation from the college.
5. Depending on the seriousness of the violation, field/clinical experiences may be suspended during the process of investigation.

Disciplinary Sanctions for a Suspected Violation of the Code of Conduct
Upon completion of investigation,
1. Department Chair will determine if sanctions will occur within the program of study or will be referred to the Associate Dean or Dean.
2. Sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
3. Sanctions will be communicated in writing to the student/students by the Department Chair.
4. Incidents of misconduct that are deemed to have broader impact as determined by Department Chair will be referred to the Associate Dean or Dean for disciplinary sanction.
5. Sanctions by the Associate Dean or Dean will be communicated in writing to the student/students involved in the occurrence.

Student Appeals Process
Students have right to appeal sanctions as outlined in appropriate department and university policies.

Approved by CNPD Faculty 03/26/2018
### SUSPECTED VIOLATION OF STUDENT SOCIAL MEDIA POLICY FORM – POLICY 200B

<table>
<thead>
<tr>
<th>Policy Number (form):</th>
<th>200b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Suspected Violation of Student Social Media Policy Form</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>CNPD Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>03/26/2018</td>
</tr>
</tbody>
</table>

**Student Name:**

**Department:**

<table>
<thead>
<tr>
<th>Action Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-Situation</td>
<td>Briefly describe the suspected behavior or action of concern.</td>
</tr>
<tr>
<td>B-Background</td>
<td>Document the facts suspected behavior or action, including date, time, location/medium, situation, names of persons involved as applicable</td>
</tr>
<tr>
<td>A-Assessment</td>
<td>Identify the seriousness of the behavior or action as it relates to CNPD policies</td>
</tr>
<tr>
<td>R-Recommendations</td>
<td>Set a time and date for a follow up meeting to discuss an action plan for addressing the suspected behavior or action</td>
</tr>
</tbody>
</table>

**Follow-Up Meeting:** ________________

Faculty Signature: __________________________ Date: ________________

Student Signature: __________________________ Date: ________________

<table>
<thead>
<tr>
<th>Action Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up Meeting</td>
<td>Plan to address suspected behavior or action is shared with student, including resources needed to reach the desired outcome.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Describe resolution</td>
</tr>
</tbody>
</table>

Faculty Signature: __________________________ Date: ________________

Student Signature: __________________________ Date: ________________

*Copy of this form is to be placed in student file and will be removed on student graduation.*

Approved by CNPD Faculty **03/26/2018**
Introduction:

The College of Nursing and Professional Disciplines (CNPD) Department of Nursing seeks to promote and ensure academic honesty and integrity among students. The goal of this policy is to promote an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/ and the UND Code of Student Life.

Conduct Standards:

In order to facilitate a strong learning environment for all students and promote professionalism, high standards of academic and professional performance are required of all students. Students are expected to represent the University of North Dakota, College of Nursing and Professional Disciplines, and the nursing profession in a positive manner in the classroom, clinical settings and community. Students participating in clinical experiences are required to abide by the policies of the partnering institutions. The following professional attributes are expected of all students: respect, honesty, integrity, accountability, responsibility, confidentiality and professional conduct.

I. Learning Environment Behavior Expectations: In all nursing courses at the University of North Dakota, students are representatives of the College of Nursing and Professional Disciplines. Students and faculty have the right to be respected and treated with dignity. The “classroom” includes all learning environments, such as classrooms, clinical and community settings, and online environments.

a. To create a positive learning environment, the following must occur:
   i. Active engagement in learning
   ii. Completion of preparation for class
   iii. Sharing perceptions during group discussions
   iv. Respectfully listening to and honoring the contributions of others
   v. Using appropriate professional verbal and non-verbal communication skills to include honesty, integrity, and respect in their interactions with peers, colleagues, agency personnel, faculty and clients
   vi. Maintaining confidentiality during simulation is expected.

b. Expectations for professional behavior in the classroom include the following:
   i. Arrive for class on time. Class attendance and promptness are required. Practicing professional behaviors includes the expectation that you inform the course faculty that you cannot attend class, prior to the start of class, just as you would notify your supervisor if you were going to miss work. Stay for the entire class period, unless prior approval to leave early has been approved by course faculty.
   ii. Arrive for class prepared. Students are expected to participate in their own and others’ learning by completing the assigned readings prior to class and by contributing ideas, experiences, questions, and opinions during class.
   iii. Remain alert and attentive throughout class. Please do not bring anything to the classroom that is not related to the class, including textbooks, assignments,
newspapers, magazines, etc. Side conversations or other disruptive behavior is unprofessional.

iv. Laptop/tablet use is only allowed during class when approved by the course faculty as long as it pertains to class material and is not disruptive.

v. Cell phone usage during class is not allowed unless prior approval from the course faculty has been obtained. This includes NO phone calls, text messaging, emails, internet use, gaming, or other activities that do not pertain to the course.

vi. Professional dress is required during clinical, simulation, lab experiences, professional meetings and/or student presentations in accordance with individual agency policies. Professional dress expectations will be addressed in individual course syllabi.

vii. Bringing family members, guests and pets to the classroom and any college related professional activity is not allowed unless prior approval from the course faculty has been obtained.

viii. Adhering to all course policies as stated in individual course syllabi.

II. Academic Misconduct: Academic misconduct encompasses all kinds of academic dishonesty, deliberate or unintentional. Any suspected instance of misconduct will be investigated. The following list of examples is not exhaustive and occurrences of other types of suspected misconduct will be investigated.

A. Cheating and unauthorized material on examinations and other assignments
   i. All examinations and other assignments are to be completed by the student alone, without inappropriate assistance of any kind unless authorized by course faculty.
   ii. Assisting another student to cheat is an Academic Integrity Code violation. This includes providing another student with a paper or assignment, or any other form of assistance, where you know, or reasonably should know that the other student will use it to cheat.
   iii. Exams:
        a. No assistance is to be given to or received from other persons;
        b. No books, notes or other materials are to be consulted;
        c. Electronic devices, to include: laptops, tablets, cellphones, calculators, or other electronic devices are not permitted;
        d. If a calculator or other electronic device is permitted, it is to only be used for the intended purpose, as described by the course faculty.

B. Academic misconduct in online assignments
   i. Online assignments are subject to the same standards of integrity that apply to traditional classroom assignments.

C. Submitting the same assignment for different classes
   i. Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless the second course faculty expressly allows it, submitting an assignment already submitted for another class is a form of cheating. This is also known as self-plagiarism.

D. Intentional dishonesty
   i. Deceiving a course faculty in order to obtain an excused absence, an extension on a due date, a makeup examination, an incomplete, etc. is considered academic dishonesty.
   ii. It is an Academic Integrity Code violation to steal, destroy, or alter another students’ work, gain unauthorized access to faculty offices, email accounts, or course management services.

E. Improper collaboration and collusion
   i. Collaboration means working together. Collusion means unauthorized collaboration.
   ii. Permission from the course faculty to "work together" on an assignment, project, or paper is not permission to violate the rules of integrity. Unless the course faculty specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words,
calculations, etc. When a student’s work is identical or very similar to another student’s work when individual variations would be expected, it is reasonable for the course faculty to conclude that collusion has occurred.

**F. Plagiarism**

i. Plagiarism is the most common form of academic misconduct. Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. All types of work submitted by students are covered by this definition including written assignments, diagrams and pictures.

   ii. The following rules apply:

      a. Submission of the same or substantially similar work of another person without proper acknowledgement of the source.

      b. Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources without proper acknowledgement of the source.

      c. The close paraphrasing of another’s work by simply changing a few words or altering the order of presentation without proper acknowledgement of the source.

      d. Use of another student’s work while representing it as your own.

      e. Unauthorized submission of a paper as original work in one course when credit has been received in another course.

      f. Attempts to receive credit for group work when a group member has not participated or contributed to the group project.

**III. Professional Misconduct:** Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professional-oriented component of their program of study. Examples of professional misconduct include:

   A. Violation of professional code of ethics.

   B. Falsifying information of any kind or misrepresenting information to the college or university.

   C. Theft, damaging, defacing or unauthorized use of university, college or clinical agency property.

   D. Confidentiality: As part of your education, you may need to share specific patient data with the health care facility staff, course faculty, or other students. The sharing of patient data in verbal, written, and electronic formats is only appropriate when you do so as a part of your clinical training.

      a. Unauthorized accessing or sharing confidential information regarding faculty, staff, or students.

      b. Unauthorized accessing or sharing confidential information regarding patients in clinical settings. Refer to HIPAA training.

