



**UNDERGRADUATE PROGRAMS:
TRADITIONAL BSN
ACCELERATED BSN
And RN-BSN**

STUDENT HANDBOOK

2023–2024

Updated August 16, 2023

Dean's Message

Dear BSN Students:

It is with great enthusiasm and support that we welcome you to the 2023-2024 academic year at the University of Miami School of Nursing and Health Studies. This promises to be an exciting year of challenging experiences and educational opportunities designed to provide you with the knowledge and skills to become a creative, competent, and compassionate graduate. At SONHS, we share the university's common purpose to transform lives through education, research, innovation, and service. We are glad you are a part of the student body and look forward to meeting you and facilitating your academic journey towards achievement of the BSN degree. Prepare for your life to be transformed!

This Handbook is designed as a guide to enable you to achieve your academic goals and to fully participate in student life at the University of Miami School of Nursing and Health Studies. This Handbook contains essential information including policies and procedures, expectations of students, program of study details and services for students that facilitate learning experiences.

Each student is responsible for reading this Handbook, understanding the content therein, and abiding by its policies and procedures. Failure to have adequate knowledge of the *Handbook* content is not an excuse for inappropriate actions. The most up to date *Handbook* can be accessed on-line at <https://www.sonhs.miami.edu/academics/student-handbooks/index.html>

Other publications that also contain essential information for you as a student are *the University of Miami Bulletin, 2023-2024*, *University of Miami Student Life Handbook, 2023-2024* and the *University of Miami Student Rights and Responsibilities Handbook, 2023-2024*. Copies of these publications are on-line at www.miami.edu/.

As a student, you are expected to focus your energy on meeting the opportunities and challenges presented by the faculty and courses in your chosen program. A major task for you to accomplish is to balance academic demands with your responsibilities associated with home life. Keep in mind your learning is not confined to the classroom, but encompasses a variety of experiences in health care institutions and other community health care sites. Learning is lifelong, so "learning to learn" is important!

We have an outstanding faculty who are committed to your success in your chosen career as a BSN prepared nurse who will make a significant contribution to the health care of the community and the nation. You have our best wishes for a productive and successful year.

Welcome to the School of Nursing and Health Studies. Go Canes!

Hudson Santos, RN, PhD, FABMR, FAAN
Dean and Professor
Dolores J. Chambreau Endowed Chair

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Associate Dean for Undergraduate Nursing Programs
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Forward

The School of Nursing Student Handbook is a supplement to the *University of Miami Bulletin, 2023-2024*, *University of Miami Student Life Handbook, 2023-2024* and the *University of Miami Student Rights and Responsibilities Handbook, 2023-2024*. Students are responsible for acting in accordance with the University and the School of Nursing regulations and policies set forth in these publications. The curriculum of the School of Nursing Student Handbook is reviewed periodically and is as accurate and current as possible. Should there be changes in academic policies, or procedures or curriculum, they will be communicated to you **via your updated Student Handbook**. Students should review the handbook at the beginning of each semester. If you have a problem or concern that is not adequately answered in the *Handbook*, please contact the Associate Dean of Undergraduate Nursing Programs.

Please visit the School of Nursing and Health Studies Website for the most up-to-date information at:

<http://www.miami.edu/sonhs>

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I. OVERVIEW

The School of Nursing and Health Studies is an integral part of the University of Miami and shares in the responsibility to facilitate the development of humanistic and intellectual capabilities of individuals to meet the challenges of a world increasingly characterized by science, technology, and resource conservation. The ongoing interaction between the School of Nursing and Health Studies community and the University community serves to complement the functions of each through the exchange of resources, including the collective abilities of faculty and students.

The School serves a multicultural, international community that affords a rich environment for the exchange of ideas necessary for the advancement of nursing knowledge and the promotion of global health. The faculty believes nursing educators have a responsibility to prepare students to act as culture advocates and brokers for clients and health care providers in a diverse community. The School is committed to academic excellence in teaching, practice, and scholarly inquiry for the advancement of nursing as a discipline and service to society through its baccalaureate, graduate, and continuing education programs.

Each person is a unique, integrated, holistic human being who is influenced by the complex interaction of biological, psychological, developmental, sociological, economic, and cultural variables. Each individual functions in continuous interaction with a constantly changing environment. Each person is an integral part of a family and community in a multicultural society.

Changes in the cultural, economic, technological, political, and sociological environment affect the health care delivery system as well as the health care needs and expectations of clients. Access to health care is a basic right. Health and health alterations are dimensions of life that form a continuum within each person, group, and community, can be located. Health is defined as the quality of life as measured by an ever-expanding level of well-being. Health results when energy is mobilized for the promotion, maintenance, and/or restoration of well-being. The goal of health promotion and disease prevention is to facilitate the expansion of health regardless of level of functioning by acknowledgment of life-style choices, advocacy, and decision-making.

Professional nursing is an integral component of the health care system and is vital to the delivery of health care to individuals, families, groups, and communities. Nursing care includes health promotion, health maintenance, illness prevention and treatment, rehabilitation, and palliation. Professional nursing knowledge rests on a foundation of arts and humanities, and natural and behavioral sciences that are developed outside or within the discipline of nursing. The faculty is committed to the advancement of knowledge. Nursing science is generated by ongoing development and testing of nursing theory.

Nursing science and nursing practice are reciprocal in nature, with each including independent and collaborative functions and actions. The professional nurse assumes a leadership role and is accountable to self, client, and society. Graduates of the School are expected to create innovative nursing roles within the changing health care system to meet emerging health care needs of clients across the life span.

Professional nursing requires a commitment to life-long learning, which results from interaction between the individual and environment. Faculty and students share responsibility

to create a learning environment that stimulates intellectual curiosity, critical thinking, decision-making, and self-directed action. Students enter nursing education at various levels based on their personal backgrounds and career goals. Independent learning and flexibility are encouraged in meeting program objectives. Evaluation, as part of the teaching/learning process, promotes growth and provides direction for improvement of nursing practice, education, and research.

History

Nursing education began at the University of Miami in 1948 with registered nurses admitted to the College of Arts and Sciences for the Bachelor of Science in Nursing (BSN). In 1952, the nursing program became a Department of Nursing within the College and began admitting generic nursing students. The BSN Program was approved in 1954 by the Florida State Board of Nursing and Registration. The BSN Program received initial national accreditation by the National League for Nursing in May 1956. In 1968, Nursing was transferred to the Medical Center and became a school, reporting to the vice-president for Medical Affairs. In 1976, seventeen students were enrolled in the new Master of Science in Nursing (MSN) Program. In 1980, the School of Nursing achieved the status of all other schools on the Coral Gables campus and the dean of the school began reporting directly to the provost and executive vice president. The MSN Program was accredited in 1982 by the National League for Nursing. In 2006, the BSN and MSN Programs received full accreditation from the Commission of Collegiate Nursing Education, the accrediting body of the American Association of Colleges of Nursing. In 1985, the PhD Program in Nursing admitted its first students. The program was one of only 25 doctoral programs in nursing at the time of its initiation. The first graduate completed her doctorate in December 1987. The School celebrated its 50th anniversary in 1998. The M. Christine Schwartz Center for Nursing Education had its groundbreaking in October, 2004.

In 2005, the School of Nursing became the School of Nursing and Health Studies (SONHS) to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program.

In 2010 the Doctor of Nursing Practice (DNP) program received full accreditation from the Commission on Collegiate Education in Nursing. The MSN and BSN programs were also re-accredited that same year.

Mission Statement

The Mission of the School of Nursing and Health Studies is to educate students and support faculty committed to excellence in the art and science of nursing and health studies through creating and disseminating health knowledge and developing culturally competent leaders to provide safe service to our community, the nation, and the world. (Adopted by the SONHS, 2005)

Accreditation

The BSN Accelerated Program at the University of Miami School of Nursing & Health Studies is accredited by the Commission on Collegiate Nursing Education (<http://www.cneaccreditation.org>).

Administration

The administration of the SONHS is headed by Dr. Cindy L. Munro, PhD, RN, ANP-BC, FAAN, FAANP, FAAAS.

The Associate Dean of Undergraduate Nursing Programs is Dr. Nichole Crenshaw, DNP, APRN, AGACNP-BC, ANP-BC, CHSE, FAANP

Technical Standards

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by the University of Miami School of Nursing and Health Studies at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level. To this end, all courses in the curriculum must be completed successfully.

In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

1. Observation
2. Communication
3. Motor
4. Conceptual- Integrative
5. Behavioral- Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

1. Observation

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

2. Communication

Candidates must communicate effectively using English in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

3. Motor

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to

patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform actions, which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

4. Conceptual-Integrative

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. Behavioral-Social

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities, attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case-by-case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

Diversity and Inclusivity:

At the University of Miami School of Nursing and Health Studies, diversity is more than just a word in our rhetoric. In alignment with our parent institution, the University of Miami, and its commitment to diversity, equity, and inclusion, the culture of the UM SONHS is one in which faculty, staff and students' actions, and an ongoing dialogue, create a welcoming climate for all individuals regardless of age, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, politics, race, color, national origin, religion, marital status, veteran status, socioeconomic status, genetic information, or any other protected factor consistent with the law.

II. BSN PROGRAMS

Admission

Admission to the BSN Program is open to individuals who have demonstrated that they have the intellectual ability and the personal qualifications necessary for the profession of nursing. All applicants must meet the requirements for admission to the University of Miami; requests for admission should be directed to the Office of Admissions on the Coral Gables Campus. Part of the BSN program at the University of Miami includes several clinical practice experiences. Such clinical sites require that students have a background report without any infractions, regardless of how they were resolved or adjudicated.

Accordingly, if your background report contains any infractions, regardless of how they were resolved or adjudicated, you will not be able to successfully clear your background check and your conditional admission might be withdrawn.

Transfer students from accredited universities, colleges, or junior colleges may be admitted with advanced standing as space allows provided, they have completed courses comparable to those required by the University of Miami. Transfer students are advised to contact the Office of Student Services at the School of Nursing and Health Studies concerning prerequisites.

An RN transition option is offered which allows RNs with an associate degree or diploma to earn the BSN degree. Academic transcripts are evaluated to determine that the 60 credits of transferable course work have been successfully completed.

The traditional BSN students are those who are taking nursing courses for their BSN nursing degree.

The Accelerated option is for those students who are seeking a second baccalaureate degree, the BSN degree.

The RN-BSN option is for those students who have an RN license and are seeking a BSN degree.

Students in the School of Nursing are responsible for meeting the degree requirements, which can include lectures and/or **clinicals that may be scheduled evenings and weekends**. The student's responsibility is to understand fully and comply with all the provisions of the *University of Miami Bulletin* and written changes to the program of study.

Students receive assistance from advisors and faculty members. Requests for deviation from the program of study or school **requirements are granted only by written approval from the Vice Dean**. Students who are in violation of the provisions of the *Handbook* may be withdrawn unilaterally by appropriate School officials from classes, deleted as Nursing and Health Studies students, or have a stop placed upon their future enrollment.

The School reserves the right to change academic requirements and course offerings to ensure that students are receiving the latest knowledge. Changes are transmitted by written notice in the current year of the *School of Nursing Undergraduate Handbook* or by the Associate Dean of Undergraduate Nursing Programs.

The Traditional BSN program comprises nursing courses with theoretical and clinical

components. All baccalaureate programs of study can be found in Appendix A. All options and requirements can also be found at www.miami.edu/nur.

Independent Study Option

Independent study courses are to be taken by students who have expressed a particular interest in a subject area and want to further their knowledge in that area under the guidance of a faculty member. Independent study courses may not take the place of a required nursing course or a required elective.

1. The semester before the Independent Study, the student must have entered into a written Independent Study Contract with a faculty member. Once a faculty member has agreed to work with a student, a contract must be initiated. The contract must contain a detailed description of the objectives and the work assignment to be completed in order to receive a grade for the course. The standard contract can be obtained from and filed in the Office of Student Services.
2. The contract must be negotiated, completed, and signed by all parties involved by the second week of the semester of implementation. All contracts must be signed by the Associate Dean for Undergraduate Nursing Programs before the independent study can begin. Objectives for the independent study, activities for meeting each objective, and method of evaluation are to be specified in the contract. From 1 to 3 credits per semester may be taken as independent study. Credits assigned are based on the depth and breadth of the topic and/or clinical experience selected. The number of credits will be determined collaboratively by the student and faculty and specified in the Independent Study contract.
3. The independent study experience is graded as satisfactory or unsatisfactory or given a letter grade.

International Courses Option

The policies and procedures associated with taking international courses include transcultural nursing experiences abroad. Nursing students engage in health care practice under an international system of health care and interact with different cultures throughout the clinical practicum. UMSONHS students gain knowledge of transcultural nursing, interact with other international nursing students and faculty, and return with experiences contributing to the professional growth of our students. All nursing students planning experiences abroad while enrolled at the UMSONHS must comply with the following policies and procedures.

Requirements for Credit Elective Study in Foreign Regions

Prior to approval for foreign study, all students must:

- 1) Obtain approval from the faculty teaching the International Course elective.
- 2) Obtain a passport.
- 3) Comply with all health and immunization requirements for the clinical courses as specified in the student handbook.
- 4) Comply with the financial requirements for accommodations, travel expenses and living expenses as specified by the course faculty. All expenses must be

- paid in full by the specified dates.
- 5) Provide emergency contact numbers in foreign region and in U.S.
 - 6) The UM students who go to another country to study abroad must comply with the requirements set forth by the school of International Education and Exchange Programs at <https://www.sonhs.miami.edu/academics/global-studies/index.html>. The following forms must be completed:
 - Release form
 - Health and Safety Form
 - Emergency Contact Form

If students are not traveling together, they should also complete the Travel Information Form. All these forms can be found at the following website: www.miami.edu/studyabroad.
emergency contact numbers in foreign region and in U.S.

III. UNDERGRADUATE NURSING PROGRAMS/ EXPECTED OUTCOMES

1. Synthesize nursing knowledge from the natural & behavioral sciences, arts, humanities & nursing science as basis for culturally competent baccalaureate generalist nursing practice.
2. Apply concepts of organizational theory and systems leadership in clinical decision making in the enactment of safe quality care to culturally diverse persons, families, and communities.
3. Identify evidence-based research and scholarship findings for application to practice.
4. Incorporate knowledge of information management and patient care technology in a variety of settings.
5. Examine health care policy, finance, and regulatory environments with attention to health care disparities.
6. Use effective interprofessional communication to collaborate with others in improving patient health outcomes in culturally diverse settings.
7. Serve as a patient advocate in political-socioeconomic settings to prevent illness and promote health of diverse populations.
8. Provide compassionate patient-centered evidence-based care respecting the autonomy of persons, families, and communities.
9. Enact ethical standards and professional values into nursing practice and the advancement of the profession.
10. Commit to lifelong learning by recognizing the need for self-renewal, accountability, and engagement in profession growth and development.
11. Apply principles of quality improvement in providing nursing care based on evidence that contributes to safe high quality patient outcomes within health care systems.

IV. ADVISEMENT AND REGISTRATION

Cognates

All students must meet the University of Miami Cognate requirements. Cognate requirements are prerequisite to the nursing program and are listed in the *University of Miami Bulletin*. It is the student's responsibility to obtain advisement concerning meeting Cognate requirements.

Advising

The Office of Student Services is available to assist students. Academic advisors are available, and all new undergraduate students should meet with the advisors to develop a program plan and course schedule. The advisors can address issues related to degree and course requirements, registration, and matriculation in the University. Students **have a responsibility to seek advisement** concerning their scheduling and registration needs throughout the undergraduate program. The Associate Dean Undergraduate Nursing Programs works closely with faculty to assist students in their academic progression through their nursing courses.

If students do not attain a passing grade in any course, they must meet with an advisor in the Office of Student Services.

Students in the process of completing prerequisite courses are **strongly** encouraged to see an academic advisor for registration consultation. Students are requested to have a tentative course schedule prepared before meeting with their advisor.

Students who have not completed their prerequisites will be unable to register. Prior to meeting with an academic advisor, students should contact the Office of Student Accounts to verify that their accounts are clear. Students with a "HOLD" on their accounts will be unable to register.

Registration

Students register for classes using the CaneLink system but **before registering on CaneLink, the student must meet with an academic advisor in the Office of Student Services**. Freshman and sophomore students will be sent registration instructions via email. The advisor will remove any pending hold, allowing students to register during or after their assigned registration appointment time. Juniors and senior students are advised via email and will have holds removed once they are cleared by the Office of Student Services.

If assistance with registration is needed, help is always available at the Office of Student Services. **Students who have not met prerequisites or have failed any courses will not be able to register** and will need to be registered through the Office of Student Services.

Financial Planning and Assistance

The Office of Financial Assistance is available to provide students with direction in acquiring the

funds necessary to complete their nursing education. Limited scholarship funds are available. Students who receive scholarships from the University should familiarize themselves with the scholarship renewal policy.

Most financial assistance obtained by students is through student loan programs sponsored by the federal government. The Office of Financial Assistance Services is available to help students understand the various loan options available and to assist them with financial planning and debt management. <https://www.finaid.miami.edu/index.html>

Tuition and Student Fees

Annual tuition is assessed at the time of registration. Students with outstanding balances will not be allowed to register. All tuition and fee payments should be made directly to the Office of Student Accounts at the Coral Gables Campus.

All SONHS students are required to pay the general university and specific School of Nursing student fees if enrolled in clinical coursework in the fall, spring or summer semester. Nursing fees include the Health Education Systems Test (HESI). The HESI testing system provides students with on-line case studies, specialty on-line exam for NCLEX-RN preparation and a 3-day onsite mandatory NCLEX- RN review program.

Fees associated with Background Checks (American DataBank) must be paid directly to the vendors. Listed below are the fee schedules for juniors and seniors for Academic Year 2023 – 2024; FEES CHARGED BY SONHS	
	Academic Year 2023-2024
Nursing Fees TOS (Fall & Spring)	\$720.00
Nursing Fees AOS (Fall/Spring/Summer)	\$480.00
ESTIMATED FEE PAID DIRECTLY TO VENDOR (One Time Fee)	
Academic Year 2023-2024	
American Databank	\$289.00 (AOS) \$294.00 (TOS)

V. GRADING SYSTEM

Grade Point Average

The SONHS adheres to the method of calculating the GPA as discussed in the current UM Bulletin: [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

Grade Symbols

The SONHS adheres to the definition of grading symbols as described in the UM Bulletin 2023-2024 [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin)

Grading Scale

The SONHS grading scale is as follows:

Numeric	Letter Grade	Quality Points	Comments
98 – 100	A+	4.00	
93 – 97	A	4.00	
90 – 92	A-	3.70	
87 – 89	B+	3.30	
83 – 86	B	3.00	
80 – 82	B-	2.70	
78 –79	C+	2.30	
75 – 77	C	2.00	
70 – 74	C-	1.70	Below Passing BSN
67 – 69	D+	1.30	
64 – 66	D	1.00	
63 or LESS	F	0.00	

Undergraduate BSN Students

Grading Scale: BSN students must obtain a grade of at least “C” (75%) in all required nursing and prerequisite courses.

Required BSN Clinical Courses: Clinical course grades are based on the completion of all course evaluation activities, i.e., a didactic classroom (theory) grade and a clinical performance grade, i.e., “Pass” or “Fail”.

1. Required clinical courses are: NUR 304, NUR 308, NUR 318, NUR 320, NUR 411, NUR 441, NUR 448, and NUR 453.
2. Students must achieve at least a 75% or a C (2.0 on a 4.0 scale) on the

theoretical component of a clinical course.

3. The theory grade of a clinical course is to be calculated as 100% examination, quizzes, and as per syllabus.
4. Failure to complete and submit the written assignments to course faculty will result in failure of the course.
5. Clinical grades are to be graded as “Pass” or “Fail”.
6. Failure to receive at least a 75% on the final theory grade and/or failure to pass the clinical portion of the course constitutes failure of the course.
7. Students failing the theory and/or clinical component of a required clinical course fail the complete course and must repeat both the theory and clinical portions of the course.
8. Students who receive less than an 850 score on the HESI RN Exit exam in NUR 453, yet have grades over 75% will be given a C- for the course and will be required to take the HESI remediation course (Appendix E), and retake the HESI RN Exit exam within three weeks. If the student passes with a HESI RN Exit exam score of at least 850, then the grade will change from a C- to a C or greater depending on the retake HESI RN Exit score. If the student receives a score of less than 850 on the retake of the HESI RN Exit exam, then the student will fail NUR 453 and will be required to retake the course if permitted.
9. Students are required to make-up all clinical absences. Clinical absences for illness or emergency require documentation from health care provider or emergency provider (Appendix L), and must be presented to course coordinator upon return. All missed clinical days must be made up. Students must present a letter/form stating clearance to return (see Appendix L).
10. A student may not withdraw from more than two nursing courses during the length of the nursing program and cannot withdraw from the same nursing course twice.

Incomplete Grade

The SONHS adheres to the undergraduate and graduate School policy regarding an incomplete grade. See the UM Bulletin 2023-2024.

[Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

Undergraduate:

Undergraduate Students who receive an incomplete grade in any prerequisite nursing course **must complete the coursework prior to progressing** to the course for which it is a prerequisite.

Medication Calculation Examination for Undergraduate Nursing Clinical Course

Undergraduate students in the BSN portion of their program are required to pass a Medication Calculation Exam in the following required clinical courses: NUR 304, NUR 308, NUR 318, NUR 320, NUR 411, and NUR 453.

1. The minimum passing grade is 90%.
2. Students may take the examination up to three times.
3. The student will automatically fail the clinical component of the course if a minimum grade of 90% is not obtained after three attempts.
4. The medication calculation examination(s) must be completed before the mid- term alert date of the current semester.
5. Students will take the Medication Calculation Examination(s) as scheduled by the course coordinator.
6. Students may only use a calculator (no cell phones) during the Medication Calculation Examination but must show the steps to solve the problems.
7. Students who do not pass the first examination must meet with their course coordinator. Once the student has met with the course coordinator, students may access the following link:
http://www.m2hnursing.com/MedCal/module1_1.php for online tutoring.
8. Students, who do not pass the medication exam on the first try, will be given subsequent examinations that will be arranged by the course coordinator. The course coordinator will complete the clinical performance evaluation for students who fail all 3 attempts of the Medication Calculation Examination (Approved School Council, 8/16/05).

Computer Based Examinations

The following procedure is for use for all proctored computer-based examinations given at UM SONHS:

- 1) The student is responsible for bringing a personal laptop to class with all necessary software loaded and working. Any time a laptop computer is used by a student for reasons other than emergency situations associated with difficulties generated through Blackboard or HESI administration, a \$20.00 fee will be charged to the student
- 2) Virtual proctoring is used during all examinations.

Online Distance Learning Verification Policy

It is critical that students in the University of Miami School of Nursing and Health Studies who are enrolled in distance education courses adhere to university and school policies related to academic integrity. It is vital that students who enroll in distance education courses and programs are the same students who complete work and assignments in those programs or courses.

Violation of this policy will be considered a serious breach and will be dealt with according to University and School policies for violation of the academic integrity policies including academic dishonesty, cheating, and plagiarism.

Verification of students in distance education programs and courses will be initially conducted using IDs and passwords. As more sophisticated approaches for verifying the identity of students become available, these approaches will be considered and incorporated into regular program and course procedures. For example, approaches to be considered in the future by the **School of Nursing and Health Studies Academic Technology and Distance Education Task Force** might be:

- Web video recordings
- Challenge Questions
- Face-to-face proctored assignments and exams
- Video proctoring

Progressions

UM Freshman/Sophomores:

- 1) Once a student has been accepted to UMSONHS, **all prerequisite courses must be taken at UM.**
- 2) The following are grounds for dismissal from the nursing major prior to Junior clinical coursework: Failure of more than 1 prerequisite course or the same prerequisite course twice (a grade of less than 2.0 on a 4.0 scale constitutes a failure of the prerequisite course); cumulative UM GPA of <3.0 at the point of progression into the Junior year; GPA of less than 2.75 in the prerequisite courses.