   E. Civility: Uncivil behaviors are disrespectful and devalue the person targeted. Behaviors and language that cause emotional harm and violates the dignity of an individual or group constitutes incivility. This includes, but is not limited to, peers, faculty, staff, clients and agency personnel. Examples are as follows:

      i. Demeaning language

      ii. Yelling

      iii. Gossiping

      iv. Intimidation

      v. Threatening

      vi. Bribing someone

      vii. Instigating

      viii. Inflammatory written communication

      ix. Rudeness

      x. Ostracizing

      xi. Violence or any other disrespectful behavior

F. Technology:
a. Inappropriate use of electronic devices in the classroom and clinical setting. Audio/video recording or taking photos in a classroom, lab, simulation or clinical setting is prohibited without prior approval from course faculty.

b. Students may be audio/video recorded, or photographed in a classroom, lab, simulation or clinical settings for assessment and/or evaluation purposes only as part of the classroom learning.

c. Social Media Guidelines:
   iii. Inappropriate use of social media that violates standards of academic and professional conduct of the college and university. Social media is characterized as a platform of electronic communication (web sites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (videos, pictures), etc. Social media outlets include, for instance:
      1. Social Networking Sites (Facebook, LinkedIn, Pinterest, Foursquare, Instagram, Flickr)
      2. Content Communities (YouTube)
      3. Micro-blogging sites (Twitter)
      4. Blogs (company and personal blogs, Wordpress, Blogger), Forums and Discussion Boards (Google Groups, Yahoo! Groups)
   iv. Social Media myths and misunderstandings according to the National Council of State Boards of Nursing (NCSBN, 2011) include:
       a. A mistaken belief that the communication or post is private and accessible only to the intended recipient. The nurse may fail to recognize that content once posted or sent can be disseminated to others.
       b. A mistaken belief that content deleted from a site is no longer accessible. The moment something is posted, it lives on a server that can always be discoverable in a court of law.
       c. A mistaken belief that it is harmless if private information about patients is disclosed if the communication is accessed only by the intended recipient. This is still a breach of confidentiality.
       d. A mistaken belief that it is acceptable to discuss or refer to patients if they are not identified by name, but referred to by a nickname, room number, diagnosis or condition. This too is a breach of confidentiality and demonstrates disrespect for patient privacy.
       e. Confusion between a patient’s right to disclose personal information about himself or herself (or a health care organization’s right to disclose otherwise protected information with a patient’s consent) and the need for health care providers to refrain from disclosing patient information without a care-related need for the disclosure.

Approved by Undergraduate Nursing Council R 04/08/16
Approved by Nursing Faculty: R 04/29/16; R 01/17/18
BACKGROUND CHECKS AND STUDENT IMMUNIZATION TRACKER

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the CNPD Department of Nursing. Students may need to complete additional background checks if required by an agency prior to participation in a clinical experience.

The CNPD Department of Nursing currently uses Verified Credentials as the vendor for all background checks. In addition to providing background check services, Verified Credentials provides a "Student Immunization Tracker". This will allow you to submit your health verification documents electronically to be organized and maintained by the company. You will have electronic access to your documents and the ability to provide access to the CNPD Department of Nursing, practicum clinical agencies and to employers. Additionally, Verified Credentials will send you weekly e-mail reminders of missing health records as needed by the CNPD Department of Nursing. This will assist you in the process of having all of your required verifications on file by the deadline before classes begin each semester.

CRIMINAL BACKGROUND CONSIDERATIONS

Clinical placement and experiences are a prerequisite for graduation from the nursing program. The Department of Nursing makes no guarantee that a student who has a findings of concern in their background check report, and is nonetheless permitted to enroll in the program will be able to be placed at a clinical facility. Graduation from the nursing program does not guarantee that the student can be registered, permitted or licensed under state law.

Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program.

Criminal activity may result in disciplinary action, including dismissal and will be addressed through the CNPD and UND’s academic and/or disciplinary policies.
BACKGROUND CHECKS – POLICY 207

Policy Number: 207
Policy Name: Background Checks for Applicants and Students in the Department of Nursing
Reviewed by: Nursing Faculty
Last Review Date: 9/30/16

Policy: Background Checks for Applicants and Students in the Department of Nursing

A. Applicability

This policy applies to all UND nursing students.

B. Policy

Applicants must submit to and satisfactorily complete the approved Department of Nursing background check as a condition of admission. An offer of admission is contingent upon the successful completion of the background check(s) with results deemed favorable. Admission may be denied or rescinded based on the outcome of the background check. Background checks must be completed annually prior to starting classes and may not expire during the semester.

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the Department of Nursing. Clinical agencies may have requirements which include verifications other than those required by Nursing. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to students. Students who refuse to submit to the background check or do not pass the background check as defined by the Department of Nursing will be dismissed from the program. It is expected that all students will self-disclose any occurrences which could result in a discrepancy (criminal charge or conviction) on a background check to the Director of the Office of Student Services at the time of the occurrence. Occurrences resulting in a discrepancy (criminal charge or conviction may be considered grounds for dismissal.

As noted above, it is a requirement of the Minnesota Department of Human Services (DHS) that any student placed in Minnesota for a clinical/practicum experience and who has direct contact with vulnerable persons (children, elderly, those with mental health issues, disabled, homeless etc.) complete an additional background check. DHS considers any hospitalized patient a vulnerable person and in essence, any client under the care of a health care provider to be vulnerable. Students certainly may potentially provide direct care to any or all of these populations in any clinical/practicum. Since it is clearly a requirement of educational programs to meet this requirement, we need to have all students placed in MN agencies complete an additional background check on an annual basis. The cost is paid by the student.

C. Rationale

I. Health care providers are entrusted with the health, safety and welfare of clients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant’s suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.

II. Clinical facilities are increasingly required by accreditation agencies, such as Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, educational institutions have agreed to require these background checks for students and faculty.
III. Clinical experiences are an essential element in certain professional programs. Students who cannot participate in clinical experiences due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone’s interest to resolve these issues prior to a commitment of resources by the Department of Nursing/UND, the student or applicant.

IV. The Department of Nursing is obligated to meet the contractual requirements contained in affiliation agreements with the various community facilities.

V. The North Dakota State Board of Higher Education requires student criminal history background checks and requires each institution to adopt policy and procedures for implementation for admission decisions.

D. Background Check Report

I. Obtaining a Background Check Report. The Department of Nursing will designate an approved vendor to conduct the background checks and issue reports directly to Nursing. Results from a vendor other than that designated will not be accepted. Students must complete the background check through the approved vendor in order to assure consistency of collected data. The student is responsible for payment of any fees incurred in obtaining the required background check. If a clinical agency requires an additional background check, students are responsible for any cost involved.

II. Scope. Background checks will include such things as the following: Social Security Report (address locator)

- County Criminal Record History (unlimited jurisdictions)
- National Sex Offender Public Registry Search
- National Criminal Database Search, includes but not limited to:
  - Multiple AOC/DOC/DPS criminal data sources
  - Federal Bureau of Investigation Terrorist List
  - Federal/State/Local Wanted Fugitive Lists
  - Sexual/Violent Offender Registries
- FACIS® Level 1 includes, but not limited to:
  - (OIG) Office of Inspector General List of Excluded Individuals
  - (GSA) General Services Admin. Excluded Parties Listing
  - (OFAC) Office of Foreign Assets Control SDN Search
  - (ORA/FDA) Office of Regulatory Affairs/Food & Drug Administration Debarment List
  - (ORI) Office of Research Integrity Administration Action List

III. Rights. Students and applicants have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student; the Department of Nursing will inform them of their rights and how to contact the designated company to challenge the accuracy of the report. The process and timeline are delineated in Procedure 207a.

Approved by Undergraduate Council R 11/08/12
Approved by Nursing Faculty R 11/16/12; 10/24/14; R 09/30/16

SEE APPENDIX G: Background Checks for Applicants and Students-Procedure 207a and Background Check Product Service Information
In order to maintain the highest level of safety for our patients, students, faculty and staff in the College of Nursing and Professional Disciplines (CNPD), all students in the CNPD Department of Nursing are required to have current Immunizations and other verifications as a condition of enrollment.

All students admitted to the Nursing program are required to provide documentation of current immunizations verifications and health insurance to the CNPD approved vendor prior to beginning the Nursing program. Annual or periodic updates or re-certifications are required of all admitted students prior to the start of fall semester or on admission. All verifications must be valid through May 15th of each year and cannot expire during the academic year.

Requirements for health professionals are different than those recommended for the general public. Therefore, CDC guidelines for health care workers are followed, along with contracts negotiated with various agencies for clinical placement of students. Documentation of valid immunizations/tests must be on a health care agency form and signed by a licensed health care professional. Clinical agencies may have requirements which include verifications other than those required by the College of Nursing & Professional Disciplines. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to students. The CNPD requirements for the Department of Nursing include but are not limited to the following:

**Upon notification of admission:**

- **Tuberculin testing:** Students must complete a, b, or c as follows:
  
  a. A negative two step TB test (TST). The two-step tuberculin test involves placement of a purified protein derivative (PPD) to test for tuberculosis. The first reading must be read by a health care professional within 48 – 72 hours after placement, and the area of induration must be recorded. The second PPD test step should be administered one to two weeks after the first test.
  
  b. Submission of two previous negative TB skin tests, within 13 months of each other.
  
  d. One Interferon-Gamma Release Assay (IGRA) test, which includes QuantiFeron TB Gold (QFT-G), QuanteFeron Gold in tube test (GFT-GIT) or T-Spot for TB (T-Spot) along with any required follow-up, done prior to clinical within the past 12 months is accepted

  **Students who are positive reactors must have a report of one negative chest x-ray on file and a statement signed by self and a health care provider, assuring absence of symptoms.** Once this documentation is submitted, yearly TST or IGRA is not required. Bacille Calmette-Guerin (BDG) vaccinated individuals who test positive by TST and negative by IGRA are not required to have a follow-up X-ray.