Progression through the Nursing Major

For progression in the Nursing major, once students have matriculated into the junior year or begin clinical coursework:

1. Students must obtain a grade of at least "C" (>75%) in all required nursing and prerequisite courses.
2. Students must maintain a cumulative UM GPA of 2.0 on a 4.0 scale to progress in the nursing major. Failure to maintain a cumulative UM GPA (2.0) on a 4.0 scale may result in dismissal from the BSN Program.
3. Students are allowed to repeat only one failed nursing course. Failure of the same course again or any other nursing course will result in dismissal from the SONHS. Failure of two nursing courses with a grade of C- or below or failure of the same nursing course twice with a grade of C- or below constitutes failure of two nursing courses and the student will be dismissed from the program. A student who fails only one nursing course, retakes the failed nursing course and receives a passing grade on the second attempt at a failed nursing course, may progress through the program but the original failure is still counted as a failed course. If the student should fail another nursing course later in the program of study, then the student will not be allowed to retake the second failed course and the student will be dismissed from the program.
4. Prior to beginning a nursing course, students must successfully complete all prerequisites with a grade of "C" for a course. If a prerequisite to a course is failed, the student must successfully complete the failed prerequisite before progressing into nursing courses.
5. All courses in each semester are co-requisites to all other courses in that semester. All courses in each semester are prerequisites to all courses in the following semester.
6. HESI Final Exams are required for NUR 304, NUR 307, NUR 308, NUR 314, NUR 318, NUR 320, NUR 411, NUR 430, NUR 441, NUR 448 and NUR 453. All seniors are required to take a Diagnostic HESI and a Final Comprehensive HESI exam for NUR 453 Role Transition. It is mandatory for all students to take the Comprehensive HESI Live NCLEX Review course scheduled prior to graduation.

HESI Remediation Policy

All BSN students are required to remediate following completion of HESI Specialty and Exit Exams. The remediation plan will follow the HESI remediation plan formatted for you by HESI. Each student is responsible for its completion.

HESI Exam scores are indicative of the student's risk level for success in the nursing program and on the NCLEX examination.

HESI EXIT Exams

HESI Exit Exams are administered at the end of NUR 453 and a score **of at least 850 is required** (see SONHS policy). If a student fails to achieve at least a 850 score on the end of the semester NUR 453 HESI Exit Exam but the student remains eligible to retake the HESI Exit Exam according to the SONHS policy the student must complete the following remediation plan prior to taking the 2nd and final HESI Exit exam. Failure to complete the required remediation will result in NUR 453 course failure. Please note the described remediation below is in addition to required course remediation (Diagnostic HESI Exit Exam) and only refers to the end of the semester HESI Exit exam.

1. The NUR453 faculty (course coordinator) will provide the Associate Dean for BSN programs with the names of those students who did not achieve a minimum 850 score within 24 hours of the closing of the HESI Exit exam. The Associate Dean will order the required HESI NCLEX – RN online Remediation course.
2. Student must meet with the NUR 453 faculty (course coordinator) within 24 hours following the completion of the HESI Exit Exam to sign the remediation contract (see below). Student will be given a copy of the contract.
3. Once the access codes are received for the HESI NCLEX –RN online remediation course, the faculty will email each student with the code and the following instructions:

“Dear _____,

In addition to the self-remediation that is already available on the Evolve website, the SONHS is providing a code to access the mandatory online review course. The course ID is (will be provided by Associate Dean).

Your specific individual access code is: (will be provided by Associate Dean).

Please note you are not required to purchase anything. You must complete this mandatory course prior to the HESI Exit exam retake. You are required to meet with me to sign the remediation contract prior to the exam which is scheduled for (date of exam).

Refer to the attached instructions for self-enrollment.”

4. The NUR 453 faculty (course coordinator) will monitor the student's progress in the Evolve NCLEX online Remediation course. Prior to the HESI Exit Exam retake (scheduled within 3 weeks of original exam as per policy) the student will sign the original remediation contract denoting

completion of the remediation program

VI. COURSE AND CLASSROOM REQUIREMENTS

Classroom Etiquette

Arrive to Class on Time: Students must arrive to class on time.

Turn-Off Cell Phone and Other Electronic Devices: Students cell phones should never ring during class time.

Use Laptops Only for Class Work: Students are encouraged to use their laptop computers during class only as learning aids.

Participate in Class Discussions When Appropriate: Students are expected to respect the opinions of all class participants and to dialog in a professional and respectful manner.

Use Professional Language: Students are required to refrain from using offensive or foul language in class.

Do Not Bring Children or Pets to Class: Students are not allowed to bring either children or pets to class.

No Food in Class: Students are asked not to bring food items into the classrooms.

Stay the Entire Class: Students are expected to remain seated and engaged in classroom activities until the class has concluded.

Abide by the Honor and Conduct Codes: Students are expected to follow all aspects of the School of Nursing and Health Studies and University of Miami conduct codes.

Course Syllabus

At the first session of class, a course syllabus is reviewed. For online courses, the instructor will review the course syllabus. The syllabus stipulates course policies, grading standards, and academic expectations of the course. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experience. All course syllabi are posted via Blackboard (on the university website). The syllabus is a formal contract between the course instructor and the students.

Reference Manual for Writing Papers

All written papers for courses in the School of Nursing and Health Studies must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association (APA)*, Washington D.C.

Textbooks

Required and recommended textbooks for each course are listed in the syllabus. Some nursing textbooks are used for more than one designated course and/or serve as reference resources throughout the nursing program.

Attendance

The attendance policy is stated in the *University of Miami Bulletin, 2023-2024*. Regular and punctual attendance at classes and clinical learning experiences is expected of all students. Each professor will announce during the first meeting the professor's policies regarding pop quizzes, missed examinations, and late or missed work. Lecture and clinical attendance is a very important aspect of meeting the objectives of the nursing courses. In nursing courses with clinical experiences, students are required to attend all assigned clinical days for each clinical course. BSN lectures and clinicals are offered on an extended schedule, which may include evenings and/or weekends. Missed clinical days must be made up on designated weekends before the end of the semester. Clinical absence(s) may jeopardize a student's ability to meet clinical objectives and may lead to course failure. If absent due to illness or extenuating circumstances the student will need to provide a note from a health care provider using the form found in Appendix L. The student must bring the completed form to the Associate Dean's office, prior to attending clinicals. Students are required to notify the clinical instructor of their absence, at least one hour prior to the start of the clinical. If the clinical instructor cannot be reached, the student must contact the course coordinator and the office of the Associate Dean of Undergraduate Nursing Programs via email ([through UM's outlook](#)) or by calling 305-284- 2601. Failure to follow notification process is grounds for dismissal.

Exam Make Up

- 1) The student is responsible for notifying the Course Coordinator in advance if they are ill or will be absent the day of a scheduled test or examination.
- 2) Failure to meet this responsibility may result in an automatic zero ("0") for that test or examination.
- 3) The student is responsible for arranging with the course faculty member, a make-up examination within 48 hours of the originally scheduled date and time. Make-up exams are scheduled only by the SONHS faculty.

Inactive Status, Withdrawal, and Readmission

The SONHS adheres to the UM policy regarding inactive status, withdrawal and readmission from the undergraduate program. See the *UM Bulletin* <http://bulletin.miami.edu/undergraduate-academic-programs/>

Inactive Status

1. Students may apply for inactive status by submitting a written request to the Associate Dean for Undergraduate Programs. This request is to include the

reason(s) for temporarily leaving UM and/or the SONHS. The Associate Dean for Undergraduate Programs will make a decision on the request and recommendation.

2. Inactive status is for undergraduate, degree-seeking students who intend, and qualify, to re-enroll at the University of Miami after leaving the University for a maximum of 2 semesters, except for Accelerated BSN students. Accelerated BSN students may utilize inactive status for a maximum of 1 semester. Students interested in this option should consult with the Office of Student Services.

Withdrawal

1. BSN students: "A student may not withdraw from more than two nursing courses during the length of the nursing program and cannot withdraw from the same nursing course twice."
2. HCS/BSPH students: "A student may not withdraw from any course more than 1 time"

Readmission

1. After absence of a semester or longer (excluding inactive status), a former student must apply for readmission to the UM and SONHS. Readmission to the undergraduate program is not automatic. The readmission application and any requested material must be reviewed and approved by the Undergraduate Academic Standing and Admissions Committee (UGASAC) and the Associate Dean for Undergraduate Programs. The prevailing admission/curriculum requirements will be used when processing a student's request for readmission.
2. Readmission will be considered based on cumulative UM GPA and the cumulative of previous courses at UM and other institutions. BSN students at the University of Miami must have a minimum GPA of 3.0 and a prerequisite GPA of 2.75. Transfer students must have a minimum cumulative GPA of 3.5 and a prerequisite GPA of 3.3. Accelerated Option students must have a minimum GPA of 3.0 with a 3.0 for prerequisite courses.

Undergraduate Complete Withdrawal Policy & Procedure

The University established a comprehensive policy for all undergraduate students who seek to withdraw from an entire semester of coursework. This policy requires students to submit their withdraw paperwork within 30 days from the end of the term; however, it is important students initiate this process as soon as possible as they may be held to the standard drop deadlines and refund policies put forth by the University. For more information on the University's complete withdraw policy, please refer to: <https://success.miami.edu/student-withdrawal/index.html>

A student who seeks to withdraw from a complete semester of coursework should initiate the process with an Academic Advisor in the Office of Student Services. The Advisor will work with the student to discuss their reasons for withdrawal and to address any concerns they have before they file official withdraw paperwork. If a complete withdraw is deemed to be the appropriate course of action, the Advisor will provide the student with the appropriate withdraw process.

The "effective date" of the withdraw will only become official once the student contacts the 'Canes Success Center'.

VII. ACADEMIC HONESTY POLICIES

Ethics

ANA Code of Ethics:

All SONHS students are to be guided in their professional role by the current statement of the American Nurses' Association Code of Ethics. See: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Honor Code

SONHS faculty may or may not choose to refer honor code violations by students to the Undergraduate Honor Council as appropriate. Faculty may impose their own sanctions for the honor code violation, e.g., failure of the examination, failure of the course, failing grade on a paper, computer-related work, or creative work, or failure of the clinical experience. Faculty also may recommend to the Dean or Dean's designee that students committing an honor code violation be dismissed from the SONHS.

Academic Integrity Policy

Undergraduate Honor Code:

The purpose of the undergraduate honor code is to protect the academic integrity of UM by encouraging consistent ethical behavior in assigned course work by students. The Undergraduate Honor Code may be accessed through: <https://doso.studentaffairs.miami.edu/honor-council/honor-code/index.html>

1. Definition of "cheating".

Cheating: –This act implies intent to deceive. It includes all actions, devices and deceptions used in the attempt to commit this act. Examples include but are not limited to copying answers from another student's exam and using a cheat sheet or crib notes in an exam.

Academic Dishonesty: – This includes any other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the University Community. Examples are attempting or agreeing to commit or assisting in or facilitating the commission of any scholastic dishonesty violation.

Students will be dismissed for any act of cheating or academic dishonesty.

- A. Process for reporting cheating or academic dishonesty. If a student is caught in an act of cheating or academic dishonesty, the course coordinator or faculty member proctoring, is responsible for making the student aware of this concern at the time of the occurrence.

- B. This communication should occur in a reasonably private situation.
For example, if the student is caught cheating during an exam, the student must be made aware of this concern before the examination period ends. The student could be asked to remain in the room until after the examination is complete and all students have left the classroom before the concern is addressed. Or the faculty member could escort the student from the room while proctors continue monitoring the examination.
- C. The act, including the discussion with the student, should be documented. Documentation should include sufficient detail related to the actual action of the student, actions taken by the faculty member, and the response of the students. The faculty member should review the documentation with the student and ask the student to sign the document, indicating acknowledgement. The student should be notified that the document will be forwarded to the Vice Dean or Associate Dean of Undergraduate Nursing Programs for review.
- D. The Vice Dean or Associate Dean of Undergraduate Nursing Programs will review all pertinent documentation and decide about what action will be taken in writing to the students. Consequences may include dismissal from the School of Nursing and Health Studies.

Plagiarism:

The SONHS has strict penalties against plagiarism. If a student is suspected of plagiarism, the matter is to be reported to the SONHS administration. It is at the discretion of the faculty member whether or not they refer the matter to the respective honor council. The following is what the SONHS faculty has designated as constituting plagiarism:

Plagiarism can be defined essentially as the deliberate act of taking the writings and/or ideas of someone else and representing them as your own. Plagiarism commonly takes three forms.

The most blatant form of plagiarism is the direct lifting of a passage from another book (encyclopedia, reference book, literacy criticism, and/or other printed sources) and including it in your paper as if it were your own work without using any quotation marks and/or without providing a proper citation. In addition, another direct and blatant form of plagiarism is that of obtaining information from electronic sources and submitting it as your own work.

A second form of plagiarism involves paraphrasing. Essentially, when you paraphrase, you take a passage from another book and change some of the words, altering the phrasing but not the meaning. Although some of the writing is now your own, paraphrasing differs only in degree from direct lifting a passage. Anytime you paraphrase material that is not your own, you should reference it.

A third kind of plagiarism involves taking the major ideas from another book and incorporating them into your paper as if they were the products of your own thinking. Even though you may not have taken any lines directly from the source material, it is still considered plagiarism to use another's ideas while representing them as your own.

Sanctions

Plagiarism is considered a serious offense in academic settings. In general, when plagiarism is discovered by a faculty member any one or more of the following responses are considered appropriate: (a) failure of the assignment; (b) failure of the course; (c) referral to the appropriate honor council; or (d) dismissal from the SONHS and forfeiture of the degree.

If plagiarism is discovered after a course or program has been completed, one or more of the following responses may be recommended retroactively: (a) failure of the course; (b) failure of the program; or (c) withdrawal of the degree (Approved by School Council on 3/19/97; Reaffirmed on 2001).

Appeal Procedures

Dismissal Appeal Process:

The following circumstances are grounds for dismissal from the student's specialty program or the SONHS:

1. Failure to comply with UM and/or SONHS regulations, policies and/or procedures
 - a. Any act of cheating or academic dishonesty (see Undergraduate Honor Code, SONHS Immunization Requirements: Appendix A, Additional Clinical Requirements: Appendix B, Safe Practices in the Clinical Setting: Appendix D)
2. Violation of the ANA's Code of Conduct for Nurses
3. Refusal to follow instructions of the faculty
4. Bullying or harassing behavior toward any faculty, staff, student, or patient
 - a. Repeatedly ignoring a person or subjecting them to unwelcome attention, intimidation, humiliation, ridicule, or offense
 - b. Physical threats or violence
 - c. Oral, written, or electronic threatening communications
 - d. Threatening gestures
 - e. Use of vile, intemperate, or abusive language
5. Negligence resulting in damage to or defacement of UM SONHS property or of property belonging to, or located at, a clinical agency site
6. Destruction of, falsifying, or omitting information on University or clinical agency records

7. Illegal or immoral conduct on or off University premises which would bring unfavorable attention to the University
8. Unauthorized possession, use, access, copying, or reading of University or clinical agency records or unauthorized disclosure of information contained in such records to persons without a direct need to have this information
9. Unauthorized access or use of University or clinical agency computing and communication equipment
10. Possession of any weapons, firearms, or explosives while on University or clinical agency premises
11. Unauthorized use, possession or distribution of intoxicants, illegal drugs, designer drugs, or controlled substances; use of or possession of other drugs which have adversely affected student performance on University or clinical agency premises (See Student Substance Policy: Appendix C)
12. Reporting for, or being in the school or clinical site, while under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession and/or use of a controlled substance in the workplace or clinical agency (See Student Substance Abuse Policy: Appendix C)
13. Failure to comply with a request for Drug and Alcohol Screening (See Student Substance Abuse Policy: Appendix C)
14. Unauthorized removal or theft of University property or that of other facilities, students, or staff
15. Unauthorized use, disclosure, viewing, or accessing of patient information and/or protected health information as defined in applicable state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), or as dictated by the University's privacy policies and procedures
16. Plagiarism
17. **Undergraduate Students:**

Failure of 2 nursing courses (C- or below) or any individual course twice: Students may repeat only one failed nursing course.

 - Failure of two nursing courses with a grade of C- or below or failure of the same nursing course twice with a grade of C- or below constitutes failure of two nursing courses and the student will be dismissed from the program.
 - A student who fails only one nursing course, retakes the failed nursing course and receives a passing grade on the second attempt at a failed nursing course may progress through the program but the original failure is still counted as a failed course. If the student should fail another nursing course later in the program of study, then the student will not be allowed to retake the second

failed course and the student will be dismissed from the program.

- Drop and/or failure of same nursing course more than 1 time
- Unable to meet technical standards

18. The following are grounds for dismissal from the nursing major prior to Junior clinical coursework:
- a. Failure of more than 1 prerequisite course or the same prerequisite course twice (a grade of less than 2.0 on a 4.0 scale constitutes a failure of the prerequisite course). Students may repeat only one failed nursing course.
 - b. Cumulative UM GPA less than 3.0 at the point of progression into the junior year; or GPA less than 2.75 in the prerequisite courses
19. BSN students that fail to report any arrests and/or criminal charges to the Program Director and/or Associate Dean within three (3) business days of the arrest or learning of the criminal charges. Failure to report may result in dismissal from the program. The ability to proceed with clinical placements may be impacted or precluded as a result of the arrest of any criminal charges.
20. RN/BSN students that fail to report a restricted and/or encumbered nursing license with no current complaints, pending investigations or discipline. Failure to report any criminal charges, licensure complaints, pending investigations, and/or discipline to the Program Director and/or Associate Dean within three (3) business days of learning of the criminal charges, licensure complaint, investigation or discipline may result in dismissal from the program. The ability of the student to proceed with clinical placements may be impacted or precluded because of any criminal charges, licensure complaint, investigation or discipline.

Dismissal Academic Appeals Procedure

Step 1. The Office of Student Services will present a dismissal issue to UGASAC. The UGASAC will review the circumstances for dismissal and confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Associate Dean. The student will be allowed to provide any information or documentation to UGASAC. In the process of making its recommendation, the Committee may request that:

- a) The student be interviewed, provide additional information, or access to records, or appear before the Committee.
- b) The faculty and/or administrator be interviewed, provide additional information, or access to records, or appear before the Committee.

Step 2. The UGASAC committee will forward its recommendation of dismissal to the Associate Dean who will then notify the student of the UGASAC recommendation

Step 3. The student may appeal the dismissal Decision to the Vice Dean of Academic

Affairs of the SONHS. The appeal must be submitted in writing to the Office of the Dean within five business days of the Associate Dean's notification and must set forth the reasons for the appeal. Upon receipt and review of the appeal, the Dean at their option, may choose to meet with the student prior to issuing their decision. After reviewing the appeal, the Dean may uphold, modify, or reject the decision to dismiss. The Dean's decision on the appeal is final.

Once a decision has been rendered the student has the right to redress the grievance through the University appeals process. This appeals process must be filed within a year of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. (See Undergraduate Policy & Procedures at: <http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/grades/#text>.) This process begins with the student contacting the Office of the University Ombudsperson at (305) 284 4922 or ombudsperson@miami.edu.

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process. If the appeal is based on or related to a disability: 1) The ADA Coordinating Committee shall serve in an advisory capacity, and 2) The student is to include in the materials provided, the appropriate forms from the Office of Disability Services documenting: an evaluation of the disability and recommendations related to the disability.

Non-Dismissal Academic Appeals Procedure

Students will present their appeal request, including retro drop single class, residency rules, grade appeals, etc., to the Office of Student Services.

Written appeals must be filed within **five business days** of the occurrence of the academic action resulting in the appeal, and prior to the completion of all degree requirements or withdrawal from the University.

Materials for the Appeal. When bringing a matter for appeal, the student must place in writing issues they wish to have considered with respect to the grounds for appeal stated above. The appeal must include:

- a) The conditions as seen by the student, offering a rationale for meeting grounds for an appeal, and any other supporting documentation relevant to the grounds for an appeal.
- b) Documents of support (e.g., examinations, tests, papers, syllabi, evaluations, or any other documents relevant to the appeal).
- c) All written decisions of individual faculty/administrators that are available to the student or in the student's possession.

Step 1. The Office of Student Services will present a non-dismissal issue to the

Undergraduate Academic Standing and Admissions Committee (UGASAC). UGASAC will review the circumstances for non-dismissal; confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Associate Dean. The student will be allowed to provide any information or documentation to UGASAC. In the process of making its recommendation, the Committee may request that:

- a) The student be interviewed, provide additional information, or access to records, or appear before the Committee.
- b) The faculty and/or administrator be interviewed, provide additional information, or access to records, or appear before the Committee.

Step 1.1 for Grade Appeal

UGASAC will only hear overall final posted grade appeals.

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom. **The student should discuss all grade disputes with the instructor and make all efforts to resolve the grading issue prior to filing a formal appeal.**

If a grade dispute is not resolved through interactions with the instructor, then the student should attempt to resolve the grade dispute by discussing the dispute with the following people, in this order, **before filing a formal appeal**:

1. The Course coordinator (if applicable)
2. The Program Director (if applicable)
3. The Associate Dean of the student's program.

Grounds for a grade appeal. It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are limited to:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, or any other characteristic set forth in the University's Non-Discrimination Policy;
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established in the course syllabus. If, and only if, a dispute or problem is not resolved through interactions or discussions as noted above, then the student may file a formal written grade appeal to the UGASAC. The Office of Student Services will present the overall final posted grade appeal documents to the UGASAC Chair. The UGASAC Chair will conduct an initial review for documented grounds for a final grade appeal. If above grounds for appeal are documented, the appeal will be presented to the committee at large for review.

Step 2. If the appeal is denied, the UGASAC committee will forward its

recommendation to the Associate Dean who will notify the student of the UGASAC recommendation.

Step 3. The student may appeal the non-dismissal decision to the Vice Dean of Academic Affairs of the SONHS. The appeal must be submitted in writing to the Office of the Vice Dean within five business days of the non-dismissal decision and must set forth the reasons for the appeal. Upon receipt and review of the appeal, the Vice Dean at their option, may choose to meet with the student prior to issuing their decision. On appeal, the Vice Dean may uphold, modify or reject the non-dismissal's decision. The Vice Dean's decision on the appeal is final.

Once a decision has been rendered, the student has the right to redress the grievance through the University appeals process. This appeals process must be filed within a year of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. (See Undergraduate Policy & Procedures at: <http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/grades/#text>). This process begins with the student contacting the Office of the University Ombudsperson at (305)284-4922 or ombudsperson@miami.edu.

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or disability, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process. If the appeal is based on or related to a disability: 1) The ADA Coordinating Committee shall serve in an advisory capacity, and 2) The student is to include in the materials provided, the appropriate forms from the Office of Disability Services documenting: an evaluation of the disability and recommendations related to the disability.

Decisions made by the University Honor Council or by Accessibility Resources will not be heard through the Undergraduate Academic Standing and Admissions Committee (UGASAC) appeal process. The student should appeal through the appeal processes of the University Honor Council or Accessibility Resources.

Substance Abuse Policy

Purpose: The University of Miami School of Nursing and Health Studies prohibits the use or the possession or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original container, by students on University property or while on University business. The purpose of this substance abuse policy is to provide information related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol, and to ensure that individuals who provide patient care are not under the influence of any substances that can impair their ability or judgment.