  *SEE APPENDIX H: Statement of Absence of Symptoms Form*

  Additional information about the Tuberculin Skin Testing process can be found at: [http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm](http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm)

- **Measles, Mumps & Rubella (MMR):** Documentation of 2 doses of the vaccine or an-antibody blood titre documenting immunity is required. Students known to be pregnant will not be required to receive the rubella vaccine.
• **Varicella (Chickenpox) Immunization:** A history of varicella cannot be self-reported. Students must document 2 doses of the varicella vaccine, laboratory confirmation of immunity, or laboratory confirmation of disease, diagnosis or verification of a history of varicella disease by a licensed health care professional. If acceptable documentation of immunity cannot be provided and a titer does not confirm immunity, 2 doses of varicella vaccine will need to be administered again.

• **Hepatitis B Immunization:** 3 doses (at least the first dose given prior to beginning nursing classes) or an anti-HBS titre documenting immunity is required. Students may sign a waiver of declination to be vaccinated or tested. Students who refuse to have the Hepatitis B vaccine series may not be allowed to participate in clinical experiences in agencies where it is required. **It is important to note that the Hepatitis B series takes 4 to 6 weeks to complete; therefore if you have not had this series, you should begin this process as soon as possible to comply with this requirement.**

• **Health Insurance:** Students are required to have health insurance coverage and are responsible for any medical expenses incurred while enrolled in the College of Nursing & Professional Disciplines. Students will sign an Acknowledgement of Health Insurance/Acceptance of Liability for Health Treatment form upon admission.

*SEE APPENDIX I: Acknowledgement of Health Insurance/Acceptance of Liability for Health Treatment Form*

• **HIPAA and OSHA training:** Students are required to complete HIPAA and OSHA training on admission. OSHA training must be completed annually.

• **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must provide proof of current CPR certification by the American Heart Association or American Red Cross in Basic Life Support for the healthcare provider. The only online course CPR course accepted is the HeartSaver class through the American Heart Association. Certification training must include infant, child, and adult CPR as well as both 1- and 2-person CPR.

• Cultural Competency Modules: Students in Graduate Nursing programs only must complete on admission

• **RN Licensure (RN to BSN and Graduate Programs only):** Proof of unencumbered licensure as a Registered Nurse in the state in which the student is licensed. Licensure must be updated as required by the State Board of Nursing schedule in the state in which the student is licensed). Written proof of licensure for any state can be obtained online at: [https://www.nursys.com/](https://www.nursys.com/)

**Updated annually (may not expire during the semester with the exception of influenza vaccination):**

• **Tuberculin Testing:** Evidence is required for one TB skin test annually (assuming the two-step TB skin test/IGRA was done initially), and evidence of required follow-up for a positive TB skin test**.
  (**exceptions to the annual TB skin test would be a documented history of a previously positive TB skin test. In that case, the individual must be assessed annually by their health care provider to rule out signs or symptoms of active TB disease and provide documentation.**

• **Seasonal Influenza Vaccine:** Must be completed annually in the fall/winter. All documentation must contain the name of the agency or facility providing the vaccine as well as the signature and the credentials of the person giving the vaccine. Exceptions are allowed for those with the following medical contraindications only: egg allergy, history of Guillain-Barre within 6 weeks of
influenza vaccination, and anaphylaxis after influenza vaccinations. A signed waiver from a health care provider must be provided in these cases. Contraindications are based on recommendations from the Centers from Disease Control and Prevention. Students will receive an email in the fall semester to inform them of the deadline to receive the flu vaccine.

SEE APPENDIX J: Influenza Vaccine Proof Document

- **OSHA Training:** OSHA training is required annually. This includes completion of training and a completed quiz. This training includes a review of the Department of Nursing Bloodborne Pathogen Protocol. The protocol needs to be signed by the student and uploaded annually.

  *Updated every other year*

- **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must maintain verification of current CPR certification by the American Heart Association in Basic Life Support for the healthcare provider. The only online course CPR course accepted is through the American Heart Association. This online course covers the cognitive component of the training only. Students will need to complete Parts 2 and 3 with an AHA BLS Healthcare Provider instructor. Certification training must include infant, child, and adult CPR as well as both 1- and 2-person CPR. Written documentation must include the expiration date of current certification. Renewal of CPR needs to be completed every 2 years.

- **American Heart Association Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification must be current and completed every 2 years. (Nurse Anesthesia students only).** The only online ACLS and PALS CPR courses accepted is the class through the American Heart Association (HeartCode ACLS Part 1 and HeartCode PALS Part 1). These courses cover the cognitive component of training only. Students will need to complete Parts 2 and 3 with an AHA ACLS or PALS instructor.

**Exemptions for vaccinations:**

Exemptions may be made for individuals belonging to a religious organization that maintains specifically enumerated belief and faith tenet that immunization should not be given. In these cases, a request for exemption signed by the student’s faith leader must be submitted in writing to the Office of Student Services and a decision will be rendered by assigned members of faculty.

**Liability Insurance:**

The University of North Dakota College of Nursing & Professional Disciplines provides liability insurance for all students - on or off campus - each semester they are enrolled in course work in the College of Nursing & Professional Disciplines. Each undergraduate student is covered up to $1,000,000 for any one incident, and up to $5,000,000 as a total of all claims within one calendar year period. Students are not covered by this liability insurance during personal volunteer work, working for pay (including the Co-op experience), or during self-employment. The employing agency carries liability insurance for students in the Co-op experience.

**References:**


Approved by Graduate Council 10/11/13
Approved by Undergraduate Council R11/8/12
Approved by Nursing Faculty R 11/16/12; R 10/25/13; 12/15/15; R 09/30/16

Department of Nursing
Chemical Impairment – Policy 238

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>238</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>CHEMICAL IMPAIRMENT POLICY</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Graduate Council</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>12/15/15 (Nursing Faculty)</td>
</tr>
</tbody>
</table>

The University of North Dakota’s Department of Nursing is committed to the nursing profession and its standard of a drug and alcohol free workplace and educational environment. Substance use disorder is a chronic, progressive, potentially life threatening but treatable illness that jeopardizes the health, safety, and well-being of the individual and others including patients.

It is the ethical responsibility of the University and its members to protect each other from high-risk and excessive use of alcohol and other drugs, and to assist students who may have substance abuse problems in securing appropriate assistance. Nursing students must also comply with the University of North Dakota Policy on Alcohol and Drugs, located at http://und.edu/finance-operations/_files/docs/6-4-alcohol-drugs.pdf and may be subject to separate processes for violation of the policy through the Office of the Dean of Students. Additionally, the student may be subject to separate professional certification and licensure sanctions.

The general assumptions and principles used in developing this policy are as follows:

1. Chemical impairment compromises safe patient care and the welfare of the public.
2. Chemical impairment negatively impacts student learning and the educational process.
3. Chemically impaired persons need help to recognize the consequences of their substance use.
4. Substance use disorder is a treatable illness and rehabilitative and therapeutic approaches are effective in facilitating recovery.
5. To provide a procedure for intervention with a student suspected of chemical impairment (CI) or substance abuse (SA).

Definitions:

Substance abuse (SA) shall mean the use of psychoactive substance (drugs or alcohol) to the extent that it interferes with a person’s health, economics, or social functions.

Chemical dependence (CD) or addiction shall mean the psychological dependence upon a drug; it is characterized by compulsive use, loss of control, and continued use despite adverse consequences.

Chemical Impairment (CI) shall mean when an individual is under the influence of, or has abused, either separately or in combination, mind-altering substances including alcohol, over-the-counter medications, prescribed medications, illegal drugs, inhalants, or synthetic designer drugs.

Student shall mean any student enrolled in the College of Nursing and Professional Disciplines to include undergraduate, graduate, and doctoral students.

Please reference the Chemical Impairment Procedure (238A) for procedures related to drug and alcohol screening, reporting, identification, removal from the classroom or clinical environment if chemical impairment is suspected, and positive findings in drug and alcohol screens.

Reviewed by UND Legal Counsel, Charles D. Evans R 11/21/15
Approved by Graduate Council R 12/11/15
Approved by Nursing Faculty 12/15/15

See Appendix K: Chemical Impairment Procedure 238a
Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) applying to the Undergraduate Nursing Program must have a current license in good standing.

- All RN and LPN students must provide proof of current unencumbered licensure to the CNPD Department of Nursing upon admission and each subsequent year or on renewal.
- It is the student’s responsibility to inform the CNPD Department of Nursing of any change in the status of her/his license by submitting a copy of the Board Order to the Director of the Office of Student Services. Those students who do not will be subject to disciplinary action.
- Should an individual’s RN or LPN license become encumbered, suspended, or revoked while enrolled in the Nursing Program, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CNPD Department of Nursing resources to supervise these students.
- The Director of the Office of Student Services will inform the Undergraduate Department Chairperson of the change in license status of the student. The Department Chairperson will determine, in consultation with the Associate Dean and appropriate faculty, whether or not the student may enroll, or continue enrollment in a clinical course.