To that end, the School of Nursing and Health Studies (SONHS) at the University of Miami enforces a zero tolerance policy with regards to student impairment from drugs or alcohol at clinical sites or while in class, and thus **any unlawful possession, use, manufacture or distribution of controlled or illegal substances or alcohol by any student while on campus or at a clinical site shall be considered substance abuse or possible dependency and will constitute cause for termination from the program.** UM SONHS students are expected to read and comply with this Student Substance Abuse Policy. A signed copy of the policy is indication that the policy has been read and understood.

Drug Testing Policy: All students will undergo drug testing as a part of their admission and continuing enrollment in the nursing school. A minimum of two 10 panel drug screens are required through American Data Bank. Due to the length of the program, SRNA students will have three 10 panel drug screens. The first test will be conducted at the time of admission, prior to starting classes, and at least one more test will be done during the students' tenure at the university. The drug screening process involves the collection of urine, blood, or hair sample to detect the presence of substances which may cause impairment.

When a student receives an e-mail from the School of Nursing and Health Studies directing them to be drug tested, the student must submit their specimen at a designated American Data Bank collection site or other designated drug screening location within 24 hours of notification. Students failing to submit a sample within this time frame may be withdrawn from clinical courses and subject to further disciplinary action, up to and including dismissal.

Students will be responsible for the cost of the drug screenings which are part of the background check that must be completed prior to admission, as well as for the cost of any future drug tests as requested by the school.

Reasonable Suspicion Testing: Students enrolled in the School of Nursing and Health Studies must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if the student is suspected to be impaired from drugs or alcohol, at the discretion of a faculty member, clinical preceptor, clinical instructor, or school administrator.

Faculty and Clinical Preceptors Reporting Substance Abuse: A faculty member suspecting possible substance abuse by a student must report the suspicious behavior immediately to the Director or designee verbally and by submission of the Faculty Report of Suspicion of Drug/Alcohol Use reporting form.

A student who is suspected of drug or alcohol impairment during didactic or clinical activities will be escorted to a testing center by an assigned representative of the SONHS. If a student becomes argumentative, resistant, or violent with school or hospital representatives assigned to escort the student to the testing center, the escort (defined as a clinical coordinator/clinical instructor/preceptor/faculty member) can choose to notify the police department and the student will be dismissed from the grounds where the incident occurs.

The Director or Associate Dean of the program in which the student is enrolled has the authority to temporarily suspend the student from clinical participation pending the final results of any tests.

If a student refuses to comply with the request from a faculty member, preceptor, instructor, or school administrator to undergo drug or alcohol screening, or refuses to participate in any of the steps listed below, the student may be dismissed from the University of Miami School of Nursing and Health Studies immediately.

Random Testing Procedure Steps:

- If not already completed, the student will sign the program's consent form. These are distributed when the student enrolls in the program, and the testing site will have them available as well.
- From the time that a student is suspected of being impaired or diverting medications, a clinical coordinator/clinical instructor/preceptor/faculty member at the facility will stay with the student. If the student leaves the facility or goes to the bathroom, the test will be invalid because the chain of custody has been broken and the student may be dismissed from the program.
- If the student in question is an SRNA student, the escort will notify the CRNA faculty member on call. For all other students, the escort will notify the Associate Dean in charge of the student's program. A faculty member or administrator will go to the facility to pick up the student and transport them to UMH. Again, someone must be with the student at all times.
- The student will be tested at UMH. The student may be asked to provide a witnessed sample of urine, hair, blood, or saliva, which may be frozen for further testing. The student will have to provide a photo ID (driver's license or UM ID) and will have to provide their social security number. The student and the escort will go to Occupational Health during regular business hours (Monday-Friday, 7 AM-5:30 PM). After regular business hours, the student and the escort will go directly to the lab ([305] 689-5446).
- The student will sign the chain of custody forms and any other documents provided by the testing laboratory.
- The sample will be screened for controlled substances or any other non-controlled substances suspected of being used or abused by the student.

- The student will disclose any prescribed or over-the-counter medications as well as any dietary habits that could modify testing results at the time of the testing, as requested by laboratory documents.
- The student must fully comply with the testing laboratory's methods and procedures for collecting samples.
- If a non-negative result is reported from the testing laboratory, the student may choose to admit to controlled substance misuse, in which case the student will be referred to appropriate treatment options and be subject to disciplinary action.
- If a student disputes a non-negative test, and requests a retesting of samples by the laboratory, then the student will need to pay for the retest.

Drug Testing Outcomes:

All non-negative drug tests will be reported to the SONHS by American Data Bank, UMH, or other similar agencies/ institutions partnering with the School of Nursing and Health Studies.

Tests which are reported as **inconclusive**, **adulterated**, or **diluted** may be considered as a **non-negative** test by the School of Nursing and Health Studies. A **non-negative** drug screen report at the time of admission may result in the student's admission offer being withdrawn and notification of the non-negative result to the Board of Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act). If the student is already a registered professional nurse, they will be referred to the IPN program. If the student is not a registered professional nurse, they will be provided with a list of local treatment centers. The cost of any treatment will be borne by the student.

Students that have a **non-negative** drug test will be removed from all clinical courses and may be subject to further disciplinary actions, up to and including dismissal.

Students Reporting other Students' Substance Abuse: A University of Miami School of Nursing and Health Studies student who suspects or has knowledge of possible substance abuse or policy violation by another student while in the clinical setting has the responsibility to report this information to the Program Director, Associate Dean, or Dean. The identity of the individual making the report will be kept confidential to the extent possible, consistent with the need to investigate the report and subject to legal requirements.

Prescription and Over the Counter Medication Reporting Requirements:

There are circumstances in which students may need to take over the counter or prescribed medications that may impair their ability to function safely in the clinical environment and thereby endanger patients and the student. As such, all students are responsible for being aware of the effects these medications may have on their ability to function safely in the clinical practicum.

If a clinical preceptor or faculty member establishes that the student is affected by using such prescribed medications, thereby creating a potential threat to patient care, the preceptor or faculty member will advise the student to leave the clinical area. Inability to perform all clinical functions safely while under the effects of prescribed medications will result in re-evaluation of student's ability to participate in clinical training and the student will be encouraged to request leave from clinical studies.

Students must notify the director regarding the use of any prescribed medication, other than antibiotics, within 72 hours of prescription, and any over the counter medication which could impair performance prior to entering the clinical environment. If the student does not comply with this disclosure and has a subsequent non-negative drug screen, the student may be dismissed from the program.

Controlled Substances Handling and Accountability, Suspicion of Drug Diversion:

Accurate accounting of controlled substances and adherence to hospital, pharmacy and departmental policies are of utmost importance to all students. Common methods of drug diversion include setting aside drugs for personal use and falsifying the use of these drugs in the patient's record, recording a medication's vial as broken or wasted in the medication dispensing systems, and/or sending a substitute of the drug (placebo) back to the pharmacy as leftover medication. The SONHS nurse anesthesia program faculty members or clinical coordinators will conduct periodic audits of patient documentation, and students' management of typical anesthesia drugs utilized in the clinical area.

This audit may include a chemical analysis of returned and wasted drugs, and or inspection of students' lockers and personal belongings in the clinical area. Frequent incidents of controlled and non-controlled substances mishandling, medication charting errors, or any other behaviors suspicious of drug diversion will be treated as reasonable suspicion for drug diversion and potentially lead to dismissal from the program.

Dismissal and Appeal:

Dismissal and appeal policies for the School of Nursing and Health Studies are contained in the Student Handbooks. Please refer to the appropriate document for specific details.

Impaired Student Policy:

For the safety of our students, patients, clients, and community, nursing students are subject to random drug testing. The following information is presented in response to compliance of regulations of "Drug-Free Schools and Campuses." Regulation: Sec. 1213 "Drug and Alcohol Abuse Prevention".

Section 1213 Subpart B.a.1. requires annual distribution to each student and employee of: “standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.”

All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse conflicts with the University’s purpose.

To mitigate abuse, the University has established policies and regulations which adhere to applicable federal laws, including the U.S. Federal Drug Free Workplace Act and Florida statutes regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all students, guests, and visitors on University property or as part of any University activity. The responsibility for knowing and abiding by the provisions of the University’s beverage and drug policies rests with everyone.

Section 1213 Subpart B.a.2. requires: “a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.” The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statutes, which are found in Titles 21 and 27 of the United States Code. The University of Miami adheres to Florida Statutes, Chapter 562, which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony).

These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate their age.

This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. Penalties include: (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines of up to

\$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

The Florida Statutes, to which the University of Miami adheres regarding drug abuse, are found in Florida Statutes, chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties.

Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties.

A violation of State Law, which results in a conviction, will result in additional disciplinary action by the University.

According to Section 893.13 (1) Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution.

Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of "imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.994.275 prior to serving such minimum sentence."

Section 1213 Subpart B.a.3. requires "a description of the health risks associated with the use of illicit drugs and the abuse of alcohol."

The following health risks are related to alcohol and drug abuse:

Alcohol:

Alcohol is a psychoactive or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol depresses the central nervous system. Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness.

Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancer of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach and duodenal ulcers, colitis, and irritable colon; impotence and infertility; birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities; premature aging; and a host of other disorders such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Marijuana:

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to

hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome – for example, low body weight and small head size.

Cocaine:

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether they will become addicted or whether the next dose of cocaine will prove to be fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV infection if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rise. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate.

Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. “Freebase” is a form of cocaine that is smoked. Freebase is produced by a chemical process whereby street cocaine (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the cutting agents. The end product is not water soluble, so the only way to get it into the system is to smoke it. The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation. “Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term “crack” refers to the crackling sound made when the mixture is smoked (heated).

Heroin:

Heroin is an illegal opiate drug. The addictive properties of heroin are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect.

Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user’s loss of control and the drug’s habit-forming action.

Heroin is a drug that is primarily taken by injection with a needle in the vein. This form of use is called intravenous injection. This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), the use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of veins, and cardiac disease (sub-acute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Heroin is responsible for many deaths. Needle sharing by IV drug users is one of the causes of HIV infection. 36

The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

PCP:

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death to the user while under the influence of the drug. PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

Designer Drugs:

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. Ecstasy for example, is a drug in the amphetamine family that,

according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know however, that it also kills certain kinds of brain cells.

Section 1213 Subpart a.4 requires “a description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.” A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Sandler Center for Alcohol and Other Drug Education located in Building 21-E, and listed online here: <https://doso.studentaffairs.miami.edu/sandler-center/index.html>. Additional programs may be listed in the local and other area telephone directories.

Section 1213 Subpart B.a.5 requires “a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by Section 1213 Subpart B.a.1.”

The University will impose sanctions for violation of the standards of conduct consistent with local, state, and federal laws, student and employee handbooks, and University policies. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation.

In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Students enrolled in the School must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if they are suspected to be impaired from drugs or alcohol, at the discretion of a faculty, clinical preceptor, clinical instructor, or school administrators.

If a student refuses to comply with the request from a faculty, clinical preceptor, clinical instructor, or school administrator to undergo drug or alcohol screening, the student may be dismissed from the University of Miami School of Nursing and Health Studies. A positive drug screen can result in dismissal from the University of Miami and the School of Nursing and Health Studies.

VIII. STUDENTS RIGHTS UNER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Purpose

The purpose of the following policies and procedures is to assure University of Miami students access to their education records maintained by the University of Miami, and to ensure the privacy of students by restricting the disclosure of information contained in educational records only to those persons authorized under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT).

Notification to Students

Students will be notified annually of their rights to access all of their education records kept by the University of Miami, by publication of a summary of these Policies and Procedures in the student newspaper, and under the Consumer Information for Students and Parents, located on the Office of the Registrar's web site, and such other means as are appropriate. Students may obtain a copy of this summary at the Office of the Registrar, W121 University Center.

Definitions

- A. "Attendance"** at the University of Miami includes, but is not limited to:
1. The period of time during which a student attends or attended an educational agency or institution.
Examples of dates of attendance include an academic year, a spring semester or a first quarter.
 2. The term does not include specific daily records of a student's attendance, an educational agency or institution.
- B. "Directory information"** means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution attended by the student.
- C. "Disclosure"** is defined as permitting access to or the release, transfer, or other communication of education records including class schedule and roster of the student, or the personally identifiable information contained therein, orally, in writing, by electronic means, or by any other means to any party.
- D. "Education Records"** means those records, which are directly related to the student, and maintained by the University of Miami or by a party acting for the University of Miami. The term "education records" does not include:
1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 2. Records of the University of Miami Department of Public Safety which are

created and maintained by it solely for law enforcement purposes; PROVIDED that records of the University of Miami Department of Public Safety created and maintained by it for non-UM law enforcement purposes such as a disciplinary action or proceeding of the University are deemed education records;

3. Records relating to an individual who is employed by the University of Miami which are (A) made and maintained in the normal course of business, which (B) relate exclusively to the individual in their capacity as an employee, and (C) are not available for use for any other purpose. This exclusion does not apply to an individual in attendance at the University of Miami who is employed as a result of their status as a student;
 - i. Records relating to an individual in attendance at the agency or institution who is employed as a result of their status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.
 4. Records of a student who is 18 years of age or older, or is attending an institution of post-secondary education, that are:
 - i. Created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional person acting in their professional or paraprofessional capacity or assisting in a paraprofessional capacity;
 - ii. made, maintained, or used solely in connection with the provision of treatment to the student, and
 - iii. not disclosed to anyone other than individuals providing such treatment, PROVIDED that the record can be personally reviewed by a physician or other appropriate professional person of the student's choice. Treatment" in this context does not include remedial education activities, which are a part of the program of instruction at the University of Miami.
 5. Records of the University of Miami that contain information relating only to a person after that person is no longer a student at the University of Miami, e.g., information gathered on the accomplishment of alumni.
- E. "Parent"** includes a parent, a guardian, or an individual acting as a student's parent in the absence of a parent or guardian. The University of Miami may presume the parent has the authority to exercise the rights inherent in this act unless the University has been provided with evidence that there is a court order or a legally binding instrument, which provides to the contrary.
- F. "Personally identifiable"** means that data or information may include, but is not limited to:
1. The student's name
 2. The name of the student's parent, or other family member;
 3. The address of the student or student's family;
 4. The student's telephone number;
 5. A personal identifier, such as a student's Social Security Number, or student number; or
 6. Other information or a list of personal characteristics, which would make the student's identity easily traceable.

The University of Miami will give public notice as to the information designated as directory information. The student has the right to prohibit the designation of any or all of the categories of personally identifiable information with respect to that student, provided that said student notifies the Office of the Registrar in writing that such personally identifiable information is not to be designated as directory information with respect to that student. Notification must be made to the Office of the Registrar within three days after the student registers each semester.

The University of Miami may disclose directory information from the education records of an individual who is no longer in attendance at the University of Miami without following the procedures set forth above.

- G. **“Record”** means any information or data recorded in any medium, e.g. andwriting, computer media, print, tapes, film, microfilm, and microfiche.
- H. **“Student”** includes any individual with respect to whom the University of Miami maintains education records or personally identifiable information. The term does not include an individual who has not been in attendance at the University of Miami.

An individual who has applied for admission to, but has never been in attendance at a particular component unit of the University of Miami, even if that individual is or has been in attendance at another component unit of the University of Miami, is not considered to be a student with respect to the component to which an admissions application has been made e.g., an undergraduate student at the University of Miami who has made application for Graduate School, Law School, or the School of Medicine, but who has been denied admission to any of those component units, does not have access to their admissions documents submitted to that component unit which has denied their admission.

Students Rights

- A. **Access:** Students in attendance at the University of Miami, and parents of such a student with prior written consent of the student, or without prior written consent if the student is a “dependent” (as defined under Section 152 of the Internal Revenue Code, meaning that the student is listed and qualified as a dependent on the parent’s most recent tax return filed with the Internal Revenue Service), may have access to, including the right of obtaining copies by paying copy fees as indicated in Section IX, any and all “educational records” maintained by the University of Miami, by following the procedures indicated under Section VII. Access may also be granted in compliance with a lawfully issued subpoena or in connection with some health or safety issue.
- B. **Request to Amend Education Records:** A dependent student’s parent or a student may request that the University of Miami amend education records if either believes that information contained therein is inaccurate, misleading, or in violation of the privacy or other rights of the student, by the following procedure Miami will determine whether or not records will be amended within a reasonable period of time. Should the University decide to refuse to amend the record in accordance with the request, it shall inform the student or the dependent student’s parent of such refusal and inform the student or parent of the right to a hearing.
- C. **Right to a Hearing:** A student or dependent student’s parent, may petition for a hearing to challenge the contents of an “education record” listed in

Appendix A under the procedures established in Section VIII.

Disclosure Policies

The University may not disclose personally identifiable information from the education record of a student without the prior written consent of the student except:

1. To other school officials at the University, including faculty, who have been determined to have legitimate educational interests in seeking access to those records.
 - (i) "School officials" are defined as officers, employees and agents of the University of Miami. "Agents" may include University Counsel and certain University students assigned to exercise a specific University function.
 - (ii) "Legitimate educational interests" are defined as those interests related to the academic, personal and social development of the student while enrolled at the University of Miami or as those interests related to legal, health or safety concerns of the University of Miami.
2. To officials of other schools in which a student seeks or intends to enroll. The University may also release information contained in the education record to another school if the student is simultaneously enrolled in that school and the University. However, the University will make a reasonable attempt to notify the student of the transfer of those education records and will provide a copy, upon request and the payment of a copying fee, of the records, which were transferred.
3. To authorized representatives listed below, PROVIDED that such access is necessary in connection with the audit and evaluation of federally supported educational programs or in connection with the enforcement of or compliance with federal legal requirements which relate to these programs, or when such information is specifically authorized by federal law:
 - (i) The Comptroller General of the United States
 - (ii) The Attorney General of the United States
 - (iii) The Secretary; or
 - (iv) State and local educational authorities
4. In connection with financial aid for which a student has applied or which a student has received, PROVIDED that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:
 - (i) to determine the eligibility of the student for financial aid;
 - (ii) to determine the amount of financial aid;
 - (iii) to determine the conditions which will be imposed regarding financial aid; and
 - (iv) to enforce the terms or conditions of the financial aid
5. To state and local authorities to which information is required to be reported pursuant to any state statute.

6. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction PROVIDED that such studies do not disclose the personal identification of students and their parents by individuals other than representatives of the organization, and that the information will be destroyed when no longer needed for the purpose of the study.
7. To accrediting organizations in order to carry out their functions.
8. To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. For purposes of determining the dependency of the student, the University will request that each student declare their dependency at the time of registration. The Office of the Registrar will maintain this information. In the absence of this information, and when circumstances may warrant disclosure or access to a parent, the University may first solicit from the student a declaration of dependency; failing this, the University will require a written affidavit from the student's parent certifying that the student has been claimed as a dependent on the requesting parent's most recent income tax return filed with the Internal Revenue Service.
9. To comply with a judicial order or subpoena PROVIDED that the University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith. There are instances in which the University will not be able to notify the student or student's parent of the existence of a federal grand jury subpoena or a subpoena issued for a law enforcement purpose wherein the subpoena indicates that the University is not to disclose to any person the existence or contents of the subpoena or any information furnished to a grand jury or law enforcement agency in response to the subpoena and in this case, notice will not be provided. If the University initiates legal action against a student or parent, the University may disclose to the court, without court order or subpoena, the education records of the student that are relevant for the University to proceed with the legal action as plaintiff. If a parent or student initiates legal action against the University, the University may disclose to the court, without court order or subpoena, the student's educational records that are relevant for the University to defend itself.
10. To appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals, taking the following factors into account: The seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and The extent to which time is of the essence in dealing with the emergency.
11. The disclosure is information the University has designated as directory information under the conditions of Section 99.37 of FERPA.

12. To a parent/legal guardian of a student, information regarding any violation of any federal, state, or local law, or any rule or policy of the University of Miami governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if the student is under the age of 21 at the time of the disclosure to the parent and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

13. The disclosure, subject to the requirements of Section 99.39 of FERPA, is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by the institution of post-secondary education with respect to that alleged crime or offense. The University may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed.

14. The disclosure, subject to the requirements of Section 99.39 of FERPA, is in connection with a disciplinary proceeding at an institution of post-secondary education. The institution must not disclose the final results of the disciplinary proceeding unless it determines that:
 - (i) the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and
 - (ii) with respect to the allegation made against them, the student has committed a violation of the institution's rules or policies.
 - (iii) the institution may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.
 - (iv) this section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.

15. The disclosure is to a parent of a student at an institution of post-secondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if:
 - (i) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and
 - (ii) The student is under the age of 21 at the time of the disclosure to the parent.
 - a) Paragraph (a) (15) of this section does not supersede any provision of State law that prohibits an institution of post-secondary education from disclosing information.
 - b) Paragraph (a) of this section does not forbid an educational agency or institution from disclosing, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to an parties under paragraphs (a)(1) through (11), (13), (14) and (15) of this section.

Personally identifiable information from the student's education record may be disclosed in accordance with FERPA upon the condition that the party to whom the information is disclosed will not disclose information to any other party without the prior written consent of the student and the releasing office except that the personally identifiable information which is disclosed to an institution, agency, or organization may be used by its officers, employers, and agents, but only for the purposes for which the disclosure was made.

Record of Disclosure

- A. Maintenance of Record:** The University shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record of such requests and disclosures. All requests must be kept with the education records of the student.
 - i. A record of disclosure is not required for disclosures of:
 - 1. Directory information,
 - 2. Disclosures of personally identifiable information to which the student or parent of a dependent student has granted written consent of access when the consent is specific with respect to the party or parties to whom the disclosure is to be made, and
 - 3. Disclosures made to other University of Miami school officials pursuant to FERPA.

- B. The record of disclosure shall include the following information:**
 - i. The names of the parties requesting or obtaining personally identifiable information from the student's education records;
 - ii. The titles of said parties seeking this information and the organization or agency they represent, if appropriate;
 - iii. The legitimate interests (reasons) these parties had in requesting or obtaining the information
 - iv. The date of disclosure; and
 - v. The signature of the person making the disclosure.

- C. The record of disclosures shall be maintained in the education record of the student and shall be considered to be a part of the education records; therefore, the record of disclosures must be retained as long as the University retains the education records of the student.**

- D. The record of disclosures may be inspected:**
 - i. by the student or the parent of a dependent student;
 - ii. by the school official and their assistants who are responsible for the custody of records; and
 - iii. for the purpose of auditing the record-keeping procedures of the University by the following:
 - 1. Other school officials within the University, including teachers, who have been determined by the University to have legitimate educational interests; and
 - 2. The Comptroller General of the United States
 - 3. The Attorney General of the United States
 - 4. The Secretary; or
 - 5. State and local educational authorities

Subject to the conditions that any data collected by the aforementioned officials shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials named, and that personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of or compliance with federal legal requirements.

Review and Inspection

- A.** A student who is or has attended the University may inspect and review their education records by making either an oral or written request at the Office of the Registrar. Whether the request is oral or written rests upon the discretion of the appropriate University official in each case. The University shall respond to the request within 45 days of such request.
- B.** The student making a reasonable request for an explanation or interpretation of their records is entitled to the same from the appropriate University official.
- C.** If the student is unable to inspect personally their education records, the University is obligated to provide a copy of the record requested. The University may charge the student a fee for copies of records pursuant to the fee schedule set forth in Section IX below.
- D.** A University official or designated representative may be present during a student's review and inspection of any education records.
- E.** Parents of students who are currently claimed as "dependents" as defined under Section 152 of the Internal Revenue Code of 1954, may be entitled to inspect and review the education records of the student without the written consent of the student. For the purposes of making a determination as to the dependency of the student, the University will request that each student declare their dependency at the time of registration. The Office of the Registrar will maintain this information. In the absence of this information, and when circumstances may warrant disclosure or access to a parent, the University will first solicit from the student a declaration of dependency; failing this, the University will require a written affidavit from the student's parent certifying that the student has been claimed as a dependent of the parent's most recent income tax return filed with the Internal Revenue Service. The University presumes that either parent has the right of access to the records of their dependent or minor child unless the University is provided with evidence that there exists a legally binding instrument governing such matters as divorce, separation, or custody, which provides to the contrary.
- F.** Limitations on the right to inspect and review education records:
 - 1. Education records are records related directly to a student and maintained by the University. The following records may not be inspected or reviewed by students, former students, or their parents:
 - a. Records which are not educational records as defined under FERPA;
 - b. Financial records and statements of the parents of students or any information contained in such records or statements;
 - c. Confidential letters and confidential statements of recommendation, which

were placed in the education records of a student prior to January 1, 1975; PROVIDED that:

- i. The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality; and
 - ii. The letters and statements are used only for the purposes for which they were specifically intended;
- d. Confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975, and to which the student has, in writing, waived their right of access:
- (i) Respecting admission to an educational institution;
 - (ii) Respecting an application for employment; or
 - (iii) Respecting the receipt of an honor or honorary recognition;
- PROVIDED that the student has waived their right to inspect and review those letters and statements of recommendation.
2. If the education records of a student contain information on more than one student, the parent of a dependent student or the student may inspect and review or be informed of only the specific information, which pertains to that one student.
- G.** No records may be destroyed, regardless of age, when there is a pending request to review and inspect those records.
- H.** An individual who has not attended the University is not a student, and therefore does not have a right to inspect or review their records. A person who has applied for admission to, but has never been in attendance at another component unit of the University (such as the various colleges or schools which comprise the University), even if that individual is or has been in attendance at another component unit of the University, is not considered to be a student with respect to the component to which an application for admission has been made and therefore does not have a right to inspect or review their records with respect to that component unit of the University to which an application for admissions has been made.

Procedures for Seeking an Amendment to Records and for Student Hearing to Challenge the Contents of Educational Records

A. Amendment of Records:

- ii. A student who believes that information contained in their records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the University official who maintains the records amend them.
- iii. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the University for further determination or confirmation.
- iv. If the University decides not to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing as provided under FERPA.

A hearing under Section (B.) below may not be used to challenge the assignment of a grade; however, a hearing may be requested by a student to contest whether or not the assigned grade was recorded accurately in the education records of the student.

B. Hearing to Challenge Contents of Records:

- i. The University's Buckley Amendment Steering Committee will, upon request, provide an opportunity for a hearing in order to challenge the content of a student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of a student.
- ii. The hearing will be held within a reasonable period of time after the University has received the request, and the student shall be given notice of the date, place, and time reasonably in advance of the hearing.
- iii. The hearing will be conducted by an appropriate official of the University who does not have a direct interest in the outcome of the hearing.
- iv. The student will be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- v. The University shall make its decision in writing within a reasonable period of time after the conclusion of the hearing.
- vi. The decision of the University shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decisions.
- vii. If, as a result of the hearing, the University decides that the information in the education records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student, it will amend the education records of the student accordingly, and so inform the student in writing.
- viii. If, as a result of the hearing, the University decides that the information in the education records is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of a student, it will inform the student of the right to place in their education records a statement commenting upon the information therein setting forth any reason(s) for disagreeing with the hearing decision of the University.
- ix. Any explanation placed in the education records of the student under paragraph (8) of this section shall:
 1. Be maintained by the University as part of the education records of the student as long as the record or contested portion thereof is maintained by the University; and,
 2. If the education records of the student or the contested portion thereof are disclosed by the University to any party, the explanation will also be disclosed to that party.

Schedule of Fees and Procedures for Obtaining Copies of Educational Records

A. Procedures:

The right of access in some cases includes the right to obtain copies of the education records, when physical distance would prevent the actual viewing of the record. In those cases where distance would prevent actually viewing and inspecting the record copies may be requested by the dependent student's parent, or by the student, in writing, to the records. The university may authorize copies to be made only in those cases where failure to provide copies would effectively prevent a dependent student's parents, or the student, from exercising the right to inspect and review the education records.

B. Schedule of Fees for Obtaining Copies of Education Records:

The copying fee for each side of a page, or of each page if a record is maintained on only one side of the page, is \$.50 per side. This fee is subject to change upon appropriate notice.

Copies are to be provided by the "responsible official" who is the custodian of record, upon receipt of a written request from the parent of a dependent student, or a student, and upon the payment of \$.50 per side of the document reproduced. Any and all moneys received for the copied education records furnished by responsible officials will be deposited to the account number which is charged by this official for copying done by their school, department, or office.

COMPLAINTS

Parents and Students may file written Complaints regarding violations of the rights under this policy. Complaints may be directed to the University's Steering Committee on the Buckley Amendment, c/o Office of the Registrar, University of Miami, P.O. Box 248026, Coral Gables, Florida, 33124 or with Family Policy Compliance OFFICE, Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

IX. STUDENT COMPUTER COMPETENCY

A. Students should be able to do all of the following activities:

- Send and receive email using UMSONHS email account
- Send attachments with an email
- View, save, and print attachments to an email
- Download files, if necessary
- Upload files, if necessary (for example, to the Assignment window)
- Navigate the web using basic browser methods
- Post and reply to discussion threads in the Blackboard platform (free tutorial available on Blackboard)
- Use basic word processing skills (including Microsoft Office applications)
- Save in different file formats

B. You are also expected to use Email Etiquette:

Please keep these basic etiquette rules in mind when you send email:

- Follow the specific instructor's directions regarding subject lines and attachments.
- Write complete sentences when sending an email message. Do not use "texting" abbreviations.
- Do not use all CAPITAL LETTERS.
- Check your spelling.
- Be courteous and avoid offensive language.

Note: All emails should be sent through your UM Outlook accounts.

Available Resources for Students:

FREE ONLINE COURSES:

- 1) Lynda.com – Must log in through the following address while on campus:
<http://iplogin.lynda.com>
- 2) Microsoft e-Learning: <https://www.it.miami.edu/about-umit/divisions-and-subunits/applications-and-services/erp-change-management/training-services/microsoft-office-training/index.html>

PAID COURSES through UM's division of continuing education

[The University of Miami Division of Continuing & International Education](#)

1) UM Computer Foundations course

Details:

The UM Computer Foundations course is designed for individuals who have no prior knowledge or experience with computers. The objective of this course is to get students past that awkward and embarrassing stage when they are frightened to ask questions or not even sure what questions to ask.

This course will give the absolute beginner a solid understanding of what computers can and cannot do and why they have become such an important and useful part of our daily lives.

The course will also prepare students for the UM Office Professional course which teaches the core skills of Microsoft Office applications and will give students knowledge of all the computer skills needed in the modern office.

2) UM Office Professional Certificate Program

Details:

The objective of this course is to certify that the student has a solid understanding of all the Microsoft computer applications needed to operate a modern office.

X. COMPUTER NURSING REQUIREMENTS

The School of Nursing and Health Studies requires all students to have a laptop, UNIFORMS and to sign up for the student email system before the beginning of classes.

Laptop Minimum Requirement

All Windows laptops must meet the following **minimum** requirements:

- 3.16 GHz Core 2 Duo Intel E8500 or greater
- Windows 7 Enterprise or Professional **
- 4GB RAM or greater
- 300GB Hard Drive or greater
- 8x DVD+/-RW Drive
- 802.11n Wireless LAN card
- Microsoft Office 2010
- Internet Explorer 8.0 or higher

All Apple notebooks must meet the following **minimum** requirements:

- 3.06GHz Intel Core i3 processor or greater
- Mac OS 10.6 or higher
- 4GB RAM or greater
- 300GB Hard Drive or greater
- 8x DVD+/-RW Drive
- 802.11n Wireless LAN card

** Tablets such as iPads and Android devices are NOT compatible with Elsevier's HESI exams and cannot be used as a substitute device for the laptop requirement.

Student laptops must be fully functional prior to arriving to class for an exam or quiz. It is highly advisable that they meet the model and specifications recommended by the University's Information Technology Department in order to qualify for the most comprehensive technical support available through the "Student Technology Help Desk" mentioned in the "*Technical support for student laptops*" section below.

To ensure that these requirements are met, we **strongly recommend** that students purchase I.T. approved laptops through the Bookstore, located at:

1306 Stanford Drive
University Center (Go to the Bookstore for their technology section
on the 1st floor) Phone: 305-284-4101
E-mail: miami@bkstr.com
Hours: Mon-Fri 8:30AM – 6:00PM; Sat 10:00AM – 5:00PM
Website: <http://www.miami.bkstr.com>

Technical support for student laptops:

Students should go to the “Student Technology Help Desk” (STHD), located at Modular B, 1305 Stanford Drive (behind the Lowe Art Museum), as their primary source for technical support for their laptops. Their phone number is (305) 284- 8887. This department provides the following services to all UM students:

- Dell Warranty Support
- On Campus Internet Configurations
- Virus/Spyware Diagnostics and Eliminations
- Operating System Restores/Reinstallations
- Data Backup Solutions

The STHD often experiences a high volume of students from ALL Schools throughout the University and cannot prioritize nursing students over otherschools. Therefore, you should bring your laptop in to them a **minimum** of 10 business days prior to your first exam so they have sufficient time to go through all the items on the technical checklist for nursing students.

STHD hours of operation are Monday-Friday 9:00AM – 5:00PM. For more information, please refer to the following website: <http://www.it.miami.edu/sthd/>

Student Email System

All registered UM students will automatically have a free Microsoft Office 365 email account created for them. **If you experience any issues accessing the MSOffice 365 email account created for you by UM, please contact the Central IT Help Desk at 305-284-6565, option 2.**

Visit <https://www.it.miami.edu/a-z-listing/microsoft-office-365/index.html> for more information.

Features:

- Anti-Virus and optional Anti-Spam filtering.
- Access your email from web browsers.
- Compatible with popular email clients such as Microsoft Outlook, OutlookExpress, and Apple Mail.
- Access to your account from various mobile devices.
- Access the UM-wide address list, all your personal contacts, calendar and To Do's in one location.

Once your Office 365 email account is created, you can log into it at: <http://email.miami.edu/>

Computer Hardware and Software Policies and FAQs

Computer Lab Information

Room 123 M. Christine Schwartz Center for Nursing and Health Studies

Computer Lab Policies and Rules of Use:

1. The computer lab hours are posted outside of room 123.
2. No one is allowed in the computer labs after hours.
3. Have your Cane-Card with you at all times.
4. The “Virtual Proctoring” cameras in the computer labs may be used for surveillance at any time.
5. No eating or drinking allowed in the computer lab.
6. Class research and assignments have priority.
7. Shirt and shoes required at all times.
8. No sound on the computers.
9. Cell phones must be turned off.
10. It is illegal to copy software from any SONHS computer. Unauthorized copying may harm the entire University community and the entire institution may incur legal liability.
11. Do not save any of your work to the computer; please use your own media to store your data. Any data stored on the computers will be deleted. You may bring a jump drive, CD-RW or DVD-RW to save your work.
12. Printing in this computer lab can only be done through the University’s UPrint system. For more information on how to use it, please refer to <http://www.miami.edu/uprint>. For a full list of other computer labs with printing capabilities in the Coral Gables campus, please see: https://studentsupport.it.miami.edu/uprint/printer_locations.html.

Frequently Asked Questions (FAQs)

Computer Labs

1. *How do I log on to the computers in the School of Nursing and Health Studies Computer Labs?*

Log on to an available computer by using your CaneID (same login you use for the MyUM system).

2. *Who can assist me in the School of Nursing and Health Studies Computer Labs?*

If you need assistance with a computer in the lab, please contact the Lab Assistant (305- 284-2518). For assistance with personal laptops, please refer to the “*Technical support for student laptops*” section below.

Information Technology Resources

1. *What is an email alias?*

All UM students are automatically assigned an email alias. This alias is simply a pointer address which redirects your messages to whichever preferred email address you have specified in the CaneLink system.

- 2. How do I create an email account? All registered UM students will automatically have a free Microsoft Office 365 email account created for them. If you experience any issues accessing the MS Office 365 email account created for you by UM, please contact the Central IT Help Desk at 305-284-6565, option 2.**

Visit http://www.miami.edu/it/index.php/services/microsoft_office_365/ for more information.

Once your Office 365 email account is created, you can log into it at: <http://email.miami.edu/>

- 3. Where can I go to for help with my email account?**
If you encounter any difficulty with your UM email account, please contact UM IT Help Desk at 305-284-6565.

- 4. How do I access the CaneLink system to see my grades and other student information?**

To use the CaneLink System, point your internet browser to <https://canelink.miami.edu> and enter your CaneID and Password. You must have a CaneID account to use the CaneLink System. You can obtain one online at <https://caneid.miami.edu/createnewaccount.aspx>.

- 5. Where can I receive assistance with the CaneLink system?**

For additional help using the CaneLink System, please contact the UM IT Help Desk at 305-284-6565.

- 6. How do I access BlackBoard to view the web component of my classes?**

To access BlackBoard, point your web browser to <https://www.courses.miami.edu>. A brief tutorial with instructions on how to log in can be found at: <https://www.youtube.com/playlist?list=PLAIQDmZImm0VoeC4zqaobh5g8YX11OetM>.

- 7. Who can I contact for help with BlackBoard?**

You may contact the BlackBoard Help Desk for assistance at blackboard@miami.edu or 305-284-3949.

Richter Library Resources

- 1. How do I access the Richter Library's online resources?**

Please visit the Richter Library's home page at <http://www.library.miami.edu>.

- 2. Who can I contact for assistance with Richter Library resources?**

You may contact the Nursing Librarian, Ms. Vera Spika, at (305) 284-2040.

3. How do I make an online appointment to see an advisor?

Please contact the Office of Student Services at 305-284-4325 for more information about making advising appointments through the “Gradesfirst” online system.

Student Laptop FAQ's:

1. Technical support for student laptops:

Students should go to the “Student Technology Help Desk” (STHD), located at Modular B, 1305 Stanford Drive (behind the Lowe Art Museum), as their primary source for technical support for their laptops. Their phone number is (305) 284-8887. This department provides the following services to all UM students:

- Dell Warranty Support
- On Campus Internet Configurations
- Virus/Spyware Diagnostics and Eliminations
- Operating System Restores/Reinstallations
- Data Backup Solutions

The STHD often experiences a high volume of students from ALL Schools throughout the University and cannot prioritize nursing students over other schools. Therefore, you should bring your laptop in to them a **minimum** of 10 business days prior to your first exam so they have sufficient time to go through all the items on the technical checklist for nursing students.

STHD hours of operation are Monday-Friday 9:00AM – 5:00PM. For more information, please refer to the following website: <http://www.it.miami.edu/sthd/>

2. Basic training offered for common computer software:

The Academic Services division of Information Technology offers free computer related classes to the University community covering topics such as HTML, JavaScript, Introduction to the Internet, Microsoft Word, PowerPoint, PageMaker, and other software. These classes are approximately two hours long and include an informative lecture, hands-on exercises, and documentation. For more information, visit their website at: <http://www.it.miami.edu/classes/>

3. Configuring UM's wireless network (SecureCanes):

Please refer to the following website for instructions on how to configure the wireless network: <https://www.it.miami.edu/wda/network/diy/SecureCanes.pdf>. For additional support, please refer to the “Student Technology Help Desk” mentioned above.

STUDENT TECHNOLOGY HELP DESK

School of Nursing and Health Studies - Technology Requirements

Nursing Students: Provide this form to the technician at the Student Technology Help Desk (STHD) and identify yourself as a Nursing Student. Once completed make sure this form is returned to you.

- Verify that the operating system boots properly. If not, request support from STHD, if possible.
- Verify the student can connect to the "SecureCanes" network.
- Install McAfee anti-virus software and definition updates.
- Install UPrint driver.
- Turn off Automatic Updates (Windows) or Software Updates (Mac) to prevent them from installing in the middle of an exam.
- Install latest version of Adobe Flash Player (HESI exam requirement).
- Install latest version of Adobe Acrobat Reader (HESI exam requirement for Windows and Mac OS).
- Install latest version of Java for compatibility with Elluminate.
- Install LockDown Browser software:
- <http://www.respondus.com/lockdown/information.pl?ID=527636896>
- Verify HESI exam web browser requirements:
Mac: - Safari 5.1 or newer
Windows: - Internet Explorer 7.0 or newer
- Microsoft .NET 2.0 or newer
- Verify that UM's Blackboard site opens without any problems.
- Verify that the system passes the HESI exam compatibility check:
- <http://www.hesinet.com> and click "Click Here to see if your system is ready"

The Student Technology Help Desk certifies the above requirements have been met:

Date	Nursing Student	Incident #	
Brand	Model	Operating System	Serial #
STHD Technician		STHD Technician Signature	

IMPORTANT NOTES TO NURSING STUDENTS:

- 1) You must turn in this completed checklist to the Computer Lab Assistant in Room 123 at the latest by two weeks prior to your first HESI exam. If you do not return the checklist by that time you will have to take the HESI exam on your own computer at your own risk. Please keep a copy of this checklist for your own records. It is also your responsibility to ensure that your laptop is fully functional prior to arriving for any exam or quiz.
- 2) The STHD often experiences a high volume of students from all schools throughout the University and they cannot prioritize nursing students over other schools. Therefore, you should bring your laptop to them a **minimum of 10 business days prior** to your first exam to ensure they have sufficient time to verify and/or complete all the items on this checklist. Keep in mind that turnaround time may be affected if you request additional services.

University of Miami
Information Technology

(305) 284-8887
sthd@miami.edu

1305 Stanford Drive, Modular B
Coral Gables, FL 33146

Guide to Software Requirements for Online Courses

You may be enrolled in an on-line/distance learning course. As you know on-line is a flexible method of learning; however, in order to prevent any delays in your course work and learning, we require your computer to have certain capabilities. It is your responsibility to prepare your computer prior to your course's orientation and/or first day. You will be responsible if the computer fails during the course; no special arrangements in the course will be made if any technical delays are encountered. The course's faculty member will be collecting this form during the first week of the term.

D) STUDENTS TAKING ONLINE COURSES

- a) The University of Miami provides the following software free of charge to all currently enrolled students. All nursing students, especially those taking online courses, are encouraged to download and install them from www.miami.edu/software/:
 - McAfee Antivirus – (includes Antivirus and Spyware protection)
 - After installing, students should click on the “Live Update” button within McAfee and then perform a “Full Scan” on their systems.
 - Microsoft Office (includes Word, Excel, PowerPoint, Access)
- b) Nursing students taking online courses should also have the following software installed on their systems:
 - Adobe Acrobat Reader (free download from www.adobe.com/reader/)
 - Adobe Flash Player (free download from <http://get.adobe.com/flashplayer/>)
 - Firefox Web Browser (free download from www.mozilla.com/firefox/)
 - QuickTime (free download from www.apple.com/quicktime/)
 - iTunes (free download from www.apple.com/itunes/download/)
 - Respondus Lockdown Browser (free download from www.respondus.com/lockdown/information.pl?ID=527636896)
 - Java (latest version) for compatibility with Collaborate (free download from www.java.com)
 - For best audio results using Collaborate, a headset with integrated microphone is highly recommended. **A headset is also required now for some questions on the HESI exams.**
- c) Student laptops should be registered to work with the University's 802.11 wireless network called “SecureCanes”.
 - For instructions on how to register your laptop to work with SecureCanes, please refer to: <https://www.it.miami.edu/wda/network/diy/SecureCanes.pdf>
 - SecureCanes is the preferred network to use when taking wireless exams in a nursing classroom.

Student's signature _____ Course _____ Date _____

XI. CLINICAL EXPERIENCE REQUIREMENTS

The following requirements are necessary for all students involved in clinical courses. The School of Nursing contracts with agencies which require Health Clearance, CPR/BLS Certification, Liability Insurance, Background Checks and Drug Screening. **Failure to comply with these requirements will result in exclusion from clinical experiences.** Verification of compliance must be supplied annually to the Office of Student Services prior to July 1st each year.

Make-up of all clinical absences is mandatory.

Failure to comply with required clinical experiences may result in being withdrawn from the course. Opportunities for clinical make-ups are limited and will be arranged by the Office of the Associate Dean of Undergraduate Nursing Programs, on pre-determined dates. Students will be notified via email of upcoming clinical make-ups.

Simulation Academy

Human patient simulation experiences are an integrated part of nursing education at the University of Miami School of Nursing and Health Studies. All students will participate in simulation and skills labs during their undergraduate experience. Each course has specific simulation and skills labs requirements that are outlined in the course syllabus. Additional policies and procedures specific to simulation are located within the designated simulation blackboard course site.

Missing a simulation experience is considered a clinical absence. Being tardy for a simulation will be considered a clinical absence.

Clinical Requirements

For personal safety, for safety of clients, and to meet the mandatory safety requirements of clinical agencies, all students entering the University of Miami School of Nursing must meet the requirements listed below. **Failure to comply with the required documentation will result in registration delays or inability to attend clinical agencies. Inability to attend required clinical experiences might result in dismissal from and subsequent failure of the course.**

The requirements are:

1. Provide proof of current immunizations, including influenza vaccine and COVID-19 vaccine as required by clinical partners.
2. Provide report of a complete physical examination.
3. Verification of current CPR/BLS certification.
4. Successful completion of a Background Check and two Drug Screening tests through American DataBank, once a year <http://www.umbackcheck.com/>

Background Checks (American DataBank)

The Joint Commission on Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcarefield must now complete the same background check as hospital employees.

As you may be aware, a background investigation must be completed prior to your beginning of clinical course work in the BSN program at the University of Miami. The SONHS may also require that you undergo an additional background check if it learns that subsequent to your enrollment, you have engaged in conduct that could result in a criminal conviction or exclusion from receiving a nursing license in the State of Florida. Such an additional background check would follow the same procedures outlined in this policy. American DataBank has been asked to perform background checks for University of Miami nursing students. Students are responsible for paying for their individual background investigation that will be conducted by American DataBank. Once you pay for your background check, American DataBank will administer the paperwork via mail to the student for drug screening and the FBI Fingerprinting. The fees associated with the background search are nonrefundable. American DataBank can be contacted at 1-800-200-0853 with any questions concerning your background screening.

To initiate your background clearance, go to the website <http://www.umbackcheck.com/> and follow the steps as indicated process. The profile information you input will be sent directly to the school upon completion. If you have any questions, please contact the Office of Student Services at 305-284-4325.

The following searches are required for students attending facilities for clinical rotations through University of Miami:

1. Criminal History Record Search
2. Nationwide Sex Offender Registry
3. FBI fingerprint Screening
4. Impaired Student Screening Policy (See Appendix F)

There will be an additional charge for students with maiden/alias names for the criminal history search, as the maiden/alias name will also be checked.

Student background checks are kept separate from the students' academic file. All student background checks are secured in the Office of Student Services.

The University of Miami School of Nursing and Health Studies has established a background check policy based on consideration of the following factors when determining whether admission to its programs should be precluded:

- the criminal, or the alleged criminal, conduct at issue;
- the danger(s) associated with the criminal, or alleged criminal, conduct;
- the duties, responsibilities, and risks associated with a student enrolled in the SONHS;
- whether the criminal conduct, or alleged criminal conduct, would interfere and/or preclude the student or applicant from completing a required component of the educational program; and
- contractual agreements with clinical partners.

1. First Step: Background Check

The SONHS has developed a three-step process with regard to background checks. All SONHS students and applicants must complete the first step of the process, which consists of a criminal background check conducted by an outside third party agency. In utilizing the services of a third party agency, the SONHS complies with all applicable laws and regulations.

The background check will provide the SONHS and the student or applicant with the following information:

- Details as to any past criminal arrests, convictions or other criminal activity regardless of resolution; and
- Details as to the resolution of the past criminal activity.