**LEAVE OF ABSENCE (LOA) COURSES IN NURSING**

(POLICY 228)

(To be used in conjunction with the UND Withdrawal Form if applicable)

Students who have successfully completed at least one semester in the CNPD Department of Nursing may request a Leave of Absence (LOA) for a maximum of 12 months. Students must first meet with their academic faculty advisor and complete the Application for Leave of Absence Form, which may be obtained from the Office of Student Services. The completed form is then submitted to the Undergraduate Department Chair for a decision. Academic Standing will be considered during the review process. The completed original form will be placed in the student file and a copy of the signed form will be given/mailed to the student.

Students who have been granted an LOA from the CNPD Department of Nursing under the provisions of this policy may re-enter according to the terms of their LOA, subject to available space in required courses at the time of re-entry on a first come/first serve basis according to date of final signature.

If a student does not plan to register for that particular semester, application for an LOA must be submitted by the “Last Day to Add a Full-Term Course”. If the need for an LOA occurs during the semester, the application should be made by the “Last Day to Drop a full-term Course or Withdraw from School” or at the same time nursing courses are dropped, whichever comes first.

Students are required to notify the Office of Student Services no later than four weeks prior to the start of classes if she/he will be returning in order to obtain a place in the appropriate class(es).

In unusual circumstances, students may petition for consideration of an extended LOA.

Students who have been dismissed under provision of this policy and wish to re-enter must submit an application for re-admission to the CNPD Department of Nursing. Such applications are subject to all required prerequisites and considered with the total applicant pool.

University policy permits readmission of students to the University of North Dakota. However, re-admission to the University does not guarantee re-admission to Nursing. If a student uses this LOA form
from Nursing in conjunction with the University of North Dakota Withdrawal Form, Nursing will abide by any restrictions regarding re-admission as established by the Dean of Students Office.

TRANSFER OF NURSING CREDIT
(POLICY 407)

Students may request review of prior completed nursing courses to be considered for transfer into the appropriate nursing program. The Department Chair has the ability to approve or deny the request.

SEE APPENDIX L: Transfer of Nursing Credit Request

TRANSPORTATION POLICY – POLICY 246

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>246</th>
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</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Transportation Policy</td>
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<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>12/06/2017</td>
</tr>
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</table>

A. TRANSPORTATION OF CLIENTS

Students and faculty in the College of Nursing and Professional Disciplines (CNPD) shall not transport clients in personal or state fleet vehicles. Neither the University of North Dakota (UND) nor the CNPD provides liability coverage involving the transportation of clients in violation of this policy, nor does UND/CNPD assume any responsibility for such transportation.

B. AIR/GROUND PATIENT TRANSPORT

Students who wish to go on an air or ground transport do so at their own risk. Neither UND nor the CNPD provides liability coverage in the event of injuries as a result of accident. Students sign that they have reviewed the student handbook in the first semester of nursing and each subsequent year, which includes this information on the transportation policy.

STUDENT RESOURCES

PREPARATION FOR GRADUATION AND UNIVERSITY OF NORTH DAKOTA COMMENCEMENT

Upon completion of the courses listed in your program of study, you are eligible to graduate from the University of North Dakota. The following steps are required to complete the graduation process:

- Apply for graduation online at [http://und.edu/student-affairs/commencement/](http://und.edu/student-affairs/commencement/)
- All correspondence courses must be completed and grades recorded to your academic record before your degree can be awarded.
- If you have participated in study abroad, your work needs to be recorded on your academic record prior to the recording of your degree. Please contact the International Centre at 777-4231 with any questions.
- Once your degree has been cleared by your College and recorded to your transcript, your academic record for that degree is frozen and changes cannot be made.
- Complete exit loan counseling before you graduate if you have ever received a federal student loan at UND. Federal student loans include: Direct, Stafford, GradPLUS, Perkins and Nursing Loans. Information on this requirement can be found at: [http://und.edu/admissions/financial-aid/types-of-aid/counseling.cfm](http://und.edu/admissions/financial-aid/types-of-aid/counseling.cfm).
• Make arrangements to check out of UND residence hall or apartment housing. Contact the Housing Office at 777-4251 with questions.
• Request a refund of your U Card, U Ca$h account if you have an unused balance. Any money left in this debit account will revert to the University U Card Office two years after becoming inactive. Contact the U Card Office (Memorial Union, Room 136) to request this refund.
• Contact Career Services for assistance with your job search and career development.
• If you are considering an advanced degree, consult with the Graduate School and University Testing Service to help with your plans.
• Purchase your cap, gown, and tassel from the UND Bookstore if you plan to participate in the commencement ceremony. Master's and doctoral candidates will also need to purchase a hood.
• Order graduation announcements and your class ring from the UND Bookstore (optional).
• To ensure that you receive your diploma, please update your home address and phone number on Campus Connection within 10 days following graduation.
• To request disability accommodations for the commencement ceremony, contact the Office of Ceremonies and Special Events at (701) 777-2731.
• Keep in touch with other University alumni through the UND Alumni Association at 1-800-543-8764 or www.undalumni.org.

NOTE: The University of North Dakota reserves the right to deny the release of a student's diploma if that student has an outstanding accounts receivable balance in excess of $100. Questions can be directed to Student Account Services at (701) 777-3911.

PICTURE ID

The University of North Dakota, CNPD Picture ID and Badge are purchased through the UND Passport U Card Office and are to be worn as required. The Picture ID must include the student's first name followed by Student Nurse. A CNPD lanyard for the picture ID is preferred.

STUDENT EMAIL SYSTEM

Per UND policy, students are expected to have a current Office 365 email. This can be obtained through UND’s Information Technology Systems and Services at http://www1.und.edu/uit/email.cfm. Course instructors will not accept or respond to correspondence that does not come from the student’s University branded email.

POLICY ON BREASTFEEDING ON CAMPUS

Breast feeding is the recommended method of infant feeding because it is associated with scientifically documented health benefits for both mothers and infants. The University, therefore, supports the breast feeding efforts of its students, faculty, and staff. Students, faculty, and staff are welcome to breast feed their infants on the University campus. Safety concerns and avoiding disruptions to regular classroom activities should always be considered. Mothers of crying infants should provide the usual courtesy by caring for the infant outside the classroom. Environments posing a potential hazard to infants, such as (but not limited to) science laboratories should be avoided.

LACTATION LOUNGE

A lactation lounge is located in Room 390 of the Northern Plains Center for Behavioral Research.

CLINICAL AND RESOURCE SIMULATION CENTER
(Rooms 101,103,103E,105, &107)
The function of the Center is to support the undergraduate and graduate curriculum and to provide a teaching and learning environment for all nursing students and faculty. Human patient simulators (computerized manikins) are a great addition to the expansion of learning for the Department of Nursing. The CRSC provides an area where nursing skills are taught, practiced and evaluated in preparation for students clinical and practicum experiences.

**Simulation:** Many courses in the CNPD Department of Nursing offer simulation experiences for students within the Center and other learning labs. Simulation experiences may include but are not limited to using manikins, human patient simulators and hybrid experiences (a blending of two or more simulation methodologies). Many of these experiences are digitally recorded and archived for evaluation, feedback and mentoring purposes.

Confidentiality is an essential component of the learning process with simulation. Students are asked not to discuss events of simulation(s) or debriefing(s) with other students. Further, as a leader in simulation education, the CNPD Department of Nursing may share its experiences and expertise with members of outside institutions who may occasionally visit the Simulation Center to observe the educational, administrative and technical aspects of simulation learning. During observations by external professionals, neither students nor faculty are identified nor are individual student evaluations shared.

Hours of Operation: Academic year: M-F 8:00 - 4:30 with variable evening hours

Summer session: Variable - will be posted outside CRSC

Telephone number: 777-4502

**PHOTOCOPY REQUESTS**

Students needing a copy of any academic information (this does not include verifications) from their files must submit a written request to the Office of Student Services, Suite 205. The cost is 50¢ for the first page, 10¢ each additional page. Allow 3-5 days for pick-up.

**STUDENT ACTIVITIES AND ORGANIZATIONS**

Events each year at the CNPD have included such functions as the pinning ceremony for the BSN graduates, annual picnics, and Homecoming events and awards recognitions. Notices of such events will be published in advance.

**COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES STUDENT COUNCIL**

The Student Council serves as an official channel of communication between students, the CNPD Department of Nursing administration, faculty and the University. As a nursing student, you are a member of the Student Council and can use this as a means to participate in the affairs of your College, as well as to gain networking skills and peer support. Development of teamwork and leadership ability goes along with the inner confidence attained in active participation. Several standing committees exist in the CNPD Department of Nursing in which students may hold positions. Some of these are:

- Undergraduate and Graduate Council.
- Assessment Committee.
- Research and Scholarship Committee.

Student representation is also available on the UND Faculty Awards Committee, UND Governance Council and on the UND Senate.

Membership in Student Council includes many fun activities during the year. Some of these activities may include: selling popcorn at the Student Union, creating a Homecoming float or taking part in the annual Fall Picnic. Fund raisers in the past have contributed to the purchasing of a microwave and refrigerator for
the student lounge, a telephone for student use at no charge and a copy machine on first floor of the CNPD Department of Nursing. Students also represent the CNPD in University events such as UND's Family Weekend.