2. Second Step: In-Depth Analysis/ Individual Assessment

Upon receipt of a background check with past criminal activity of any kind (including arrests and dismissed charges), the SONHS will review the information to determine if it is potentially incompatible with the duties, responsibilities, and risks of a nursing school student and/or if the information would result in the student/applicant being unable to participate in and/or complete a required component of the educational program. If such a preliminary assessment reveals a possible exclusion from the SONHS, then the affected student/applicant will be notified as such and provided with the opportunity to have the matter reviewed in depth before a final decision is rendered.

As part of the in-depth analysis/individual assessment the affected student/applicant may provide additional information regarding:

- The accuracy/inaccuracy of the facts set forth in the background search;
- The facts and circumstances surrounding the criminal conduct/offense at issue;
- The individual's age at the time of the criminal conduct/offense at issue;
- The individual's efforts at rehabilitation and restitution since the criminal conduct/offense;
- The individual's educational and employment history since the criminal conduct/offense; and
- Any other information the individual believes is relevant to their ability to successfully complete the educational program at the SONHS.

3. Third Step: Ultimate Determination

The SONHS will review the information disclosed by the background search along with any of the information submitted by the student/applicant to make an ultimate determination as to whether the past criminal conduct/activity (regardless of resolution) is incompatible with the duties, responsibilities, and risks associated with a nursing student at the SONHS and/or whether the past criminal conduct/activity (regardless of resolution) would preclude the student from participating in and/or completing any of the required components of the relevant educational program.

As a general rule, all individuals with the following prior offenses (regardless of resolution) will be excluded from attending or continuing to be a student at SONHS:

- Any offense regarding violence or a violent act (e.g., assault, battery);
- Offenses involving children and vulnerable populations (e.g., elderly, disabled individuals, and individuals with mental health disorders);
- Offenses involving the possession, sale, or distribution of narcotics and/or controlled substances;
- A felony conviction, regardless of the underlying crime.

The Dean's decision with regard to exclusion as a result of a background check is final.

Immunizations

Students are required to demonstrate a history of immunization (or prior infection) against Influenza, Hepatitis B, Rubella, Rubeola, Varicella, Tetanus/Diphtheria, Poliomyelitis, and mumps. Students who intend to travel outside the United States should check with the Center for Disease Control to determine what immunizations and other measures should be taken prior to their travel.

Students are required to undergo annual PPD testing to screen for exposure to tuberculosis. This service is provided by the student health office. If students have a history of a positive PPD reaction, or have received the BCG vaccine, they will be required to get one chest x-ray while enrolled in school to screen for active TB. The x-ray can be obtained through the student health office.

The specific immunizations required are:

1. Measles, Mumps and Rubella Vaccine (MMR) – (Required):

Adults born before 1957, except women who can become pregnant, can be considered immune for rubella. All students born after 1956 must have received either two doses of MMR OR Two doses of measles AND one dose of rubella and one dose of mumps OR Serologic proof of immunity to measles, mumps and rubella. Laboratory evidence of immunity (Titer) or blood titer must be filed in the Office of Student Services.

2. Hepatitis B Series (A series of three injections given over a period of six months):

Students may decline the Hepatitis B vaccination series for certain medical reasons; however, a Hepatitis B Virus Vaccination Declination Form must be signed and filed at the School of Nursing and Health Studies. A Hepatitis blood titer is required and laboratory evidence must be filed in the Office of Student Services.

3. Varicella Vaccine - (Required):

One dose given at 12 months or later, but before the student's 13th birthday OR TWO doses-dose 1 given after the student's 13th birthday, dose two given at least one month after dose 1 OR Laboratory evidence of immunity. Varicella titer is required for clinical practice and evidence of recent varicella laboratory titer must be filed in the Office of Student Services.

4. Tetanus/Diphtheria (Required every 10 years):

Booster is required every 10 years.

5. **Influenza Vaccine - (Required Annually):**
6. **COVID-19 Vaccine – (Required per Clinical Agencies)**
7. **TB Screening (PPD skin test OR Chest X-ray) – Required yearly:**
 - a. If positive, a chest x-ray is required within the last six months.
 - b. If no PPD skin test in the previous 12 months, a PPD skin test must be completed and a second is to be completed as well as the “TB signs and Symptoms Review.”
 - OR**
 - c. Chest x-ray: For POSITIVE skin test. Need a copy of Chest X-ray Report (not film) and a “TB Signs and Symptoms Review” initially and then annually instead of the TB skin test

The Student Health Service provides immunizations to all students enrolled at the University of Miami, (305) 284-9100, 5513 Merrick Drive.

Cardiopulmonary Resuscitation (CPR) Certification – (Required):

To complete the Cardiopulmonary Resuscitation (CPR) Certification – Basic Life Support for Health Care Providers (adult, child and infant). Go to the American Heart Association website for current information and classes at: <http://www.americanheart.org/>

Health Insurance Portability and Accountability Act (HIPAA)

See <https://hsro.uresearch.miami.edu/researchers/policies-procedures-and-regulations/hipaa/index.html> for instructions.

Security

University of Miami security guards are on duty 24 hours a day at the Coral Gables and Medical Center Campus'. Services provided by the Division of Security include parking, crime prevention, maintaining security systems, handling campus emergencies, and providing employees and students with identification and access cards.

Security can provide access to rooms designated for students that are locked at night (conference rooms, labs, etc.). A security guard is available to escort students at night between buildings, to the parking lots, and to Metrorail. Security also provides services to students with car problems (i.e. jumpstart, lockouts, towing). The Division of Security maintains detailed information, including campus alerts, on the following website: <http://www.miami.edu/public-safety/>

The following are contact numbers for Security on the Medical Center Campus:

Emergency Assistance:	305-243-6000
Non-Emergency Assistance:	305-243-7233
Security Escort:	305-243-7233
Emergency Information Hotline/Rumor Control:	305-243-6079

The following are contact numbers for Security on the Coral Gables Campus:

Coral Gables Police	305-442-1600
Fire, Rescue:	911
UM Police/Public Safety Non-Emergency:	305-284-6666
UM Police/Public Safety Emergency	305-284-6666

I.D. badges must be worn at all times in UM/JMH facilities. Lost or stolen cards should be reported to the ID office at 305-284-2295 during the week. Lost or stolen cards may also be reported to security 24 hours a day, 7 days a week at 305-284-6666. The card will immediately be deactivated to prevent it from being used by unauthorized persons. Lost or stolen cards will be replaced for a \$15 fee. Damaged cards will be replaced for free upon presentation of the original card.

Nursing Uniform Requirements:

All students are responsible for purchasing **all-white leather shoes** with a back. Uniforms must be purchased at the University of Miami Bookstore:

<https://www.bkstr.com/miamistore/home/en>, or by visiting the store at:

The U|Bookstore

Whitten UC | 1306 Stanford Drive | Coral Gables, FL 33146 Office: (305) 284-4101 |
Fax: (305) 284-4462 | ShopUofMiami.com

Clinical Attire

Approved nursing attire must be worn during all clinical and simulation learning experiences. Students requiring exemption for the approved clinical attire are required to meet with the Associate Dean of Undergraduate Nursing Programs. The student is expected to present a clean, well-groomed appearance. For purposes of infection control, hair must be worn up and above the level of the collar.

The complete uniform for male and female students consists of a hunter green scrub top and scrub pant. An optional white, short sleeve t-shirt to wear under the scrub top is also available, as is a nursing jacket. White leather nursing shoes or all white leather sneakers are required footwear. White socks must cover any exposed ankle/leg area, and should be no lower than mid-calf. For purposes of infection control, any student who has chest hair exposed when wearing only a scrub top must wear the specified white t-shirt. Unusually tight/unusually loose uniforms are unacceptable. If the scrub pants are too long, they must be altered to an appropriate length. Under no circumstances are the pants to be rolled into cuffs. The student is responsible for ironing the uniform if necessary, as wrinkles diminish the professional appearance of the student. Canvas sneakers and open back shoes are not permitted. Instructors retain the right to send a student home from the clinical experience if the attire is deemed inappropriate.

No piercing with jewelry is acceptable, other than a single ear piercing in each ear. No tongue rings, naval rings, nose rings or eyebrow rings are acceptable. Earrings must not be large, dangling, or loop. Students are expected to wear a watch with a second hand and have their

own stethoscope during all clinical and simulation learning experiences.

A University of Miami Cane Card must be worn with the card clipped to the pocket of the scrub top. Some agencies may require their own identification badges in addition to the cane card. In order to ensure the safety of the student, lanyard (necklace) badge holders are not permitted.

Students who must wear a head covering and long sleeves are to do the following. Tuck the excess head covering into the neck of their scrub top for infection control purposes. A long-sleeve top with elastic wrist cuffs may be worn under the scrub top.

The elastic cuffs are to prevent the sleeve material from coming in contact with patients or bed clothing.

Medical Center Identification

A University of Miami (Cane Card) identification card (with photograph) is required in order to use Calder Medical Library. This identification must be worn by students whenever they are on the Medical Campus. Calder Library is located on the Medical Campus at 1601 NW Tenth Avenue. Students must present their University of Miami ID cards when checking out materials.

Transportation to Clinical Sites

Students are **responsible for arranging their own transportation and parking fees if any.** between the Coral Gables Campus, the Medical Campus, and various other clinical facilities. Carpools are encouraged when possible. Metrorail passes may be purchased at the Information Desk on the first floor of the Whitten University Center. For more information, call the University Center Information Desk at 305- 284-2318. Students are encouraged to plan accordingly for their transportation in order to be on time for classes and/or clinical experiences.

XII. SAFE PRACTICE IN THE CLINICAL SETTING

Policy

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 practicum for reasons of unsafe practices at any time during the semester and receive a grade of "F" for the course.

Rules for Professional Practice

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:

1. **Regulatory**: The student practices within the boundaries of the Florida State Nurse Practice Act, the guidelines and objectives of the School of Nursing and Health Studies, and follows the rules and regulations of the health care agency. (Guidelines and objectives of the School of Nursing and Health Studies are found in the *Student Handbook* and course syllabus. Students are bound by the rules and regulations of the healthcare agencies.

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

- a. Failure to notify the agency and/or instructor of clinical absence.
 - b. Failure to adhere to the dress code.
 - c. Presenting for clinical practicum under the influence of drugs or alcohol.
 - d. Failure to meet course attendance requirements.
 - e. Repeated tardiness to clinical assignments.
 - f. Failure to consult clinical instructor prior to any changes on clinical assignments.
 - g. Leaving the clinical agency without notifying appropriate personnel.
2. **Ethical**: The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act.

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

- a. Refuses assignment based on client's diagnosis, race, culture, or religious preference.
 - b. Inappropriate practice in any assigned activity related to clinical practice.
 - c. Ignoring unethical behavior(s) of other health care persons in clinical setting(s) which affects client welfare.
3. **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.

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

- a. Failure to display stable mental, physical, or emotional behavior(s) which may affect others' well-being.
- b. Failure to follow through on suggested referrals or interventions to correct deficit

- areas which may result in harm to others.
 - c. 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 circumstances mental or emotional abuse, medication errors.
 - d. Interpersonal relationships with agency staff, co-workers, peers, faculty, resulting in miscommunications, disruption of client care and/or unit functioning.
 - e. Inability to meet technical standards.
4. Accountability: The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of client care.
5. 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.

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

- a. Failure to maintain confidentiality of interactions.
- b. Failure to maintain confidentiality of records. **Copying the patient's record or any part of the record is strictly prohibited.**
- c. Dishonesty in relationships.
- d. Utilization of stereotypical assessments, which are detrimental to patient care.
- e. Failure to recognize and promote patients' rights.

A student whose pattern of behavior endangers a patient's peers, staff members, 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 action may result in failure in the course.

Intravenous Push (IVP) Medication Administration Policy

1. Students are not permitted to prepare or administer IV push medications in NUR304, NUR 318, NUR 320, NUR440, and NUR448. Exception: Students in NUR318 and NUR320 may prepare and administer saline IV flushes under **the discretion and direct supervision of their clinical instructor only**, following completion of the NUR308 IV skill lab and check off.
2. Following the successful completion of NUR 308 IV skill lab and check off, the student may prepare and administer IV push medications under **the discretion and direct supervision of their clinical instructor only**. In NUR411 the student may prepare and administer IV push medications under the **discretion and direct supervision of their clinical instructor only**.
3. In NUR 453 the student may prepare and administer IV push medications under **the discretion and direct supervision of their clinical instructor or assigned clinical RN preceptor only**.

Students may not prepare or administer chemotherapeutic medications at any

time. Key point: Students must adhere to the agency policy regarding medication administration.

XIII. CIRCUMSTANCES REQUIRING IMMEDIATE ACTION FROM CLINICAL INSTRUCTORS AND/ OR PRECEPTORS

XIV. EXPOSURE CONTROL POLICY AND PROCEDURES (Needle Stick Policy)

Precautions to Prevent Transmission of HIV – CDC Universal Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by the Center for Disease Control (CDC), and referred to as “universal blood and body-fluid precautions” or “universal precautions” should be used in the care of all patients, especially including those in emergency-care settings in which the risk of blood exposure is increased and the infection status of patient is usually unknown. Detailed information on the CDC’s Universal Precautions is found at: <https://www.cdc.gov/MMWR/preview/MMWRhtml/00023587.htm>.

Exposure Control Policy

The University of Miami School of Nursing and Health Studies is committed to providing a safe and healthy environment for our students. All students at the School of Nursing and Health Studies having exposure to blood or other potentially infectious materials in a clinical capacity are covered under this policy. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this Exposure Control Policy (ECP).

Exposure Control Plan

Students covered by this policy will receive an explanation of this ECP during their initial orientation. It will also be reviewed before each clinical rotation.

All students can review this plan at any time during their work shifts by accessing the online BSN student handbook or contacting the Associate Dean of Undergraduate Nursing Programs at (305) 284-2601.

Standard Precautions

All students will utilize standard precautions as indicated above.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The specific engineering controls and work practice controls used such as use of "Sharps with Engineered Sharps Injury Protections (SESIPs)." These are defined as "a non- needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident." This term encompasses a broad array of devices that make injury involving a contaminated sharp less likely. They include, but are not limited to:

- Syringes with guards or sliding sheaths that shield the attached needle after use.
- Needles that retract into a syringe after use; shielded or retracting catheters used to access the bloodstream for intravenous administration of medication or fluids.
- Intravenous medication delivery systems that administer medication or fluids through a catheter port or connector site using a needle that is housed in a protective covering, blunt suture needles.
- Plastic (instead of glass) capillary tubes.
- *Sharps disposal containers* are inspected and maintained or replaced by the Health Care Agency to prevent overfilling. Students should not attempt to dispose of sharps in an overfilled container.
- Students will be instructed in the proper use of safety devices prior to their use.

Personal Protective Equipment (PPE)

PPE is provided to our students. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the clinical faculty member or preceptor. The types of PPE available to students are as follows:

- Gowns
- Gloves
- Masks
- Aprons
- Face shields
- Goggles
- Shoe covers
- Head covers, etc.

PPE location will be explained by clinical faculty member or preceptor at the Health Care Agency to which the student is assigned.

Infection Control Practices:

All students using PPE must observe the following precautions:

1. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
2. Remove PPE after it becomes contaminated and before leaving the work area.
3. Dispose of used PPE in the appropriate receptacle.
4. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or

- surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
5. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
 6. Never wash or decontaminate disposable gloves for reuse.
 7. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
 8. Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outersurface.

Housekeeping

Regulated waste is placed in containers, which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded (RED or ORANGE-RED).

Sharps disposal containers are easily accessible and as close as feasible to the immediate area where sharps are used.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled, or color-coded containers before transport. Use either red bags or bags marked with the biohazard symbol for this purpose.
- Wear the following PPE when handling and/or sorting contaminated laundry: Gloves/Gown

Labels

Follow the labeling methods used at the Health Care Agency:

- Students are to notify the clinical faculty member or preceptor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

Hepatitis B Vaccination

All students having exposure to blood or other potentially infectious materials will be required to provide written proof of the Hepatitis B vaccination series OR complete the Hepatitis B Declination Form (Appendix A) prior to initial assignment for Vaccination is encouraged unless:

- Documentation exists that the student has previously received the series
- Antibody testing reveals that the student is immune
- Medical evaluation shows that vaccination is contraindicated.
- However, if a student declines the vaccination, the student must sign a declination form (Appendix A). Documentation of refusal of the vaccination is kept at the School of Nursing and Health Studies.

Post-Exposure Evaluation and Follow-Up

Should an exposure incident occur, the student should immediately notify the clinical faculty member and preceptor who is responsible for the learning experience in which the student is engaged. Again, prompt reporting of all exposures is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner.

Unless extraordinary circumstances are present, the clinical faculty member or preceptor shall assist the student in shedding contaminated clothing, wiping/washing off visible blood and/or body fluids and disinfecting the area exposed in an acceptable manner (i.e. a skin-approved bactericidal soap, a waterless cleaner, etc.). Care should be taken not to use abrasives or cleaners that will damage the skin. If blood and/or other body fluids are splashed in the eye or mucous membrane, flush the affected area vigorously with running water.

An immediately available confidential medical evaluation and follow-up will be conducted by the Health Care Agency to which the student is assigned. If this is not possible, the student will be seen at UHealth Workmen's Comp Clinic (305)689- 5891, University of Miami Employee Health Office, Physician's Health Center, or UMH ER (305)689-5464. In the event of a life-threatening emergency, call 911. Student should be taken to the nearest Emergency Room. If the Health Care Agency where the exposure incident has occurred is unable or unwilling to perform the medical evaluation, testing and/or treatment, OR if the exposure has occurred after hours or on weekends, the clinical faculty or preceptor should call the "On-Call Employee Health Nurse" at beeper #: (305) 299-4684 for further instructions. Once initial evaluation and treatment is administered, the student contacts UM Employee Health for the necessary post-exposure follow-up.

UM Employee Health Office Contact Information

Office Phone Number: 305-243-3400

Pager for On-Call Employee Health Nurse: 305-299-4684 (pager for Sandra Chen-Walta)

Address: 1400 NW 10th Ave

Dominion Tower, Suite 405 Miami, FL 33136

Reporting of Incident

The clinical faculty member or preceptor shall assist the student in completing the

“Accident Report Form” (ARF), which may be obtained from the office of the Associate Dean of Undergraduate Nursing Programs.

The clinical faculty or preceptor must call the Associate Dean of Undergraduate Nursing Programs to inform of the incident within 24 hours of the event. The clinical faculty or preceptor must fill this form out with the student within 24 hours of the incident, and upon completing the Accident Report Form, the form must be signed by both the clinical faculty and the student. The clinical faculty must review the form to assure appropriate completion with the Associate Dean of Undergraduate Nursing Programs before printing and/or faxing the form TO RISK MANAGEMENT, Attention: Pilar Schuitema, Risk Management Office. You may also contact Ms. Schuitema at 305-284-3163 if you have any questions regarding the form.

Additional Resources

There is a 24-hour nationwide Post Exposure Prophylaxis hotline at 1-888- HIV-4911 (1-888- 448-4911) if there are any questions or concerns about the exposure incident, evaluation or treatment.

Costs of Post Exposure Evaluation

All costs related to the evaluation, testing and standard treatment after an exposure incident shall be covered by the University of Miami through an insurance policy maintained by the School of Nursing and Health Studies subject to limits and exclusions set forth in such policy. Costs incurred from services rendered by the UM Employee Health Office and/or other healthcare facilities that is not covered under such policy will be the responsibility of the University of Miami’s School of Nursing and Health Studies.

XV. PRECAUTIONS TO PREVENT TRANSMISSION OF BLOOD BORNE PATHOGENS

PURPOSE

The School of Nursing and Health Studies is committed to providing a safe and healthful environment for students in clinical experiences. The purpose of this policy is to eliminate or minimize occupational exposure of students to blood- borne pathogens and other potentially infectious materials during such experiences, in accordance with standards 29 CFR 1910.1030.

POLICY

A. **Standard Precautions:**

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and bodily fluid precautions should be consistently used for all patients. This approach should be used in the care of all patients, especially those in emergency-care settings in which the risk of blood exposure is increased and the infection status of patients may be unknown.

The following precautions should be followed by all students in clinical settings:

1. All students should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Gloves should also be changed if they become visibly contaminated with blood or body fluids or if physical damage occurs. Wearing two pairs of gloves is recommended in situations where large amounts of blood may be present in the field of work, such as in an emergency department. Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. Any garment that becomes visibly contaminated with potentially infectious materials should be removed immediately or as soon as feasible and discarded into a biohazard container.
2. Hands should always be washed before and after contact with patients even when gloves have been used. Hands should be washed immediately after gloves are removed. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. If no soap or water is available in the immediate area, an antiseptic towelette shall be used.
3. All students should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Students should not attempt to clean a spill of potentially infectious materials unless a student has been trained properly.
5. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
6. Students who have exudative lesions or weeping dermatitis should refrain from all

direct patient care and from handling patient-care equipment until the condition resolves.

7. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant students should be especially familiar with and strictly adhere to Universal Precautions to minimize the risk of transmission.
8. Isolation precautions (e.g. enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

B. Precautions for Invasive Procedures:

For the purpose of this policy, an "invasive procedure" is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries 1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; 2) cardiac catheterization and angiographic procedures; 3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or 4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The standard precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

1. All students who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood or other body fluids of patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eye wear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other bodily fluids, or the generation of bone chips. Gowns or aprons of material that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.
2. If a glove is torn, the glove should be removed and a new glove used as promptly as patient safety permits. The needle or instrument involved in the incident should also be removed from the sterile field.

XVI. LATEX ALLERGY POLICY

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.

1. 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.

2. 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.
3. Students are responsible to provide and carry with them non-latex gloves for their use in the clinical settings. Students may also need to provide non-latex gloves to staff who are working in the same room with the student.

XVII. STUDENT ORGANIZATIONS

All students are encouraged to join for their own benefit and for the benefit of the profession.

Nursing Student Association (NSA):

The Nursing Student Association (NSA) is designed to perpetuate the ideals and aspirations of the profession of nursing. Members participate in a variety of activities. Involvement in the local governing activities of the association plus attendance at state and national meetings prepares students for future professional involvements.

The yearly dues entitle students to membership in both the state and National Nursing Student

Association as well as a subscription to Imprint, NSNA's monthly publication, reduced rates on the American Journal of Nursing, and scholarship opportunities.

Organization Overview

Objectives:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, including their professional role, their responsibility for health care of people in all walks of life.

Function:

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities,

and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.

- G. To promote and encourage collaborative relationships with nursing and health related organizations.

Multicultural Nursing Student Association (MNSA):

The mission of MNSA is to unify nursing students at the University of Miami through the common interests and goals of academic success, professional awareness, and health promotion, focusing on the unique needs of the multicultural nursing students and the multicultural community as a whole.

Organization Overview:

MSNA is for any student that has an interest in nursing and promoting awareness of health disparities as well as advocating for Nurses of all different backgrounds.

Objectives:

- A. Unite students of all health professions in our common mission.
- B. Enrich the academic and social experiences of nursing students at the University.
- C. Provide an entity that addresses the specific needs of the multicultural nursing student.
- D. Maintain a close relationship with our local state MSNA chapter.
- E. Involve students in a variety of health promotion activities.
- F. Increase health awareness among students and the general public.
- G. Enhance the health care of minority communities and under-served individuals.
- H. Facilitate access to health and social resources.

The MNSA is a chapter at the national level with the Trans-cultural Nursing Society and membership in the TNS brings membership with both the state chapter and the National TNS as well as scholarship opportunities.

The American Assembly for Men in Nursing, Canes Chapter:

The mission of the American Assembly for Men in Nursing (AAMN), Canes Chapter is to provide a framework for nurses as a group to meet, discuss, and influence factors which affect men as nurses and men's health in general.

Organization Overview:

The AAMN Canes Chapter is for any student who has an interest in promoting men in nursing and men's health.

Objectives:

- A. Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health care.
- B. Support men who are nurses to grow professionally and demonstrate to each other and to society the increasing contributions being made by men within the nursing profession.

- C. Advocate for continued research, education, and dissemination of information about men's health issues, men in nursing, and nursing knowledge at the local and national levels.
- D. Support members' full participation in the nursing profession and its organizations.

The AAMN is a national organization with local chapters, like the Canes chapter, recognized and sanctioned under the bylaws of the AAMN. Each chapter has independent bylaws and a separate dues structure. Membership at the national level is required for membership at the local level. The Canes chapter leadership consists of students who are members of the national and local chapters.

School of Nursing and Health Studies Committees

Students are elected to serve on committees of the School of Nursing and Health Studies. The election process is accomplished during the beginning of the Fall Semester. The following School of Nursing and Health Studies Standing Committees have student membership:

1. Curriculum Committee:

The Curriculum Committee is responsible for developing, implementing, and evaluating the curriculum of the different program areas of the School of Nursing and Health Studies.

2. Honor Society:

Sigma Theta Tau International Honor Society of Nursing (Beta Tau Chapter)

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

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

As per guidelines of Sigma Theta Tau International, accelerated option, Basic BSN, RN-to-BSN, with a GPA of 3.0 or above who have completed at least one-half of the required Nursing components of the baccalaureate program and rank in the upper 35% of their respective graduating class are eligible for membership. Recognized nursing leaders in the community who hold Baccalaureate degrees are also invited to join. Invited applicants are required to submit an intent form and curriculum vitae. Invitations for membership are sent out during the spring and fall semesters with Induction taking place in October and May of each year. Additional information can be obtained from www.nursingsociety.org.

XVIII. FLORIDA NURSING LICENSURE INFORMATION

According to Florida Statutes, Chapter 464, "The Law Governing the Practice of Nursing and Nursing Education in Florida."

It is unlawful for any person to practice nursing unless such person has been duly

licensed and registered under the provision of this chapter.

It is also unlawful to knowingly employ unlicensed persons in the practice of nursing and knowingly conceal information relative to violations of this chapter.

In order to comply with both the Nurse Practice Act, Chapter 464, F.S., and the Rules and Regulations, Chapter 64B9, Florida Administrative Code (F.A.C.) of the Board of Nursing, the following guidelines should be kept in mind.

Graduate Nurses Taking the Examination in Florida

The R.N. Licensure Examination (NCLEX-RN) is governed by the Florida Board of Nursing and is administered on a year-round basis with computerized adaptive testing (CAT) format. Testing services are provided at selected Protec (previously Sylvan Learning Centers) facilities. Policies and procedures for the examination are established by the Board of Nursing. At the beginning of the final semester of nursing course work, testing procedures are reviewed with all individuals expected to be recommended as candidates for the examination. Applications may be retrieved at the Department of Health website (www.doh.state.fl.us); however, the submission of the materials to the Florida Board of Nursing is the responsibility of the student. The Board of Nursing determines eligibility to write the NCLEX-RN examination. Students can access the Florida Nursing License website at: <https://ww2.doh.state.fl.us/initialapp/Controller/Default.asp>

Please Note: In order to apply for the RN Licensure Examination (NCLEX-RN), the applicant must have a Social Security number. International students who do not have a social security number should meet with an advisor in the Office of Student Services at the time of admission to discuss how the International Admissions office might be able to assist in this matter.

Licensure by Endorsement in Another State

Anyone wishing to receive licensure by endorsement in another state or wishing to take the licensing examination in another state should contact the Board of Nursing in that state for an application and information as soon as possible. Each state has individual licensure requirements.

Felony Convictions

Students with felony convictions are advised that successful completion of the nursing program does not guarantee eligibility for licensure as a registered nurse. Applications for licensure by the Board of Nursing require "that anyone who has been convicted of any offense other than a minor traffic violation is to indicate so on the application." A copy of the arrest record is required, and the Board takes the following into account when evaluating someone with a felony conviction:

1. The total criminal record.
2. The nature and severity of the crime.
3. The time which has elapsed since the crime was committed.

4. The terms of parole, probation, or restitution imposed by the Court.
5. Evidence of rehabilitation.
6. Whether civil rights have been restored.
7. Results of background checks through the Florida Department of Law Enforcement and HRS Abuse Registry.

Any student with a conviction should schedule an appointment with the Assistant Dean for Student Services during the last semester of school.

XIX. UNIVERSITY OF MIAMI COMMENCEMENT & DIPLOMAS

Students must apply online to graduate and to walk in the appropriate commencement ceremony. Diplomas are ordered through the office of the registrar once students are cleared for graduation and shipped to the students' home address. Complete information on commencement is available at <http://www.miami.edu/sa/index.php/commencement>.

School of Nursing and Health Studies Recognition Ceremony

The School of Nursing and Health Studies Recognition Ceremony is a meaningful occasion at which the academic community is called together each year to recognize and honor the achievements of graduate and undergraduate students and faculty. All students are encouraged to participate in this school function. Students will be informed of details of this ceremony by the Office of Student Services

XX. APPENDICES

Appendix A: BSN Traditional Program of Study Lower Division Nursing Major

These are intended as examples only. Students have several options for completing the first two years of study. The Office of Student Services will assist students to select specific courses which most accurately reflect the student's interests, abilities, and career goals. Students must complete all prerequisites prior to entering the junior year of clinical coursework.

Freshman Year

Fall			Spring		
		Credits			Credits
Eng 105	English Comp	3 cr	Eng 106	English Comp	3 cr
Bil 150/151	General Biology w/	5 cr	Hcs 212/213	Human Anatomyw/ Lab	4 cr
Cognate	Arts & Humanities or People in	3 cr	Cognate	Arts & Humanities or People in	3 cr
Mth 101	College Algebra	3 cr	Psy 110	General Psychology	3 cr
UMX 100	University Experience	0 cr	Cognate	Arts & Humanities or People in	3 cr
		14 credits			16 credits

Sophomore Year

Fall			Spring		
		Credits			Credits
Hcs 215	Systemic Physiology	3 cr	Nur 202	Intro Statistics in Health Care	3 cr
Cognate	Arts & Humanities or People in	3 cr	Mic 320	Intro to Microbiology for	3 cr
Chm 103/105	Chemistry for Life Sciences I	4 cr	Nur 317	Growth & Development	3 cr
Nur 306	Principles of Nutrition	3 cr	Cognate	Arts & Humanities or People in	3 cr
Cognate	Arts & Humanities or People in	3 cr	Elective	Optional	3 cr
Nur 311	Theories & Concepts of	2 cr			15 credits
Nur 300	Seminar in Inter-Professional Healthcare	1 cr			
		19 credits			64 credits

Prerequisites in Bold

BSN TRADITIONAL PROGRAM OF STUDY UPPER DIVISION NURSING MAJOR

Fall		Credits
NUR 304	Adult Health I (Civic)	6cr
NUR 307	Pharmacology	3cr
NUR 314	Health Assessment and Promotion	3cr
NUR 315	Pathophysiology	3cr
		15 cr
Spring		
NUR 308	Adult Health II (Civic)	7cr
NUR 318	Women's Health Nursing (Civic)	4cr
NUR 320	Child and Adolescent Health Nursing (Civic)	4cr
		15 cr
Fall		
NUR 400	Theories Research and Evidence Based Practice	3cr
NUR 411	Adult Health III (Civic)	5cr
NUR 412	Epidemiology for Population-Based Care	2cr
NUR 448	Psychiatric Mental Health Nursing (Civic)	4cr
		14 cr
Spring		
HCS/NU R XXX	Nursing Elective	3cr
NUR 430	Leadership in Nursing (Civic)	3cr
NUR 441	Public Health Nursing (Civic)	2cr
NUR 453	Role Transition (Civic)	5cr
		13c r
		57 credits

BSN ACCELERATED PROGRAM OF STUDY UPPER DIVISION NURSING MAJOR

First Semester		Credits
NUR 304	Adult Health I (Civic)	6cr
NUR 307	Pharmacology	3cr
NUR 314	Health Assessment and Promotion	3cr
NUR 315	Pathophysiology	3cr
		15 cr
Second Semester		
NUR 300	Seminar in Inter-Professional Health Care Practice	1cr
NUR 308	Adult Health II (Civic)	7cr
NUR 318	Women's Health Nursing (Civic)	4cr
NUR 320	Child and Adolescent Health Nursing (Civic)	4cr
NUR 401	Evidence-Based Nursing Practice	3cr
NUR 412	Epidemiology for Population-Based Care	2 cr
		21 cr
Third Semester		
NUR 411	Adult Health III (Civic)	5cr
NUR 430	Leadership in Nursing (Civic)	3cr
NUR 441	Public Health Nursing (Civic)	2cr
NUR 448	Psychiatric Mental Health Nursing (Civic)	4cr
NUR 453	Role Transition (Civic)	5cr
		19cr
		55 credits

RN – BSN FULL-TIME PROGRAM OF STUDY UPPER DIVISION NURSING MAJOR

Summer		Credits
NUR 311	Theories & Concepts of Nursing	2 cr
NUR 314	Health Assessment and Promotion	3 cr
NUR 350	Pathophysiology/Pharmacology for RN-BSN	4 cr
NUR 390	Advanced Placement Practice I	10 cr
		19 cr
Fall		
NUR 400	Theories, Research and Evidence-Based Practice	3cr
NUR 405	Professionalism and Career Pathways	3cr
NUR 440	Population Focused Nursing Civic	4 cr
NUR 403	Advanced Placement Practice II	10cr
		20 cr
Spring		
NUR 305	Issues in Health Disparities	3cr
NUR 406	Current Issues in Healthcare	3cr
NUR 426	Leadership and Management in Nursing	5cr
NUR 414	Advanced Placement Practice II	10cr
		21 cr
		60 cr

RN – BSN Part-Time Program of Study Upper Division Nursing Major

Spring I		Credits
NUR 311	Theories & Concepts of Nursing	2 cr
NUR 350	Pathophysiology/Pharmacology for RN/BSN	4 cr
		6 cr
Summer I		
NUR 314	Health Assessment and Promotion	3 cr
NUR 400	Theories, Research and Evidence-Based Practice	3 cr
		6 cr
Fall I		
NUR 405	Professionalism and Career Pathways	3 cr
NUR 406	Current Issues in Healthcare	3 cr
		6 cr
Spring II		
NUR 305	Issues in Health Disparities	3 cr
NUR 440	Population Focused Nursing (Civic)	4 cr
		7 cr
Summer II		
NUR 426	Leadership and Management in Nursing	5 cr
		5 cr
ADVANCED PLACEMENT		
NUR 390	Advanced Placement Practice I	10 cr
NUR 403	Advanced Placement Practice II	10 cr
NUR 414	Advanced Placement Practice III	10 cr
		60 cr

Appendix B: Release for International Study Forms

UNIVERSITY OF MIAMI
SCHOOL OF NURSING AND HEALTH STUDIES
PHONE NUMBER: 284-4325
FAX NUMBER: 284-4827

INTERNATIONAL TRAVEL INFORMATION FORM

TRAVELER CONTACT INFORMATION

NAME: _____ C NUMBER: _____
EMAIL: _____ HOME PHONE# _____
ALT. EMAIL: _____ MOBILE PHONE# _____

EMERGENCY CONTACT INFORMATION

NAME: _____ RELATIONSHIP: _____
EMAIL1: _____ HOME PHONE# _____
EMAIL2: _____ MOBILE PHONE# _____

DESTINATION INFORMATION

CITY: _____ COUNTRY: _____

HOST INSTITUTION: _____
Name Address

DATES OF TRIP: _____
Departure (Month/Day/Year) Return (Month/Day/Year)

MODE OF TRANSPORTATION: _____
Airline Flight #
Airline Flight #

COURSE INFORMATION

COURSE NAME: _____ COURSE #: _____

FACULTY MEMBER ACCOMPANYING STUDENT: _____

SIGNATURE OF TRAVELER _____ DATE _____

UNIVERSITY
OF MIAMI



International Education
and Exchange Programs

111 Allen Hall
P.O. Box 248263
Coral Gables, Florida 33124-1610

Ph: 305-284-3434
Fax: 305-284-4235
leep@miami.edu
miami.edu/studyabroad

**WAIVER, ACKNOWLEDGEMENT AND RELEASE AGREEMENT
FOR INTERNATIONAL STUDY/PROGRAM PARTICIPATION
PLEASE READ CAREFULLY – YOU ARE ASSIGNING AWAY LEGAL RIGHTS**

I hereby acknowledge and agree that participation in the program to the country(ies) of _____ is not required by the University of Miami ("UM") and I further understand that my participation in the program may expose me to risks and dangers, some being inherent in the nature of the program, some resulting from human error and negligence on my part and/or on the part of other personnel working or participating in the program. I acknowledge that I am ultimately responsible for my own safety and that UM has limited obligations to provide supervision and oversight for my safety on the program. I acknowledge that my decision to participate in the program is completely voluntary. I have full knowledge of the nature and extent of the risks associated with travel to the foreign country including:

All manner of injury resulting from or associated with transportation to and from the foreign country. All manner of injury resulting from or associated with traveling and residing in a foreign country, including but not limited to detention, annoyance, quarantine, strikes, failure of conveyances to move as scheduled, civil disturbances, criminal acts such as thefts, kidnapping, assault and robbery, injury to my person or property, acts of God, fire, unfamiliar cultures, languages and traditions, political instability, outbreak of war and violence, terrorism, diseases and health hazards. All manner of injury resulting from or associated with staying in a location and participating in a program that is not owned or operated by UM, including injuries that may occur due to the use of different standards of care regarding blood borne and airborne pathogens, as well as different standards of care applied to other areas of medical practice. All manner of injury resulting from the use of any vehicle, the occurrence of strikes, war, acts of terrorism, governmental restrictions or regulations, or the acts of omissions of any water carrier, airline, railroad, bus company, taxi service, hotel, restaurant, school, university, or any other firm, agency, company, or personal injury, property damage, death or accident of any kind, arising out of or in any way related to my participation in the program, whether I am being supervised or not, and however the injury or damage is caused, including but not limited to the negligence of UM, its employees or agents.

I acknowledge that the above is not inclusive of all possible risks associated with my participation in the program and that the above in no way limits the extent or reach of this release and covenant not to sue. I further acknowledge that I am voluntarily assuming these risks. I acknowledge that any of the above-referenced risks and dangers may cause damage or loss of personal property, personal injury and even death, and I fully assume and accept these risks and dangers.

I acknowledge that the UM assumes no responsibility or liability for the conduct, activities and travel plans of students prior to the commencement of the program and after the conclusion of the program as well as on non-program related activities and travel during the course of the program.

In consideration of UM permitting me to participate in the program, I hereby waive and release UM, its agents and employees from and against all claims or causes of action which I may have, now or in the future, relating to any injury, loss damage, accident, delay or expense arising out of my participation in the program. I hereby agree to exonerate, indemnify and hold UM, its agents and employees harmless from and against any and all obligations or liabilities for which I may become liable as the result of damage or injury to the person or property of others while participating in the program. I expressly acknowledge and agree that UM, its agents and employees shall not be responsible for any injury or loss whatsoever suffered by me during a period of independent travel while in the foreign country or during any absence from activities supervised by UM.

I further waive and release on behalf of myself, my heirs, representative, executors, administrator and assigns, UM, its officers, agents, and employees from any cause of action, claim, demand, loss, delay, expense or cost of any nature

whatsoever, which I my heirs, representatives, executors, administrators and assigns may have now or in the future against UM on account of participation in the program.

I understand that I will be solely responsible for any loss or damage including death, I sustain while participating in the program and by this agreement I am relieving UM of any and all liability for such loss, damage or death.

During my participation in the program, I hereby grant UM, its employees and agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding the protection of my health and safety, and I hereby release each of them from any liability for any such decisions or actions as may be taken by them in connection therewith. The authority granted in the preceding sentence shall include the right to place me at my own expense, and without further consent, in a hospital, within or outside the United States, for medical services and treatment or if no hospital is readily accessible, to place me in the hands of a local medical doctor for treatment. If it is deemed necessary or desirable by UM, its employees or agents, I authorize them to transport me back to the United States by commercial airline or otherwise at my own expense for medical treatment.

I hereby certify that I am in good health and that I have no physical or psychological limitations that would preclude my safe participation in the program. I further certify that I have or will secure health insurance to provide adequate coverage for any injuries and/or illnesses that I may sustain or experience while participating in the program. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and I hereby release UM and its employees and agents, from any and all responsibility and/or liability for health care costs and other expenses for injuries or illnesses, including death, that I may incur.

I agree that should any portion or aspect of this release be found to be unenforceable, that all remaining portions will remain in full force and effect. I agree that, should there be any dispute concerning my participation in the programs that would require adjudication by a court of law, such adjudication will occur in the courts of, and be determined by, the laws of the State of Florida. This release shall be interpreted and governed by the laws of the state of Florida.

I have completed the requirements set out in the **Guidelines for International Study/Program Participation to Promote the Health and Safety of Students** and have completed and submitted the **Emergency Contact Form** to UM. Furthermore, if I am under eighteen (18) years of age, I have submitted the completed **Consent and Release of Next of Kin for Students Enrolled in International Study**.

I understand and agree to the following: Inherent to international travel and extended stays in other countries is the constant possibility of changing circumstances. Circumstances may change as a result of changing conditions in the United States, the host country and/or the host institution. As a result, UM reserves the right to change the program's requirements, itinerary, accommodations, activities, and educational and non-educational programs offered. UM further reserves the right to make any changes to the program to ensure the safety of the program's participants and staff. In the event of any changes, no reimbursements will be offered.

I understand that UM will not provide support for accompanying non-participants in the program, and such persons may not participate in any course and program-related activities.

I understand that the terms of this agreement are legally binding and that I am signing this agreement, after having carefully read it of my own free will and after having the right to consult with an advisor, counselor or attorney of my choice.

IN WITNESS WHEREOF, this instrument is duly executed in _____, _____;
(City) (State)

This _____ day of _____ 20____.

Student - Name Printed

**Witness - Name Printed

Student Signature

Witness Signature

**Please note that this form does not need to be notarized.



Emergency Contact Form
International Education and Exchange Programs

Student Name _____ Passport Number _____

Student ID Number _____

In the event that I am in danger, injured, incapacitated, suffer loss, damage or annoyance, as determined in the sole discretion of University of Miami personnel, I authorize the University of Miami to contact the following relatives or guardians:

Name Address

Daytime Telephone Evening Telephone Cellular Telephone

Pager Number E-mail address

Name Address

Daytime Telephone Evening Telephone Cellular Telephone

Pager Number E-mail address

Revised 06/10/2009



**International Education and Exchange Programs
Student Code of Conduct and Program Participation**

While abroad, students are subject to the rules and regulations of the host institution, the laws of the host country, the *UM Student Rights and Responsibilities* (www.miami.edu/srr), and the student code of conduct from the student's home institution. Each student is an ambassador for the student's home university and should use appropriate behavior at all times that is reflective of the code of conduct required by the student's home university and that of the overseas host institution.

Violations that occur abroad may subject UM students to disciplinary action upon return to UM in accordance with the *UM Student Rights and Responsibilities*. In the event of a violation abroad that results in the termination of the student's participation in the program, the student will receive no refund, will not receive academic credit for the program, and the return to the student's home shall be at the student's personal expense.

By signing below, I confirm that I understand and agree to the above.

Printed Name

Signature

Date

Scan to: RGCONSOR



STUDENT TRAVEL INFORMATION FORM

As a substitute for this form, you may choose to submit a printed copy of your e-itinerary.

Name: _____

Program: _____

Student Number: _____

GOING FLIGHT

Departure:

Date: _____

City: _____

Airport: _____

Airline: _____

Flight Number: _____

Departure Time: _____

Arrival:

City: _____

Airport: _____

Airline: _____

Flight Number: _____

Arrival Date: _____

Arrival Time: _____

RETURN FLIGHT

Departure:

Date: _____

City: _____

Airport: _____

Airline: _____

Flight Number: _____

Departure Time: _____

Arrival:

City: _____

Airport: _____

Airline: _____

Flight Number: _____

Arrival Date: _____

Arrival Time: _____



Guidelines for International Study to Promote the Health and Safety of Students

The University of Miami offers international study opportunities. In many cases, the countries where these activities take place present a variety of challenges and risks to students from the United States. It is imperative that students be prepared for these challenges and risks. These can include unfamiliar cultures, languages and traditions, political instability, outbreak of war and violence, terrorism, kidnapping, assault and robbery, diseases and health hazards that students are not normally faced with in the United States.

To prepare students for the challenges and risks presented in an international study program and to ensure that students can make informed decisions about travel, the University of Miami requires that all students engaged in a University-sponsored international program perform the following prior to departure from the United States:

- 1- Participate in cultural orientation and preparation for the trip.
- 2- Gather current information concerning any political problems or health hazards which may place them at risk. Complete the attached Completion Form and return to the University of Miami. This current information is to be gathered directly by the student from the U.S. State Department, the Centers for Disease Control, and the World Health Organization.
- 3- For U.S. citizens, register your trip with the U.S. State Department and finalize registration upon receipt of your overseas housing assignment or program itinerary at <https://travelregistration.state.gov/ibrs/>. For non-U.S. citizens, please contact the embassy or consulate of the country of your citizenship for procedures to register your trip abroad.
- 4- Read and understand the Student International Travel Policy and register your travel on Red24 prior to departure for your overseas program.
- 5- Obtain medical travel advice and immunizations appropriate for the country to which travel is planned.
- 6- Verify that you have, or otherwise will obtain, medical and accident insurance with provisions for emergency evacuation and repatriation. Students with UM health insurance are covered for emergency evacuation and repatriation.
- 7- Understand the services provided by the Office of Disability Services, and if needed, request accommodations within 10 business days upon notification of your acceptance into the study abroad program.
- 8- Designate persons both in the foreign country and in the U.S. who may be contacted in the event of an emergency.

Competency in the foreign language is strongly recommended. It is also strongly recommended that the student not take belongings he or she will regret losing.

Guidelines for International Study to Promote the Health and Safety of Students

DIRECTIONS

Step 1. Visit the websites listed below, and write down the date you visited them and the information you learned about your destination(s).

Step 2. Go to the website of the State Department (U.S. Citizens) or website of the consulate/embassy of your citizenship and register your trip abroad.

Step 3. Copy your health insurance card and submit it with this form.

I, the undersigned student, have consulted with the following organizations regarding travel advisories to the country(ies) of _____

U.S. State Department <http://studentsabroad.state.gov/>

Date completed: _____

Information obtained: _____

Centers for Disease Control <http://www.cdc.gov/travel/default.aspx>

Date completed: _____

Information obtained: _____

World Health Organization <http://www.who.int/en/>

Date completed: _____

Information obtained: _____

Date of registration at the State Department or consulate/ embassy of the country of your citizenship: _____

It is necessary that all students going abroad on UM study abroad and exchange programs have health insurance that covers emergency evacuation, repatriation of remains and adequate medical and accident coverage for the entire duration the student is abroad. If your current health insurance does not cover emergency evacuation and repatriation, you may purchase this coverage from the University of Miami's Student Health Center. Students with the UM medical insurance have this coverage embedded in the policy.

Review your insurance coverage carefully. Most medical providers require payment immediately for services rendered abroad; therefore, you must be prepared to make payment upon receiving medical services abroad. Please keep your receipt(s) and submit the receipt(s) to your insurance company for reimbursement. It is your responsibility to inform yourself of the coverage that your insurance policy provides and the procedures for reimbursement.

Please attach a copy of your health insurance card.

By signing this form I confirm that I have the necessary health coverage as stated above for the duration while I am abroad and that I have complied with the required pre-departure preparations as stated on page one of this form.