Student Council meetings are held monthly and usually are held in Room 102 over the noon hour. All students are encouraged to attend whenever their schedules allow. Please contact any of the Officers or Advisors for further information. The names of Officers and Advisors will be sent out to students electronically, as well as any specifics for the meetings.

NURSING STUDENT ASSOCIATION

As a nursing student, you can become involved in a national organization and have your voice heard at the College, State and National levels of the Association. Joining NSA will connect you with 38,000 nursing students who are already taking advantage of the many programs and benefits the Association has to offer. Membership in NSA provides scholarship opportunities, reduced rates on health, accident, and malpractice insurance, opportunities to attend and participate in State and National conventions, and more. To learn more about NSA, come to one of the meetings or contact any of the Officers or Faculty Advisors. Check the Bulletin Board on first floor of the CNPD Department of Nursing for the names of Officers and Faculty Advisors, as well as meeting times and place.

HONOR SOCIETY: SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International Honor Society of Nursing

The purposes of Sigma Theta Tau International Honor Society of Nursing are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Strengthen commitment to the ideals and purposes of the professions.

Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

UNDERGRADUATE STUDENTS HONOR SOCIETY REQUIREMENTS

Junior or senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.0).

GRADUATE STUDENTS HONOR SOCIETY REQUIREMENTS

Master's and Doctoral students enrolled in graduate programs at accredited institutions of higher education who have completed at least 1/4 of the nursing curriculum, have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5).

NURSE LEADERS

Registered Nurses legally recognized to practice in their countries, which hold at least a baccalaureate degree in nursing or other field and have demonstrated achievement in nursing.

Invited applicants are required to submit an intent form and curriculum vitae. Additional information can be obtained at http://und.edu/orgs/sigma-theta-tau/index.cfm
ESSENTIAL DOCUMENTS

Included in the Handbook are the CNPD Department of Nursing Mission Statement, Nursing Philosophy, and policies and information that will be useful to you during your educational experiences.

Additionally, the following documents are important for you to be familiar with and will assist you in your college career in nursing:

**Nursing Code of Conduct**: Promotes an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics.

**The Code of Student Life**: Outlines the rights and responsibilities of citizens of the University community and expected levels of conduct. This is posted on the UND website.

**Academic Catalog**: This is available on the UND web pages.

**Schedule of Classes**: This is available each semester on the UND website in CampusConnection.

**American Nurses Association Code of Ethics**: [American Nurses Association](https://www.an nursing.org)
APPENDICES
APPENDIX A: VARIANCE REPORTING PROCEDURE – 248A

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>248a</th>
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</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Variance Reporting Procedure</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>3/28/14</td>
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</tbody>
</table>

Faculty Responsibilities:

1. Ensure that appropriate steps are taken to provide safety and care to the client and/or student.
2. If the variance took place in the clinical setting, report the variance according to agency protocol.
3. Report the variance to the appropriate department chair within 24 hours of occurrence.
4. Debrief and counsel the student within 24 hours of notification of variance.
5. Ensure the completion of the following forms:
   a. Agency variance form, if required
   b. UND Incident Reporting form
   c. UND Incident Investigation form
6. Variance forms should be completed by students and faculty and submitted to the department chair. The department chair will forward these to the CNPD Risk Management Officer.

Student Responsibilities:

1. Ensure that appropriate steps are taken to provide personal and client safety and care.
2. Immediately report the variance to the faculty member, preceptor, and/or agency personnel.
3. Complete appropriate forms in collaboration with agency personnel and UND Nursing faculty.

Approved by Undergraduate Nursing Student Concerns Committee 4/09/10
Presented to Nursing Faculty Organization 4/16/10
Revised by Nursing Faculty 3/28/14
APPENDIX B: BLOODBORNE PATHOGENS EXPOSURES QUICK FORM

FOLLOW UP ACTIONS

University of North Dakota
Department of Nursing
QUICK FORM

Follow-up Actions for Bloodborne Pathogens Exposures

Individual's Actions – If an exposure occurs:

“Immediately”

- Needlesticks & cuts should be washed with soap and water
- Splashes to the nose, mouth or skin should be flushed with water
- Splashes to the eyes should be irrigated with either clean water, saline or sterile irrigants

“After the above steps are completed”

- Report the exposure to your clinical instructor, the unit supervisor, and the agency occupational health or infection control nurse. “DO NOT DELAY”.
- Questions: Contact your Department Chair at the College of Nursing & Professional Disciplines.

Faculty/Supervisor's Immediate Responsibility:

“Without Delay”

- Get the exposed individual to the nearest Emergency Room or Healthcare Provider for Evaluation

“Next”

- Complete required report forms (clinical agency, CNPD and UND)

Healthcare Provider:

- Determine the nature and severity of the exposure.
- Evaluate source patient (if information is available).
- Counsel/treat exposed person as applicable.
- Evaluate for HBV and HCV as applicable.

National Clinicians’ Post-Exposure Prophylaxis (PEP) Hotline: Available for emergency calls 24/7
1-888-448-4911
http://nccc.ucsf.edu/clinician-consultation/pep-post-exposure-prophylaxis/
APPENDIX C: ACADEMIC PETITION/APPEALS PROCEDURE AND MATRIX – PROCEDURE 232A

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>232a</th>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>Academic Petition/Appeals Procedure and Matrix</td>
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<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>2/27/15</td>
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</tbody>
</table>

PROCEDURE FOR USE OF MATRIX:

The numbers on the matrix indicate the progression that a petition would take within Nursing. The person designated by the highest number makes the final decision using the forwarded recommendations. The students initiate the petition process obtaining a petition form at the Office of Student Services in the Department of Nursing.

The student makes an appointment with an Office of Student Services advisor, who is designated as #1 on the matrix and discusses the petition with that individual. This person then is to sign the petition and indicate whether or not approval is given or no recommendation is made regarding this particular petition for the individual student. The student then progresses to the individual(s) with the next highest number(s). Once all appropriate signatures have been obtained, the petition is returned to the Office of Student Services.

<table>
<thead>
<tr>
<th>Petitions/Appeals</th>
<th>Form to use</th>
<th>Office of Student Services Advisor</th>
<th>Faculty Advisor</th>
<th>Instructor</th>
<th>Dept. Chair</th>
<th>CNPD Dean or Associate Dean</th>
<th>Dean of College offering the course (if not a nursing course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Procedures Form</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate without being enrolled</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension of time to remove incomplete</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate from one college while enrolled in another</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nursing Petition Form

| Complete a major with fewer than 15 hours in the major done in residence | Nursing Petition Form | 1 | 2 | 3 | |
| Graduate with fewer than 36 upper level credit hours | Nursing Petition Form | 1 | | 2 | |
| Have a similar, but differently named, course constitute a repeat of a previous course | Nursing Petition Form | 1 | 2 | 3 | 4 |
### Petitions/Appeals

<table>
<thead>
<tr>
<th>Petitions/Appeals</th>
<th>Form to use</th>
<th>Office of Student Services Advisor</th>
<th>Faculty Advisor</th>
<th>Instructor</th>
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<th>CNPD Dean or Associate Dean</th>
<th>Dean of College offering the course (if not a nursing course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petition to waive Nursing admission requirements</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taking nursing course out of sequence (progression after admission)</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waive up to one credit of Essentials Studies Requirement (with the exception of Math, Science, Technology and Special Emphasis Courses)</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate with fewer than 30 of the last credits for a first baccalaureate degree done in residence or fewer than the last 15 for a second or subsequent degree</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Other Forms

<table>
<thead>
<tr>
<th>Other Forms</th>
<th>Form to use</th>
<th>Office of Student Services Advisor</th>
<th>Faculty Advisor</th>
<th>Instructor</th>
<th>Dept. Chair</th>
<th>CNPD Dean or Associate Dean</th>
<th>Dean of College offering the course (if not a nursing course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take a course &quot;off campus&quot; within the last 30 hours in residence or within the last 15 for a subsequent degree</td>
<td>Last 30 petition form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change a grade misrecorded in a course</td>
<td>Grade Change Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate a nursing course syllabus from another school for possible transfer credit</td>
<td>Transfer of Nursing Credit Request</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Registration Action Form

The following actions are taken by using a registration action form. Please refer to the registration action form for required signatures.

- Add
- Drop
- Override Full Capacity
- Add after deadline
- Increase # of credits through last add day
- Decrease # if credits through last drop day
- Change to/from S/U grading through last drop day
- Elect audit grading (no credit)
• UGRD overload to more than 21 credits Fall/Spring
• GRAD overload to more than 12 credits Fall/Spring/Summer
• UGRD overload to more than 15 credits Summer
• Override restricted to College
• Override restricted to classification
• Override restricted to grads (career)
• Override restricted to majors
• Section change
• Override pre-requisites missing
• Time Conflict
• Department Consent

# = Final copies of these petitions must be sent to the Registrar’s Office.

1 – 4 = Numbers indicate the order to follow for signature/approval

A copy of all petitions must be returned to the Office of Student Services Advisor. The OSS Advisor shall notify the student of the decision and place the petition in the Office of Student Services student file. The Admission/Records Specialist shall be informed of approved petitions regarding admission, progression, and graduation.
## APPENDIX D: RESOLUTION OF STUDENT ACADEMIC ISSUE PROCEDURE – 236A

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>236a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Resolution of Student Academic Issue Procedure</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>01/17/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Faculty Committee or Administrative Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student discusses the issue with the faculty member involved and attempts to resolve the issue.</td>
<td>The faculty member involved is responsible to meet in good faith with the student to attempt to resolve the issue and to document the meeting. Copy(s) of meeting documentation is/are to be given to the student. The student will be informed of the decision regarding the issue in writing by the faculty member.</td>
</tr>
<tr>
<td>Date Completed: ________________</td>
<td></td>
</tr>
</tbody>
</table>

| If the issue is not resolved, the student will meet with his or her Faculty Advisor. | The Faculty Advisor will meet with student to attempt to resolve the issue and advise student regarding resolution process. Advisor documents meeting and copy(s) of meeting documentation is/are to be given to the student. |
| Date Completed: ________________ | |

| If the issue is not resolved, the student will meet with the faculty member, Course Coordinator, Track Director and/or Department Chair. | The Course Coordinator, Track Director and/or Department Chair will work with the student and the faculty member to attempt to resolve the issue and to document the meeting. Copy(s) of documentation are given to the student. The student will be informed of the decision regarding the issue in writing by the faculty member. |
| Date Completed: ________________ | |

| If the issue is not resolved at this point, the grievance process may then be initiated by the student (Policy 237). The student may discuss the grievance procedure with his/her faculty academic advisor for clarification. | The student should meet with their assigned faculty advisor to obtain information regarding advancement of grievance according to procedure. It is the student's responsibility to advance the grievance in accordance with procedure. |

Approved by Nursing Faculty: 02/26/16; R 01/17/18
Approved by Undergraduate Council R 02/12/16

Department of Nursing
### APPENDIX E: ACADEMIC GRIEVANCE PROCEDURE – PROCEDURE 237A

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>237a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Academic Grievance Procedure</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>01/17/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Dean or Dean Designee Responsibilities</th>
<th>Student Appeals Board Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The student should meet with their assigned faculty advisor to obtain information regarding advancement of grievance according to procedure.</td>
<td>1. The Dean’s office receives the Student Grievance Statement from the student initiating the grievance procedure.</td>
<td></td>
</tr>
<tr>
<td>2. It is the student’s responsibility to file the grievance in accordance with policy and procedure using Student Grievance Statement (Form 237c).</td>
<td>2. The Dean’s office maintains the academic Grievance file, which includes all submitted documents by all named parties until resolution of the grievance.</td>
<td></td>
</tr>
<tr>
<td>3. The student must obtain the Student Grievance Statement Form from their Faculty advisor.</td>
<td>3. The Dean appoints a Student Special Appeals Board and staff administrative assistant, and notifies the student of the composition of the Board in writing within 10 business days of the student submission of the Student Grievance Statement.</td>
<td></td>
</tr>
<tr>
<td>4. The student initiates the grievance procedure by submitting a completed Student Grievance Statement Form to the Dean’s office within 10 business days from the time the issue was discussed with the Course Coordinator, Track Director and/or Chair and not resolved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The student may request a change of one member of the Student Appeals Board if cause is determined. This request must be made within two business days of notification of the Student Appeals Board Composition.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>Dean or Dean Designee Responsibilities</td>
<td>Student Appeals Board Responsibilities</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>6. The student may be accompanied by one individual to act as an advisor during the Student Appeals Board meeting. The student should notify the chair of the board of the name of the advisor and their relationship to the student at least 5 business days prior to the hearing.</td>
<td>4. The Dean’s office receives the request for an alternate to serve in place of appointed board member from student if cause is determined.</td>
<td>1. The Chair of the Student Special Appeals Board (assisted by the staff administrative assistant) schedules the date and time to hold the appeal hearing no later than 10 business days after the date all Student Grievance Statement Form and supporting documents are received by the Board and all named parties.</td>
</tr>
<tr>
<td>7. The student may withdraw from the Academic Grievance process at any time.</td>
<td>5. The Dean appoints new member to the Student Special Appeals Board if cause is determined.</td>
<td>2. The Chair of the Board may request additional information as needed and the presence of other relevant parties at the hearing.</td>
</tr>
<tr>
<td></td>
<td>6. The Dean’s office distributes Student Grievance Statement and supporting documents (any narrative statement from faculty or additional documentation from student) to all named parties within 10 business days of the appointment of Special Appeals Board.</td>
<td>3. The Chair of the Board will notify the student and all named parties of the date, time and location of the hearing, along with a list of those attending the hearing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. The hearing will be held as scheduled and conducted as suggested in the Student Special Appeals Board Hearing Protocol (237b).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. The staff administrative assistant will audio-record the meeting and keep minutes of the proceedings.</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>Dean or Dean Designee Responsibilities</td>
<td>Student Appeals Board Responsibilities</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. The typed records shall be read, approved and signed by all faculty members of the Board hearing the appeal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. The original appeal, audio-recording, and written record of the proceedings and decision of the Student Special Appeals Board will be submitted to the Dean’s Office to be placed in a sealed envelope. The sealed envelope will be stored in the Office of Student Services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. The Chair of the Board will send a copy of the board’s decision and recommendation to the Dean. The Dean will consider the recommendation and make a final decision (within 3 business days).</td>
</tr>
</tbody>
</table>

**DISPOSITION OF GRIEVANCE MATERIALS**

The Chair of the Student Special Appeals Board hearing the grievance shall keep the original Student Grievance Statement and documentation regarding the Board’s decision, forms that have been completed by other faculty, or administrators hearing the grievance. These documents shall
be sealed and placed in the student grievance file in the Office of Student Services, which will be retained for 6 years from the date of resolution of the grievance. Other copies of the grievance shall be destroyed by the Dean’s Designee upon completion of the grievance process. Only the Dean and/or the student can open the sealed envelope. If a student withdraws a grievance without completing the process, all related records will be destroyed.

* Business day is defined as any day Monday through Friday in which the University is open to conduct business.

Approved by Nursing Faculty 2/26/16, R 12/9/16; R 01/17/18
Approved by Undergraduate Council R 2/12/16
**Timeline:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unresolved issue after completion of Resolution of Student Academic Issue. (Policy 236 and Procedure 236a)</td>
<td>Student initiates grievance procedure (within 10 days) by notifying the Dean’s Office in writing, Student Grievance Statement Protocol Form (237c)</td>
</tr>
<tr>
<td>Student initiates grievance procedure (within 10 days) by notifying the Dean’s Office in writing, Student Grievance Statement Protocol Form (237c)</td>
<td>Dean appoints Special Student Appeals Board (within 10 days of initiation of grievance)</td>
</tr>
<tr>
<td>Dean’s Office distributes student documents to all parties, including those named in grievance and including the student (within 10 days of receipt of student documents)</td>
<td>Submission of narrative response from all named parties to Dean’s office (within 10 days of receipt of student documents)</td>
</tr>
<tr>
<td>Dean’s office distributes narrative response to student (within 10 days of receipt)</td>
<td>The Special Student Appeals Board convenes within 10 days of receipt of all documents from all parties</td>
</tr>
<tr>
<td>The student should notify the chair of the board of the name of the representative and their relationship to the student at least 5 days before the hearing. The student must disclose if a legal representative will be present.</td>
<td>The Chair of the Student Special Appeals Board will notify all named parties of those attending the meeting. The chairperson shall send a letter by certified mail, return receipt requested to the student</td>
</tr>
<tr>
<td>The Special Student Appeals Board, faculty, and student meet. The staff secretary will audio record the meeting and keep minutes</td>
<td>The members of the Student Special Appeals Board and faculty check the minutes and documents generated</td>
</tr>
<tr>
<td>The Chair of the Student Special Appeals Board sends a copy of the decision to the student (generally within 5-7 days)</td>
<td>The Chair of the Student Special Appeals Board sends a copy of the decision to the Dean (generally within 3 days)</td>
</tr>
<tr>
<td>The Dean sends a copy of the decision to the student (generally within 5 days after receiving the Board’s decision from the Chair)</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX F: STUDENT SPECIAL APPEALS BOARD HEARING PROTOCOL – PROCEDURE 237B

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>237b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Student Special Appeals Board Hearing Protocol</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>01/17/2018</td>
</tr>
</tbody>
</table>

1. Record those present:
   A. Committee Members
   B. Involved Parties
   C. Others

2. Hearing will be closed unless involved parties previously agree to an open meeting.

3. The Chair will inform all present that the hearing is being audio-recorded as required by policy.

4. The Chair will state purpose of meeting.

“The purpose of this meeting is to hear an appeal of an academic circumstance for which an academic grievance has been submitted.

This appeal has been brought by __________________________(name),

a student in the Department of Nursing in the College of Nursing & Professional Disciplines. He/she is appealing __________________________ (state appeal, including date/semester of occurrence).

5. For the record, the Chair will state what materials have been distributed prior to this meeting the committee's review and discussion.