Student Signature _____ Date _____

Printed Name _____



Student International Travel Policy

PURPOSE

The purpose of this policy is to provide procedures for all students traveling on university trips outside the United States.

DEFINITION

University Trip – Includes any trip outside the United States organized, administered, or sponsored by the Study Abroad Office or any other department or school within the University or any other trip outside the United States in which a faculty member and/or staff member is traveling with University students in conjunction with, or as part of, an academic, community service and/or humanitarian endeavor.

POLICY

All students who are traveling abroad on a University trip must register with Red24 at the website: <https://www.red24.com/affiliate/chartis/um/>. The link can also be found in myUM under Online Resources. Students must input their entire itinerary including all locations traveled. Should the itinerary change at any time prior to and/or during the trip, the changes must be updated in the Red24 website.

Approval must also be given by the Director of Risk Management four weeks prior to traveling to the following countries.

1. Colombia
2. Haiti
3. Mexico
4. Ecuador
5. All of the countries located on the U.S. State Departmental travel advisory warning page (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

A copy of the Foreign Travel Insurance Form must be printed and carried by the student while traveling. The form can be found here: <https://www6.miami.edu/travel/International-Travel/Foreign-Travel-Insurance.pdf>

Students who require travel medicine consultation and/or immunization should schedule an appointment at the [Student Health Service](#) or other medical provider at least six weeks prior to travel.

Any student who does not register with the Red24 program prior to travel will not be authorized to travel. Also, failure to comply with this policy may lead to the non-recognition of credits by the University of Miami for courses taken abroad.

GUIDE

This is a brief guide to assist University of Miami students and faculty in utilizing the security services available while traveling abroad.

The steps below demonstrate how you can view security information as well as the steps necessary for you to input your travel. It is a university requirement for all school sponsored travel to be logged into this system. This enables our security partner to provide better service during an emergency and prevent harm to students and faculty.

Step 1

View the security services site via your UM intranet link in myUM under Online Resource area or visit www.red24.com/umiami. Click proceed if you are a new user (the policy number will be pre-populated so you will not need to amend this field.)

OR

if you have pre-registered enter your username and password and skip to step 3.



Welcome

University of Miami is pleased to offer a full range of security services provided by Charles LS and their security partner, red24.

After logging in below, you will be able to access many security services, such as a travel safety website for information on virtually any country, travel health advisories, and subscribe to daily news updates. You will also be required to enter your university-sponsored travel information, which will be a helpful tool in the event of an emergency.

1. Enter your details

If this is your first time logging in, please click "proceed" to get your own membership number and secure password. To view or print your ID card, click here.

New user

Policy number:

Registered user

If you have already registered, please enter your membership number and password below.

Membership number:

Password:

Lost your password? Click here.



For help logging in call: +1 800 526 2427

Special reports

Al-Qaeda in the Arabian Peninsula (AQAP)
Al-Qaeda in the Arabian Peninsula (AQAP) is a branch of Al-Qaeda based in Yemen. In 2010, AQAP began to represent one of the greatest terrorist risks in the region, even surpassing the influence of the primary al-Qaeda group, based in Pakistan's tribal areas.

2. Select your travel security or health service

Travel safety website: Search your intended destination for any safety or security concerns, including areas in which extra vigilance is advised, getting around information, helpful security tips and important contact details.

Daily News: Subscribe to email reports sent each weekday, covering political stability, civil unrest, disease outbreaks, crime patterns and terrorism news from around the world.

Travel health advisories: View our articles on travel-related diseases and ailments, and see country-specific information on health concerns and vaccinations.

24-hour security assistance: Contact a red24 security specialist to discuss any safety concerns for your travel destination or if you need immediate assistance while you are away.

Location alerts: Log your travel details with us to receive email notifications of events in or near your location that present a major safety risk or inconvenience (including terrorism, civil unrest, major transport disruptions and severe weather risks).

Security evacuation: On-the-ground assistance should you be involved in a potentially life-threatening situation while abroad (such as political unrest, violent crime, kidnaps and missing persons cases). We will initiate a rescue team, utilizing our network of over 420 global security specialists to assist you in person.


* All red24 global security specialists are professional security consultants with extensive experience in crisis response, global travel and security.

Step 2 (only applicable to new users, if existing skip to step 3)

Enter the requested details in the form below and select proceed. If you have selected the option for sending your username and password details, these will be delivered to the email address you've entered. These can be used when returning as a registered user.

| About red24

UNIVERSITY OF MIAMI



In order to take advantage of some of red24's services, you will require a unique membership number. This can easily be acquired by filling out the form below.

First name*

Last name*

Email*

It is advisable to choose a memorable password that you do not currently use for any other forms of online logins.

Username* needs to be a minimum of 6 numbers and letters.

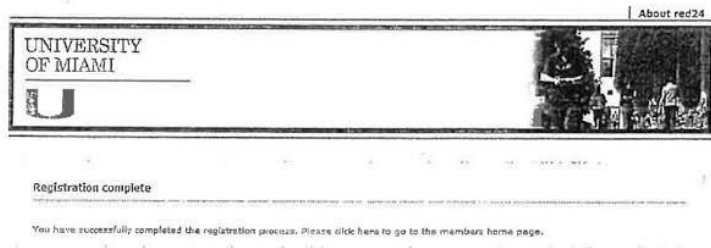
Password* needs to be a minimum of 6 numbers and letters.

Confirm password* needs to be a minimum of 6 numbers and letters.

Check this box if you would like to receive confirmation of your username and password via email.
Your username and password will be sent separately. Please note that by checking this box you give red24 permission to send your username and password in clear text format to the email address you have provided. Please note that your username and password are stored in an unencrypted format in our database. It is advisable to choose a different password to that which you use to access banking or other confidential services.

Please note that fields marked with an asterisk (*) must be completed before sending this enquiry. **Proceed**

Click the proceed button and the following confirmation will be received



The following confirmations will also be received in your email inbox if you chose to receive username and password confirmations.


Email 1

 **Customer Registration**

Dear red24 customer

Thank you for updating your details on the red24 Safety Advice & Response website. Your unique membership number is provided below. You will require these details for logging into our member services.

Please ensure you retain this information for future reference.

 Membership number: **TEST123**

Kind regards
The red24 team

 For 24/7 assistance call +1 800 626 2427

Email 2

 **Customer Registration**

Dear red24 customer

Thank you for updating your details on the red24 Safety Advice & Response website. Your password is provided below. You will require these details for logging into our member services.

Please ensure you retain this information for future reference.

 Password: **test123**

Kind regards
The red24 team

 For 24/7 assistance call +1 800 626 2427

Step 3

Select your chosen service

1. Travel Safety Website
2. Daily News
3. Travel Health Advisories
4. 24 hour Security Assistance
5. Location Alerts
6. Security Evacuation

When selecting "Location Alerts" for the first time you will be asked to complete the below screen:


Home |

red²⁴
Global Security Specialists

Tracker
red24

Update first name fast name

First names:	<input type="text" value="Daniel"/>
Last name:	<input type="text" value="Hawkins"/>
Email:	<input type="text" value="danielhawkins1@test.co.uk"/>
Mobile: (inc. std code)	<input type="text" value="+1232456787"/>
Home city:	<input type="text" value="New York"/>



Thereafter the following screen will appear to input and update your own specific travel plans.

The screenshot shows the 'red24 Tracker' web application. At the top, there is a navigation bar with a 'Home' link. Below the navigation bar, a message states 'Daniel Hawkins was successfully updated'. The main content area is divided into two sections: 'Travel Profile' and 'Itineraries'. The 'Travel Profile' section includes a 'Personal details' table with the following information:

Personal details	
Client:	Daniel Hawkins
Email:	danielhawkins1@test.co.uk
Mobile:	+1232456787
Home city:	New York

Below the table, there is an 'Edit profile' button. The 'Itineraries' section features a large image of a person walking on a path, with an 'Add' button positioned to the right of the image.

Step 4

Select "add" and fill out your planned trip

Home

red²⁴

Global Security Specialists

Trip Tracker

red24

Add Itinerary

Selected individual: Daniel Hawkins

Start date:

Visiting city:

Are you unable to enter the city you are visiting? If so enter Unknown into the visiting city field and specify the city and country name in the detailed trip information text box below.

Return date:

Returning to city: New York

Description:

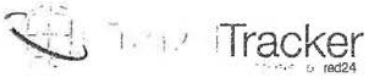
Detailed trip information:

Travelling companions; Itinerary, lodging and transportation details; contact information.


[Contact us](#) | [Terms & conditions](#) | [Terms of use](#) | [Privacy policy](#)

Step 5

Select "save" and continue adding itineraries to your profile. These will be saved so that when you return to your location alerts page, your information will have been saved and reappear as you last left it.



Home



Global Security Specialists





Travel Profile

Personal details


Client: Daniel Hawkins
Email: danielhawkins1@test.co.uk
Mobile: +1232456787
Home city: New York

[Edit profile](#)

Itineraries

Date	Description	City	Risk
2011/03/08 23:59	End of Itinerary	New York	 medium
2011/02/09 00:00	Study trip - Biology	Johannesburn	 high
2010/10/15 23:59	End of Itinerary	New York	 medium
2010/09/15 00:00	Holiday	Brazil	 medium

[Add](#)



Step 6

Alerts will be activated to be sent to your email account for the regions and times of travel you specified. For example, if you entered an upcoming trip to Colombia, you would have received the following warning via email:



24 hour safety and security advice - worldwide

red24 alert

Country or territory : Colombia
City or region : Narino department
Incident : Warning of volcanic eruption

Colombia: Authorities have issued a red alert for the Galeras volcano, which is located in the south western department of Narino, warning that a major eruption is imminent. The advisory was issued after a minor eruption was reported at the volcano at approximately 04:00 local time on 25 August. At least 8,000 people have already been evacuated from populated areas surrounding the volcano. Travellers currently in the area are advised to avoid locations near the volcano, and are advised to monitor the media for any further warnings or advisories from the authorities. Travellers should note, however, that due to a number of security concerns, red24 currently advises against all travel to Narino department, excluding its capital, Pasto. For further information and/or advice call red24 on +442087070000.

[Click here for further information](#)

Please note that this link connects to an external news source and as such the news or information supplied may be altered or updated at any time after the sending of this email.

If you have any further queries please do not hesitate to contact response@red24.com
Alert sent 25 August 2010 15:47 GMT



STAYING HEALTHY WHILE ABROAD

During your studies abroad you will see new sights, be introduced to different cultures and food, and meet interesting people. In preparation for your travel, it is important to understand the health risks associated with international travel. Among these health risks are diseases such as malaria, dengue and yellow fever which are spread by mosquitoes, and other diseases that are acquired by contaminated food or water such as typhoid, hepatitis A, and "travelers' diarrhea". Other diseases can be associated with recreational activities, including schistosomiasis which can occur after swimming in fresh water of certain countries. In addition, some diseases that are found in the United States have a much higher incidence in other countries, including rabies, HIV, and tuberculosis.

Despite the diversity of diseases that may be found at your destination, the biggest dangers to your health and well being are the same as here in Miami.....accidents and injuries. Whether it is motor vehicle accidents, drowning, or alcohol and drug related events, you may be at a higher risk for accidents and injuries at your destination country due to poor infrastructure, lack of laws or regulation, or environmental factors. You should take additional precautions, such as wearing seatbelts, not traveling at night or in poor weather conditions, and limiting alcohol.

Many studies show that travelers have a high rate of having sex with new partners, and only 50% use condoms. With this behavior comes the increased risk of sexually transmitted infections including HIV, as well as unwanted pregnancy. Make sure you bring condoms from the United States, as condoms in some countries might not offer the same protection, and remember that alcohol increases your chances of participating in high risk behaviors. You may want to consider bringing emergency contraception which is available over-the-counter in the U.S.

If you do get sick or injured while abroad, there are a couple of things to consider. First, you may need to pay large medical bills if they arise. Even with your medical insurance, you will probably need to pay up front. Secondly, it is necessary for you to have medical evacuation and repatriation insurance for the trip. This is included in the Student Health Service insurance plan, but can also be purchased for a small fee if you have alternative medical coverage. For more information on what to do if you get sick abroad, please see the websites below.

For those traveling to places other than Western Europe, Canada, Japan, and Australia, it is important to see a medical provider prior to travel to increase your chances of remaining healthy both during and after your trip. If you are going to the above mentioned areas and are planning to take trips to other countries either before, during or after, it is also recommended that you see a medical provider. This should be done at least 4- 6 weeks prior to departure. Besides vaccinations for certain diseases, medications for the prevention of malaria, self treatment of diarrhea, and prevention of altitude sickness, the medical provider can give you other valuable information tailored to your destination and activities. Different medical advice may be needed if you have certain chronic medical conditions. A yellow fever vaccine certificate may be required by some countries upon entry.

At the Student Health Service, we offer travel medicine consultations and most of the vaccinations that you will need for your study abroad. Your advisor may be able to organize a group consultation for your specific destination. If you prefer, you may see your own primary care physician or another travel medicine clinic for your pre-travel visit. The most important thing is that you get all the recommended vaccinations, medications, and other advice in order to stay healthy during your studies abroad.

More information is available at our website at www.miami.edu/student-health. If you have any questions, please contact us at studenthealth@miami.edu.

More general information can be found at:

<http://wwwn.cdc.gov/travel/contentStudyAbroad.aspx>

What to do and where to go if sick:

<http://wwwn.cdc.gov/travel/yellowBookCh2-HealthCareAbroad.aspx><http://www.istm.org> (travel clinics) <http://www.astmh.org> (travel clinics)

Student Health Service
5513 Merrick Drive
Coral Gables, Florida 33146-5310
Tel: 305-284-5927 Fax: 305-284-4098

Appendix C: Students Requiring Academic Resource Assistance

Preface:

Students with diagnosed learning disabilities should go to the Accessibility

Resource Center: University Center, Room N201

305-284-2374

TDD (305) 284-2374

The SONHS subscribes to the following definition of Learning Disabilities:

"Learning disabilities are a general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, spelling, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability. Although learning disabilities may occur concomitantly with other handicapping conditions (for example, sensory impairment, mental retardation, serious emotional disturbance) or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those conditions or influences" (National Joint Committee on Learning Disabilities, p. 1, 1988),

This definition is aligned with the Americans with Disabilities Act (ADA, 1990) in which a disability is defined as a person with (1) physical or mental impairment that substantially limits one or more of the major life activities of such individual, (2) a record of such impairment; or (3) being regarded as having such an impairment.

Policy:

It is the policy of the UMSON that students submit to a professional diagnostic evaluation for neuropsychological and psychoeducational functioning when there is evidence that academic performance is adversely affected. For students diagnosed with learning disabilities or cognitive deficits, the student shall provide a written report consisting of the comprehensive evaluation results, treatment recommendations and accommodation requests if applicable. This report is signed by a licensed credentialed neurological and/or psychoeducational provider and submitted to the Associate Dean for Undergraduate Programs. Reports are placed in the student's folder.



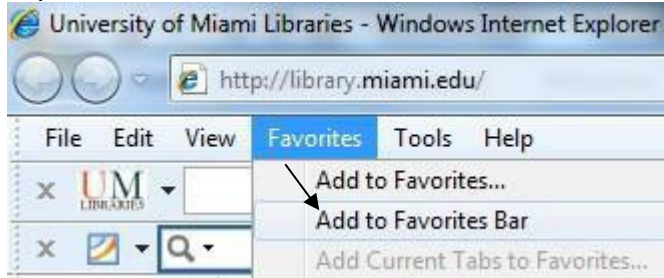
Appendix D: Libraries

Notes: BSN Library Orientation

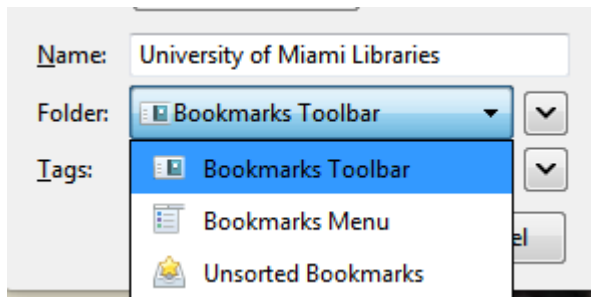
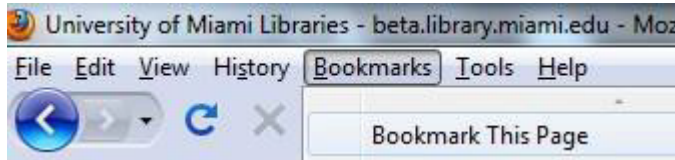
2. Add UM Libraries to Internet Explorer Favorites Bar, Firefox Bookmarks Toolbar or Chrome Bookmarks Toolbar.
3. Contact a librarian by email, phone, and text or schedule a face-to-face meeting.
3. Contact your subject librarian.
4. Find books (print or online), journal titles, CDs, DVDs: Use the library Catalog.
4. Find journals (print or online): Use the library Catalog.
5. Find a specific journal article from a citation: Use the library Catalog.
6. Identify a scientific article: Use IMRAD as a guide.
6. Identify a peer-reviewed (refereed) journal
7. Find articles for your literature review: Use Subject Guides to access article databases.
7. Get for help with writing your papers: contact the UM Writing Center.
8. Cite your sources: Use APA Style Guides.

Add UM Libraries to Internet Explorer Favorites Bar, Firefox Bookmarks Toolbar or Chrome Bookmarks Toolbar.

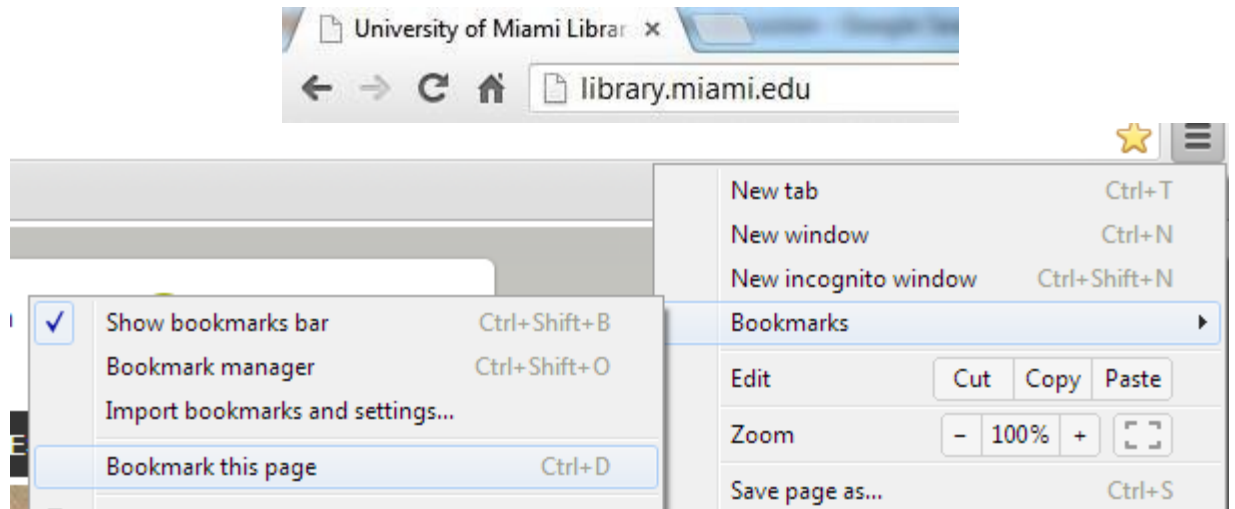
Explorer



Firefox



Google Chrome

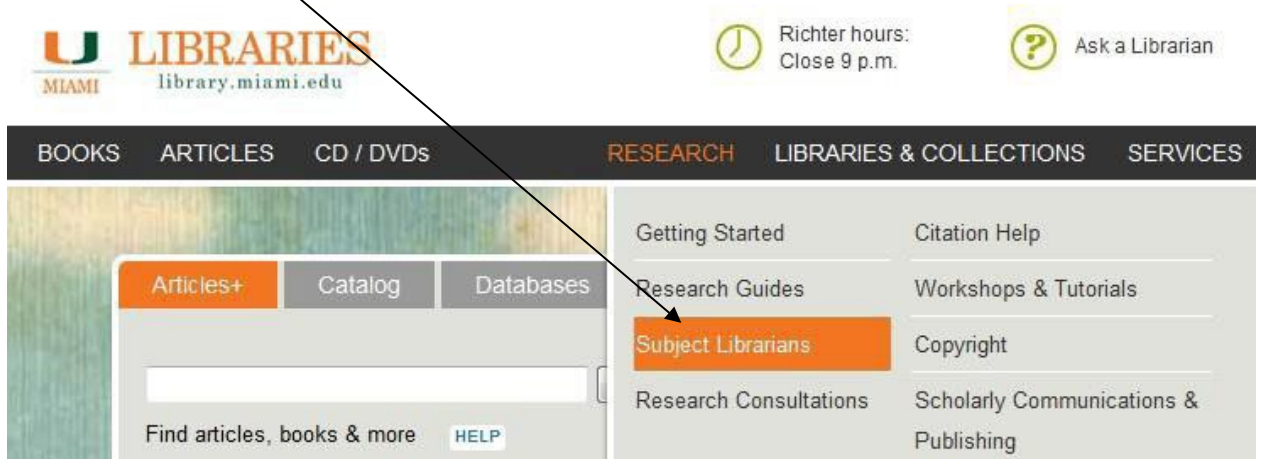


Contact a librarian by email, phone, and text or schedule a face-to-face



meeting.

Contact your subject librarian.



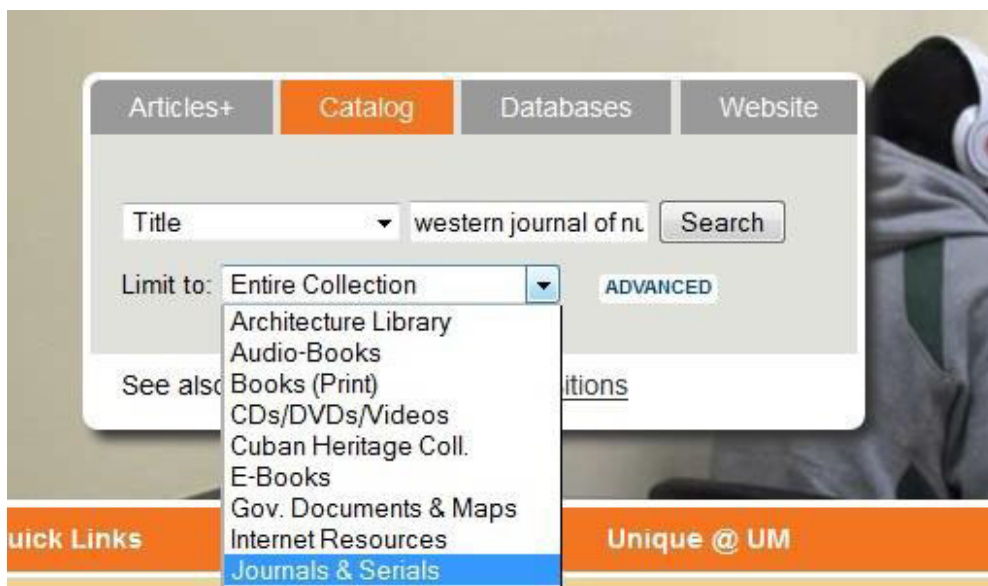
Find books (print and e-books), journal titles, CDs, DVDs: Use the libraryCatalog.

Example: find books about *nursing care plans*.



Find journals (print or online): Use the library Catalog.

Example: find out if the library provides access to *Western Journal of Nursing Research*. Enter the **JOURNAL TITLE** in the catalog search box. Limit to Journals & Serials or InternetResources; most of your journals will be available online. If you see zero results with your selection of Internet Resources remember to try the Journals & Serials option.