6. The Chair will state the meeting format:
   A. The first part of the meeting is to obtain information on the related factors and aspects of the appeal. It is an informal yet objective process. This is not a disciplinary hearing, legal proceeding, nor courtroom process.
      1. The student will present his/her perspective.
      2. The faculty member, committee or administrator will present his/her perspective.

      Neither the student, involved parties, nor other advisors will have the right to question the other.

   B. The committee members then will be allowed to ask questions of all parties in its attempt to achieve an understanding of the issue(s).

   C. Deliberation: All except the committee members will be excused and the audio-recording will be stopped. The committee will deliberate and render a decision. The student and the other involved parties will be notified in writing of the decision within 5-7 business days.

   A copy of the Committee's decision will be sent to the Dean. All grievance and hearing documents as well as the audio-recording shall be submitted to the Office of Student Services to be placed in a sealed envelope in a special appeals file.
APPENDIX G: BACKGROUND CHECKS FOR APPLICANTS AND STUDENTS – PROCEDURE 207A

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>207a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Procedure: Background Checks for Applicants and Students in the CNPD Department of Nursing</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>10/24/14</td>
</tr>
</tbody>
</table>

Procedure: Background Checks for Applicants and Students in the Department of Nursing

A. Program Applicants/Students

I. Applicants who receive a letter offering admission will be notified that admission is contingent upon the successful completion of a criminal background check. The letter offering admission will specify a date by which the background check must be submitted and results deemed favorable in order to secure an admission spot.

II. If the report contains findings of concern, the Undergraduate or Graduate Department Chair, the Undergraduate Council Chair or Graduate Council Chair, and Director of the Office of Student Services, will convene to review the results of the background check. The applicant may be required to submit additional information relating to the findings, such as a written explanation, court documents and police reports. The student will have 10 working days in which to provide this information. The committee will review all information available and determine whether the offer of admission should be withdrawn. Decisions made by the committee related to the criminal background review of applicants are final. Should an applicant choose to appeal the committee’s ruling, an appeal may be made to the Dean. Time required to initiate and complete an appeal may result in loss of admission for that particular semester. If that is the case, the student may reapply for a subsequent semester pending a favorable outcome from the appeal.

III. For current students, if the reviewing committee determines that dismissal from the program is warranted, a recommendation will be made to the Dean. The student will be informed of the decision by the Dean. Should a student choose to appeal the dismissal, they must follow the special appeals process as outlined in the Student Handbook.

B. Committee Review Standards

Factors the committee may consider when reviewing a background check and any other information submitted by the applicant/student include, but are not limited to:

1. the nature and seriousness of the offense or event
2. the circumstances surrounding the offense or event
3. the relationship between the duties to be performed as part of the educational program and the offense committed
4. the age of the person when the offense or event occurred
5. whether the offense or event was an isolated or repeated incident
6. the length of time that has passed since the offense or event
7. past employment and history of academic or disciplinary misconduct
8. evidence of successful rehabilitation
9. accuracy of the information provided by the applicant or student in the application material
10. disclosure forms

The committee will take into consideration both the safety interests of the client and the workplace, as well as the educational interest of the student.

C. Confidentiality and Recordkeeping

I. Background check reports and other submitted information are confidential and may only be reviewed by University officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act.

II. Background check reports and other submitted information by students will be maintained in the Office of Student Services records room in accordance with the University’s record retention policy for student records.

III. Applicants Denied Admission and Dismissed Students. Background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the University’s record retention policy. Only the letter of dismissal will be kept in the academic file; supporting documents and other information will be maintained in a separate file in the Office of Student Services records room.

D. Other Provisions

I. Clinical placement is a prerequisite for graduation from the nursing program.

II. The Department of Nursing makes no guarantee that the student who has a finding of concern in their background check report and is nonetheless permitted to enroll in the program will be able to be placed at a clinical facility. Further, graduation from the Department of Nursing does not guarantee that the student can be registered, permitted or licensed under state law.

III. Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program.

IV. Criminal activity that occurs while a student is in attendance at the University may result in disciplinary action, including dismissal, and will be addressed through the College’s and University’s academic or disciplinary policies.

V. The Department of Nursing will use appropriate means to convey this information to potential applicants and students such as; inclusion in the catalog, student handbooks, admission pamphlets, advisement, and/or correspondence.

Approved by Undergraduate Student Concerns Committee 04/11/08; R 02/17/10
Approved by Undergraduate Council R11/8/12
Approved by Nursing Faculty Organization 04/18/08
Approved by Nursing Faculty R11/16/12
Reviewed by the UND Office of General Counsel 07/24/09
Approved by Nursing Faculty 10/24/14
<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide Sex Offender</td>
<td>Provides records from Sex Offender Indexes from all 50 states. (Sex Offender Registry)</td>
</tr>
<tr>
<td>Nationwide HealthCare Fraud &amp; Abuse Scan</td>
<td>This is a search of disciplinary actions taken by federal agencies as well as those taken by licensing and certification agencies in all 50 states. This is the most comprehensive search method available. This includes OIG (Office of Inspector General, GSA (General Services Administration) and other federal sources as well as state agencies. An individual may be the subject of adverse action by more than one agency for the same or different reasons.</td>
</tr>
<tr>
<td>Wants &amp; Warrants (Nationwide)</td>
<td>This is a search for any open arrest warrants for an individual. This search is performed to see if an individual is currently wanted by the police for any matter. A database of records collected from various states, counties and law enforcement agencies is used to ascertain if an individual has an outstanding warrant; however, it is not all inclusive. Should be followed up with a county criminal record search for re-verification to confirm the information reported.</td>
</tr>
<tr>
<td>Nationwide Criminal Records Database</td>
<td>The Nationwide Database is a key supplementary search which reveals criminal records in undisclosed locations and is complementary to county searches. It includes information from the following sources: Proprietary Offender Data, Nationwide Sex Offender Database, AppALERT, Office of Foreign Assets Control (OFAC), the FBI Terrorist List, Federal/State/Local Wanted Fugitive Lists, Traffic Court, Department of Public Safety and seven years’ worth of information from the Administrative Office of the Courts and the Department of Corrections. This database contains over 150 million criminal records from 44 states and D.C. The age of the information and the type of information varies from state to state. <strong>Internal Database + National Background Data</strong></td>
</tr>
<tr>
<td>Nationwide Federal Criminal Records</td>
<td>A federal crime is a violation of federal law of any crime committed on federal property. Federal laws govern crimes more severe in nature than those under the county of the state jurisdiction. Federal criminal records are available nationally or by state. <strong>PACER (Public Access to Court Electronic Records)</strong></td>
</tr>
<tr>
<td>County Criminal Searches</td>
<td>County criminal records are the most accurate and up to date records that exist. These records are updated from the moment the clerk of court enters the information into the system. Certified Background maintains a network of over 12,000 court researchers that physically enter the courthouses to pull the records. County criminal records are considered to be the ideal method of attaining accurate and thorough criminal background information. County criminal searches take approximately 24-72 hours to complete.</td>
</tr>
<tr>
<td>SERVICE</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Statewide Criminal Searches</td>
<td>A statewide criminal records investigation accesses a state maintained repository of criminal records that typically includes records from every county courthouse in a state. Statewide searches are not available in all states.</td>
</tr>
<tr>
<td>Verification (Professional License, Reference, Education, Employment)</td>
<td>In attempts to appear more qualified, applicants often falsify and embellish their resumes. In today's fast past environment, HR departments are overworked. By outsourcing verifications, employers are guaranteed that all verifications are thoroughly completed in a timely manner. Employment verifications detail former employers, dates of employment, job title and rehire eligibility. Education Verifications verify the highest level of education that the applicant completed. Reference verifications report the findings of in-depth interviews of an applicant's professional references. Professional license verifications confirm the existence of an applicant's license in a given field. Reports include the status of a professional license, the date of licensure, state of origin, complaints, suspensions and the expiration date. <strong>Primary Source</strong></td>
</tr>
<tr>
<td>Credit Report</td>
<td>A credit report summarizes the financial obligations of an individual. A credit report catalogs an individual's income range, debt to income ratio, public records, collections, current negative accounts, previous negative accounts, installment and revolving accounts, as well as address and employer information. <strong>TransUnion</strong></td>
</tr>
<tr>
<td>Residency History</td>
<td>A residency history is a search conducted using the <strong>IRB database</strong> that compiles information from various sources, including voting and property records, to arrive at a list of names and addresses that have been associated with a specific Social Security number. These past addresses provide a map to know which counties and states to search for criminal records that the applicant may have purposefully omitted, thus helping to ensure a more thorough investigation of criminal records.</td>
</tr>
<tr>
<td>Social Security Trace</td>
<td>Verifies that the student's SSN is valid and is not associated with fraudulent activity (<em>using the IRB database</em>)</td>
</tr>
</tbody>
</table>
APPENDIX H: STATEMENT OF ABSENCE OF SYMPTOMS FORM

UNIVERSITY OF NORTH DAKOTA

CNPD DEPARTMENT OF NURSING

STATEMENT OF ABSENCE OF SYMPTOMS

Because I have a positive tuberculin skin test, I agree to sign this document.

I, the undersigned, do attest to not having communicable disease symptoms of tuberculosis (productive or prolonged cough, fever, chills, loss of appetite, weight loss, fatigue or night sweats*).

I, the undersigned also attest to having a negative chest x-ray as documented by the attached note from the radiologist, dated: ____________________. I have agreed to have this chest x-ray at my own expense as required; I understand that it is required because the tuberculosis skin test was positive I hereby assume social and economic responsibility for myself as follows:

Should I or my clinical professor with whom I work or study note the appearance of any of the above or other signs and symptoms of tuberculosis, which may indicate illness, I will seek medical consultation regarding my health in relation to working/studying in nursing.

I will remain out of the clinical and classroom setting until I am declared by my health care provider to be free of communicable signs/symptoms; I will submit to my faculty a permit from my health care provider attesting to my health status. I will provide a copy of that permit to the CNPD Department of Nursing Office of Student Services.

____________________________________
Signature

Date

I verify the student is free of communicable disease symptoms of tuberculosis.

____________________________________
Signature of Health Care Provider

Date

* Division of Tuberculosis Elimination, National Center for HIV/AIDS, Viral Hepatitis, STD, and TB prevention, cdcinfo@cdc.gov, accessed online on 4/16/2009.
APPENDIX I: ACKNOWLEDGEMENT OF HEALTH INSURANCE/ACCEPTANCE OF LIABILITY FOR HEALTH TREATMENT

I acknowledge that the University of North Dakota, Department of Nursing requires that I maintain health insurance coverage throughout my period of enrollment as a nursing student. I further certify that I take full responsibility for all costs associated with medical treatment and/or hospitalization which may occur while I am a nursing student.

____________________________________________________
Student Signature

____________________________________________________
Date
<table>
<thead>
<tr>
<th>Student Printed Name</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

**To be Completed by Vaccine Administrator/Healthcare Provider**

<table>
<thead>
<tr>
<th>Date Given:</th>
<th>Administered By:</th>
</tr>
</thead>
</table>

**Signature, Name and Title of Vaccine Administrator**

**Clinica/Pharmacy Name**

<table>
<thead>
<tr>
<th>Address</th>
<th>City/State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>
APPENDIX K CHEMICAL IMPAIRMENT – PROCEDURE 238A

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>238a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>CHEMICAL IMPAIRMENT PROCEDURE</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Graduate Council</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>12/15/15 (Nursing Faculty)</td>
</tr>
</tbody>
</table>

**Drug and Alcohol Testing:**

Students in the College of Nursing and Professional Disciplines (CNPD) Department of Nursing (DON) will be subject to drug and alcohol screening that includes:

- Initial entry into a nursing program
- Reasonable suspicion

Drug and alcohol screening is a requirement for enrollment in undergraduate and graduate Nursing programs. Applicants will be screened following admission, but prior to enrollment. A “HOLD” will be placed on an applicant’s enrollment until clearance documentation is received. Applicants who do not consent to the drug and alcohol screen will be removed from the accepted student list.

The CNPD DON will designate the company(ies) approved to do the drug screen. Results from any company other than those designated by the school will not be accepted.

The student will pay the cost of the drug screen. In addition, if an agency at which the student has been placed for a clinical experience also requires drug screens, the students must consent to such screening and pay the cost for the testing. Students who do not consent to drug screening will be removed from clinical participation and will be subject to dismissal.

Once the student has paid the fee for drug testing and verifications, the vendor will provide information directly to the student with the location for the testing and other testing details.

Students will have 15 calendar days from the time they pay the fees on the vendor site to complete the drug test.

Students who do not complete the testing within the 15-day calendar time frame, will forfeit their admission spot and the next student on the admission list will be offered admission.

Initial entry to the nursing program drug testing must be completed by **July 15** in the summer prior.

Reasonable suspicion testing will be completed in compliance with the agency policy where student is placed at the expense of the student. The student must release the reasonable drug test results to the UND Department of Nursing. Failure to release information will result in dismissal from the nursing program.

**Education:**

The University of North Dakota recognizes the importance of early education and its role in the prevention of substance abuse (SA) or chemical dependence (CD). All students will be provided a copy of the DoN’s chemical impairment policy in the student handbook for their program. Each student must sign the review of handbook form as a condition of admission.

**Reporting:**

All faculty and students possess a duty to report concerns about possible chemical impairment. Early detection is paramount to providing a drug and alcohol free environment. Students who suspect chemical impairment should report their concerns to a Department of Nursing faculty member immediately. The
nursing faculty will initiate the drug and alcohol testing protocol for the student.

Common signs and symptoms of chemical impairment include, but are not limited to, the following:

**PHYSICAL**
- Physical complaints
- Tremors, nervousness
- Slurred speech
- Unsteady gait
- Flushed face
- Watery eyes
- Dilated or pinpoint pupils
- Excessive use of mouthwash/breath mints

**BEHAVIORAL**
- Poor judgment
- Disorganization
- Missed deadlines
- Patient complaints
- Poor hygiene
- Mood swings, irritability
- Excessive talking
- Poor recall
- Irrational statements
- Drowsiness
- Isolation
- Anger
- Euphoria
- Long breaks
- Frequent trips to locker room/restroom
- Early arrival or late departure

**ACADEMIC OR CLINICAL PERFORMANCE**
- Poor grades and/or significant decline in GPA
- Absenteeism/tardiness or any pattern of impairment in an individual’s ability to meet standards of performance, competency, and safety in the classroom or clinical area

Self-referral will be encouraged. The CNPD DoN must be notified if the individual enters treatment. If the student enters treatment, they are removed immediately and dismissed from the program.

**REMOVAL FROM THE CLASSROOM OR CLINICAL ENVIRONMENT:**

When a faculty member/preceptor becomes aware of suspected chemical impairment she/he will:

1. Notify the appropriate Department Chair. If they are not available, the faculty member/preceptor will contact the CNPD Deans Office.

2. Remove student immediately from the clinical site or classroom to a private area. Inform the student why they are being removed. (Refer to Clinical Removal Policy if indicated).

3. When possible, have a witness present (i.e. other faculty member/preceptor or hospital staff).
4. State the sign(s) and behavior(s) observed.

5. Allow the student to explain.

6. Question the student regarding the use of any substance and, if used, what, when, and how much was used and by what route it was taken.

7. If the student denies use of any substance and/or the faculty member determines that reasonable suspicion exists, the student must submit to a drug and/or alcohol test immediately.

8. The student will be accompanied to the designated testing area for that facility. A faculty member or a designee will remain with the student until the test is completed. After the test is completed, the faculty member will ensure the student has a safe ride home. If there is a concern for the student’s personal safety, the police will be contacted.

9. A UND incident report will be completed by the faculty member.

10. Faculty members must also act in accordance with the individual agencies/clinical sites’ substance abuse policies and procedures.

11. The student will not be allowed to return to the classroom or clinical environment until the results are evaluated. The student will be notified.

FINDINGS IN DRUG SCREENINGS

1. The CNPD Office of Student Services (OSS) will manage this process. The Director of the OSS will receive all positive drug test reports and will communicate these with the CNPD Dean.

2. Immediately upon receipt of a positive drug test or student refusal to submit to drug testing, the student must be immediately removed from the clinical setting and is dismissed from the program.

3. In the event that the positive drug test included prescription medication(s), the student is removed from the clinical setting until further investigation is completed. If it is determined that there has been a misuse of the prescribed medication(s), the student is dismissed from the program.

4. Following dismissal, the student can be referred to the University of North Dakota (UND) Counseling Center for a chemical dependency evaluation. The student will be responsible to follow-up with their own healthcare and treatment plan.

5. The North Dakota Board of Nursing will be notified for each case. In addition, any student who has professional licensure will be reported to their respective state of licensure, as required by law.

Confidentiality:

The CNPD DON will take reasonable measures to ensure individual privacy under this policy including, without limitation, keeping all drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will be released in accordance with applicable federal and state laws and Board of Nursing regulations.

Approved by Graduate Council R 12/11/15
Approved by Nursing Faculty 12/15/15
APPENDIX L: TRANSFER OF NURSING CREDIT REQUEST
(PROCEDURE 407A)

Part A: Student completes and submits a form for each Nursing course requesting to be transferred:

TO: UND Nursing Department Chair
FROM: (Student Name) (ID #)
(Address)
Telephone #)
Name/location of previous nursing program: _________________________________

REQUEST: I request to receive transfer of credit for the following nursing course. (Please use a separate form for each course, list course number and title. Attach syllabus, course description, overview, objectives, & topical outline.)

Course #: ___________ Course Name: ________________________________
Credits: _________ Grade Received: ____________ Date Completed: ________________

Do you want to meet with or be present when the Department Chair/representative reviews your request?
Yes No If yes, please make an appointment with the chair/representative.

Part B: (For Office Use Only)

DEPARTMENT/FACULTY DECISION ON TRANSFER

The above course was considered for transfer as equivalent for UND Nursing Course # ______________

Decision: Approve Disapprove Conditional Approval____________
Rationale/Conditions:

Signature of Department Chair: Date: ________________

Signature of Instructor (if appropriate): ________________ Date: ________________