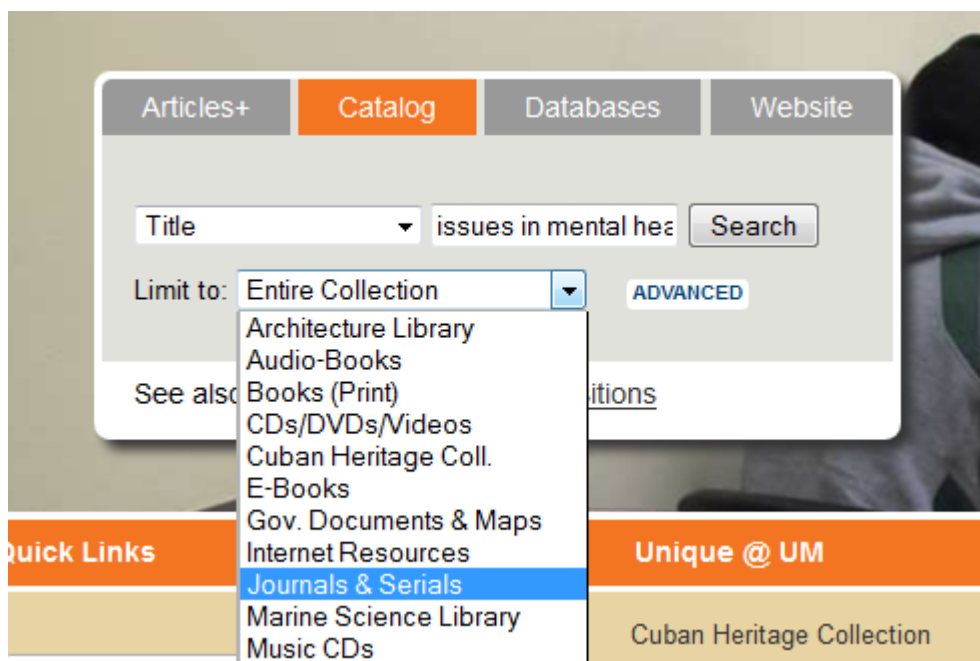


Find a specific journal article from a citation: Use the library Catalog.

Example:

Ugarriza, D., Brown, S., & Chang, C (2007).Anglo-American mothers and the prevention of postpartum depression. *Issues in Mental Health Nursing* 28(7),781-798. .

Note: the article above was published in the journal, *Issues in Mental Health Nursing*, vol.28, issue 7, pages 781-798. Enter the **JOURNAL TITLE** in the catalog search box. Limitto Journals & Serials.



Title **Issues in mental health nursing [electronic resource]**
Imprint Washington, DC : Taylor & Francis

Online access available from:

Informa Healthcare	Jan. 01, 1978-
Academic Search Premier	Jan. 01, 1998 - June 21, 2011
IngentaConnect	Jan. 01, 1998-

Scientific articles in the health sciences follow a standard structure known asIMRAD (introduction, methods, results, and discussion). Is Dr. Ugarriza’s article, “Anglo-American mothers and the prevention of postpartum depression” a scientific article? Use IMRAD as a guide.

- Introduction (Why did the authors investigate the problem?)
- M**ethods (What did the
- authors do?) **R**esults
- (What did the authors
- find?)**A**nd
- D**iscussion (What do the results mean?)

Terminology used for article headings may differ somewhat: instead of Introduction, some authors/publishers will apply the heading, Background. Some may use no heading for the introductory section and the first section labeled will be Methods/Methodology. Some authors will add an additional section, the Conclusion.

Is a journal peer-reviewed (refereed)?

Google the title of the journal (in this example, *Nursing Research*) and go to the journal website. (I used quotes around “nursing research” to keep the title words together as a phrase.) This publisher makes determination of peer-reviewed status easy to find; with some journals you will need to look on the journal homepage for headings like, “About this journal” or “Instructions for authors” to find out whether the journal is peer reviewed.

NURSING RESEARCH

The Official Journal of the Eastern Nursing Research Society and the Western Institute of Nursing

Recognized as Uni
• Login • Register • A

Enter Keywords All Issues Search Advanced Search Saved Searches

Home Current Issue Previous Issues Published Ahead-of-Print Collections

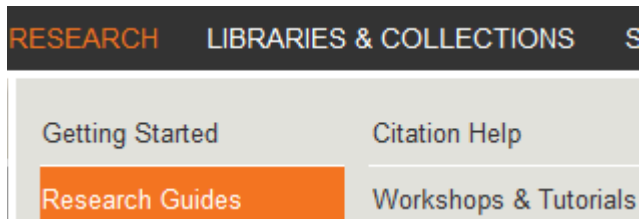
Home > About the Journal

About the Journal

Nursing Research is a peer-reviewed journal celebrating over 60 years as the most sought-after nursing resource; it offers more depth, more detail, and more of what today's nurses demand. *Nursing Research* covers key issues, including health promotion, human responses to illness, acute care nursing

Find articles for your literature review: Use Subject Guides to access article databases.

To find ARTICLES informing your research project “mouse over” Research on the UMLibraries homepage. Select Research Guides then Nursing & Health Studies.



You will see a list of Core Databases as well as tabs for additional resources. CINAHL (Cumulative Index to Nursing and Allied Health Literature) is the primary nursing database. However, nursing pulls from the literature of biology, medicine, social sciences, business, psychology, public health and more – don’t hesitate to use additional subject databases.

Get for help writing your papers: Contact the English Department’s Writing Center.

Go to the University Homepage and do a site search for “writing center”. Or go to: <http://www.as.miami.edu/writingcenter/>. Make an appointment or walk in.



Questions? Talk to or email Anna Stoute, Nursing & Health Studies Librarian, at 305-284-6027 or astoute@miami.edu.

Appendix E: Evolve/ Elsevier HESI Assessment/ Remediation Link



The banner features the Elsevier logo at the top left, with 'student life' written below it. On the left, a woman is shown celebrating with her arms raised, next to a large orange arrow pointing right that contains the text 'GET RESULTS'. To the right of the woman, the Elsevier logo is repeated above the text 'HESI Assessment' and 'TAKE CONTROL WITH HESI.'. At the bottom of the banner, an orange ribbon contains the URL 'http://evolve.elsevier.com/studentlife/hesi.html'.

<http://evolve.elsevier.com/studentlife/hesi.html>

Visit the HESI site at Elsevier Student Life.

- Learn how to access the **FREE ONLINE REMEDIATION THAT COMES WITH YOUR HESI EXAMS**.
- Watch a **VIDEO** to learn more about getting the most out of your free online remediation.
- Learn how to redeem an access code and register for **HESI CASE STUDIES, PRACTICE TESTS** and **PATIENT REVIEWS**.
- Find the right resources for your individual HESI or NCLEX-RN® study needs with the **NCLEX-RN® SELECTOR TOOL**.
- Connect with a student or recent grad from the **HESI STUDENT SUPPORT NETWORK** to get personalized advice and tips for success.
- Browse our **HESI FAQs** for helpful information, including links to get technical support.
- Apply to host a **HESI STUDY PARTY** to turn your study group into an event!

To learn more, go to:

<http://evolve.elsevier.com/studentlife/hesi.html>

Appendix F: University of Miami School of Nursing and Health Studies Student Substance Abuse Policy

Purpose

The University of Miami School of Nursing and Health Studies prohibits the use or the possession or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original container, by students on University property or while on University business.

The purpose of this substance abuse policy is to provide information related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol, and to ensure that individuals who provide patient care are not under the influence of any substances that can impair their ability or judgment. To that end, the School of Nursing and Health Studies (SONHS) at the University of Miami enforces a zero tolerance policy with regards to student impairment from drugs or alcohol at clinical sites or while in class, and thus **any unlawful possession, use, manufacture or distribution of controlled or illegal substances or alcohol by any student while on campus or at a clinical site shall be considered substance abuse or possible dependency and will constitute cause for termination from the program.** UM SONHS students are expected to read and comply with this Student Substance Abuse Policy. A signed copy of the policy is indication that the policy has been read and understood.

Drug Testing Policy

All students will undergo drug testing as a part of their admission and continuing enrollment in the nursing school. A minimum of two 10 panel drug screens are required through American Data Bank. Due to the length of the program, SRNA students will have three 10 panel drug screens. The first test will be conducted at the time of admission, prior to starting classes, and at least one more test will be done during the students' tenure at the university. The drug screening process involves the collection of urine, blood, or hair sample to detect the presence of substances which may cause impairment.

When a student receives an e-mail from the School of Nursing and Health Studies directing them to be drug tested, the student must submit their specimen at a designated American Data Bank collection site or other designated drug screening location within 24 hours of notification. Students failing to submit a sample within this time frame may be withdrawn from clinical courses and subject to further disciplinary action, up to and including dismissal.

Students will be responsible for the cost of the drug screenings which are part of the background check that must be completed prior to admission, as well as for the cost of any future drug tests as requested by the school.

Reasonable Suspicion Testing

Students enrolled in the School of Nursing and Health Studies must observe the

aforementioned policies. A student may be required to undergo drug or alcohol screening if the student is suspected to be impaired from drugs or alcohol, at the discretion of a faculty member, clinical preceptor, clinical instructor, or school administrator.

Faculty and Clinical Preceptors Reporting Substance Abuse

A faculty member suspecting possible substance abuse by a student must report the suspicious behavior immediately to the Director or designee verbally and by submission of the **Faculty Report of Suspicion of Drug/Alcohol Use reporting form**.

A student who is suspected of drug or alcohol impairment during didactic or clinical activities will be escorted to a testing center by an assigned representative of the SONHS. If a student becomes argumentative, resistant or violent with school or hospital representatives assigned to escort the student to the testing center, the escort (defined as a clinical coordinator/clinical instructor/preceptor/faculty member) can choose to notify the police department and the student will be dismissed from the grounds where the incident occurs. The Director or Associate Dean of the program in which the student is enrolled has the authority to temporarily suspend the student from clinical participation pending the final results of any tests.

If a student refuses to comply with the request from a faculty member, preceptor, instructor, or school administrator to undergo drug or alcohol screening, or refuses to participate in any of the steps listed below, the student may be dismissed from the University of Miami School of Nursing and Health Studies immediately.

Random Testing Procedure Steps

- If not already completed, the student will sign the program's consent form. These are distributed when the student enrolls in the program, and the testing site will have them available as well.
- From the time that a student is suspected of being impaired or diverting medications, a clinical coordinator/clinical instructor/preceptor/faculty member at the facility will stay with the student. If the student leaves the facility or goes to the bathroom, the test will be invalid because the chain of custody has been broken and the student may be dismissed from the program.
- If the student in question is an SRNA student, the escort will notify the CRNA faculty member on call. For all other students, the escort will notify the Associate Dean in charge of the student's program. A faculty member or administrator will go to the facility to pick up the student and transport them to UMH. Again, someone must be with the student at all times.
- The student will be tested at UMH. The student may be asked to provide a witnessed sample of urine, hair, blood, or saliva, which may be frozen for further testing. The student will have to provide a photo ID (driver's license or UM ID) and will have to provide their social security number. The student and the escort will go to Occupational Health during regular business hours (Monday-Friday, 7 AM-5:30 PM). After regular business

hours, the student and the escort will go directly to the lab ([305] 689-5446).

- The student will sign the chain of custody forms and any other documents provided by the testing laboratory.
- The sample will be screened for controlled substances or any other non-controlled substances suspected of being used or abused by the student.
- The student will disclose any prescribed or over-the-counter medications as well as any dietary habits that could modify testing results at the time of the testing, as requested by laboratory documents.
- The student must fully comply with the testing laboratory's methods and procedures for collecting samples.
- If a **non-negative** result is reported from the testing laboratory, the student may choose to admit to controlled substance misuse, in which case the student will be referred to appropriate treatment options, and be subject to disciplinary action.
- If a student disputes a non-negative test, and requests a retesting of samples by the laboratory, then the student will need to pay for the retest.

Drug Testing Outcomes

All **non-negative** drug tests will be reported to the SONHS by American Data Bank, UMH, or other similar agencies/ institutions partnering with the School of Nursing and Health Studies.

Tests which are reported as **inconclusive**, **adulterated** or **diluted** may be considered as a **non-negative** test by the School of Nursing and Health Studies. A **non-negative** drug screen report at the time of admission may result in the student's admission offer being withdrawn and notification of the non-negative result to the Board of Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act). If the student is already a registered professional nurse, they will be referred to the IPN program. If the student is not a registered professional nurse, they will be provided with a list of local treatment centers. The cost of any treatment will be borne by the student.

Students that have a **non-negative** drug test will be removed from all clinical courses and may be subject to further disciplinary actions, up to and including dismissal.

Students Reporting other Students' Substance Abuse

A University of Miami School of Nursing and Health Studies student who suspects or has knowledge of possible substance abuse or policy violation by another student while in the clinical setting has the responsibility to report this information to the Program Director, Associate Dean, or Dean. The identity of the individual making the report will be kept confidential to the extent possible, consistent with the need to investigate the report and subject to legal requirements.

Prescription and Over the Counter Medication Reporting Requirements

There are circumstances in which students may need to take over the counter or prescribed medications that may impair their ability to function safely in the clinical environment and thereby endanger patients and the student. As such, all students are responsible for being aware of the effects these medications may have on their ability to function safely in the clinical practicum. If a clinical preceptor or faculty member establishes that the student is affected by the use of such prescribed medications, thereby creating a potential threat to patient care, the preceptor or faculty member will advise the student to leave the clinical area. Inability to perform all clinical functions safely while under the effects of prescribed medications will result in re-evaluation of student's ability to participate in clinical training and the student will be encouraged to request leave from clinical studies. **Students must notify the director regarding the use of any prescribed medication, other than antibiotics, within 72 hours of prescription,** and any over the counter medication which could impair performance prior to entering the clinical environment. If the student does not comply with this disclosure and has a subsequent non-negative drug screen, the student may be dismissed from the program.

Controlled Substances Handling and Accountability, Suspicion of Drug Diversion

Accurate accounting of controlled substances and adherence to hospital, pharmacy and departmental policies are of utmost importance to all students. Common methods of drug diversion include setting aside drugs for personal use and falsifying the use of these drugs in the patient's record, recording a medication's vial as broken or wasted in the medication dispensing systems, and/or sending a substitute of the drug (placebo) back to the pharmacy as leftover medication. The SONHS nurse anesthesia program faculty members or clinical coordinators will conduct periodic audits of patient documentation, and students' management of typical anesthesia drugs utilized in the clinical area. This audit may include a chemical analysis of returned and wasted drugs, and or inspection of students' lockers and personal belongings in the clinical area. Frequent incidents of controlled and non-controlled substances mishandling, medication charting errors, or any other behaviors suspicious of drug diversion will be treated as reasonable suspicion for drug diversion and potentially lead to dismissal from the program.

Dismissal and Appeal:

Dismissal and appeal policies for the School of Nursing and Health Studies are contained in the Student Handbooks. Please refer to the appropriate document for specific details.

Impaired Student Policy:

For the safety of our students, patients, clients, and community, nursing students are subject to random drug testing. The following information is presented in response to compliance of regulations of "Drug-Free Schools and Campuses." Regulation: Sec. 1213 "Drug and Alcohol Abuse Prevention".

Section 1213 Subpart B.a.1. requires annual distribution to each student and employee of: "standards of conduct that clearly prohibit, at a minimum, the

unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.”

All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse is in conflict with the University’s purpose. To mitigate abuse, the University has established policies and regulations which adhere to applicable federal laws, including the U.S. Federal Drug Free Workplace Act and Florida statutes regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all students, guests, and visitors on University property or as part of any University activity. The responsibility for knowing and abiding by the provisions of the University’s beverage and drug policies rests with each individual.

Section 1213 Subpart B.a.2. requires: “a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.” The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statutes, which are found in Titles 21 and 27 of the United States Code. The University of Miami adheres to Florida Statutes, Chapter 562, which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate their age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. Penalties include: (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines of up to \$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

The Florida Statutes, to which the University of Miami adheres with regard to drug abuse, are found in Florida Statutes, chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties. A violation of State Law, which results in a conviction, will result in additional disciplinary action by the University.

According to Section 893.13 (1) Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution. Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of “imprisonment for three calendar years and shall not be eligible for parole or

release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.994.275 prior to serving such minimum sentence.”

Section 1213 Subpart B.a.3. requires “a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.”

The following health risks are related to alcohol and drug abuse:

Alcohol

Alcohol is a psychoactive or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol depresses the central nervous system. Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness. Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancer of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach and duodenal ulcers, colitis, and irritable colon; impotence and infertility; birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities; premature aging; and a host of other disorders such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Marijuana

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome – for example, low body weight and small head size.

Cocaine

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether or not they will become addicted or whether the next dose of cocaine will prove to be fatal.

Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV infection if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rises. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate.

Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. "Freebase" is a form of cocaine that is smoked. Freebase is produced by a chemical process whereby street cocaine (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the cutting agents. The end product is not water soluble, so the only way to get it into the system is to smoke it.

The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation. "Crack" is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term "crack" refers to the crackling sound made when the mixture is smoked (heated).

Heroin

Heroin is an illegal opiate drug. The addictive properties of heroin are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of "reward" and physical dependence. Together, these actions account for the user's loss of control and the drug's habit-forming action.

Heroin is a drug that is primarily taken by injection with a needle in the vein. This form of use is called intravenous injection. This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), the use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause

serious health problems such as serum hepatitis, skin abscesses, inflammation of veins, and cardiac disease (sub-acute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Heroin is responsible for many deaths. Needle sharing by IV drug users is one of the causes of HIV infection.

The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses.

Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

PCP

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death to the user while under the influence of the drug.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

Designer Drugs

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. Ecstasy for example, is a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know however, that it also kills certain kinds of brain cells.

Section 1213 Subpart a.4 requires “a description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.”

A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Center for Alcohol and Other Drug Education located in Building 21-E, <http://www.miami.edu/sa/index.php/pier21/>. Additional programs may be listed in the local and other area telephone directories.

Section 1213 Subpart B.a.5 requires “a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by Section 1213 Subpart B.a.1.”

The University will impose sanctions for violation of the standards of conduct consistent with local, state, and federal laws, student and employee handbooks, and University policies.

Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Students enrolled in the School must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if they are suspected to be impaired from drugs or alcohol, at the discretion of a faculty, clinical preceptor, clinical instructor, or school administrators. **If a student refuses to comply with the request from a faculty, clinical preceptor, clinical instructor, or school administrator to undergo drug or alcohol screening, the student may be dismissed from the University of Miami School of Nursing and Health Studies. A positive drug screen can result in dismissal from the University of Miami and the School of Nursing and Health Studies.**

**Acknowledgment of the University of Miami's
School of Nursing and Health Studies
Substance Abuse Policy and Drug Testing Consent**

I understand that, while enrolled as a student in the University of Miami School of Nursing and Health Studies, I may be subject to alcohol and drug testing in accordance with the School's Substance Abuse Policy. A non-negative or positive drug test or refusal to submit to testing may result in dismissal from the Program. I also understand that I am responsible for the costs associated with alcohol/drug testing.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE SCHOOL OF NURSING AND HEALTH STUDIES' SUBSTANCE ABUSE POLICY.

THIS DOCUMENT ALSO CONSTITUTES MY CONSENT FOR DRUG OR ALCOHOL TESTING BY A LABORATORY DESIGNATED BY THE SCHOOL. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULTS OF MY DRUG/ALCOHOL TEST TO THE PROGRAM DIRECTOR OR DESIGNEE.

Signature

Date

Name (please print)

Appendix G: Hurricane Emergency Preparedness Information

Safety is a top priority at the University of Miami— and this Web site is your one-stop source for all up- to-date, official information concerning emergency preparations and operations at the University.

In South Florida, the annual hurricane season is a time to be prepared both on campus and at our homes. Should a storm threaten South Florida or some other emergency affect the University, members of the UM community should continually monitor this Web site for updated information. In addition, employees and students will receive the Storm Alert e-mail newsletter. These communications

will keep you informed of developments on all campuses, such as class cancellations, event schedules, and closures. Local television and radio broadcasts will also provide updates on University operations.



The UM Emergency Notification Network is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home and office phones, text messages to cell phones, email messages, emergency notification sirens, public address and loudspeaker messages in some dormitories and other buildings.

- [Emergency Notification Network](#)
- CaneLink
- [Frequently Asked Questions \(FAQ\)](#)
- [Outdoor Emergency Notification Sirens \(Coral Gables campus ONLY\)](#)
- [Feedback/ Technical Question Form](#)

The Hurricane Hotlines are another key source of information. They are updated frequently during emergencies like hurricanes and provide the latest information about University operations. Phone numbers for the hotlines and the UM Police Department/security are listed below.

Campus	Hurricane Hotline	UM Police Department /	
		Non-Emergency	Emergency
Coral Gables	305-284-5151	305-284-6666	911
Medical	305-243-6079	305-243-7233	305-243-6000
Rosenstiel	305-421-4888	305-421-4766	305-710-7991
South	305-243-6079	305-243-7233	305-243-6000

In the event of an emergency, the University of Miami [Disaster Preparation and Recovery Plan](#) will be activated to ensure the safety of all campuses. At the direction of the Crisis Decision Team, the Emergency Operations Center is activated to receive and

disseminate information to the University family, and will be staffed with operators to assist callers. Students, faculty, or staff who are forced to evacuate or temporarily relocate can notify the University of their new location and contact information by going to recover.miami.edu.

The University Disaster Plan provides guidelines for handling any type of emergency that may arise—and much of the information in this flyer (particularly regarding police and communications) is applicable for those situations. Please remember—UM Police are available for any emergencies around the clock by calling **305-284-6666** on the Coral Gables campus. On the Miller School campus, call Security at **305-243-6000**, and on the Rosenstiel campus, call **305-421-4766** (office) or **305-710-7991** (cell). There are also 105 emergency blue light phones which connect directly to police and security and are strategically located throughout the Coral Gables and Miller School campuses.

TOLL FREE HURRICANE HOTLINE IS 1-800-227-0354

Appendix H: University Student Support Resources

Academic Resource Center	305-284-2800
Accessibility Resources.....	305-284-2374
Continuing Studies	305-284-4000
Counseling Center	305-284-5511
Financial Assistance Services.....	305-284-5212
International Student and Scholar Services.....	305-284-2928
Math Laboratory.....	webmaster@math.miami.edu
Miami Hurricane.....	305-284-4401
Multicultural Student Affairs.....	305-284-2855
Public Safety	305-284-6666
Residence Halls Office	305-284-4505
Rumor Control.....	305-284-5151
Student Accounts (Margaret John).....	305-284-6430
Student Activities.....	305-284-6399
Student Health Services.....	305-284-9100
Student Life and University Center	305-284-2805
Testing and Evaluation Services.....	305-284-2450
Toppel Center for Career Planning and Placement	305-284-5451
Undergraduate Student Government	305-284-3083
Wellness and Recreation	305-284-8500
Hurricane Emergency Hot-Lines:	
Coral Gables Campus.....	305-284-5151
Medical Campus Rumor Control Hotline	305-243-6079
Rosenstiel Campus Emergency	305-421-4888
Outside of Area 800-227-0354	
Hurricane (Weather) Announcements:	WVUM - FM -
90.5	
.....	WIAZ - AM -
610	
.....	WTAL -
FM - 94.6 Storm Updates	
.....	www.mia
mi.edu/prepare	
University of Miami Radio Station:	WVUM - FM -
90.5	
University Website	
.....	www.
miami.edu	
Writing Center	305-284-2956
University Chaplains:	
St. Augustine Catholic Church/Student Center	305-661-1648
Baptist Campus Ministry.....	305-448-4425
Christian Science Organization	305-669-0263
Episcopal/Anglican Church.....	305-284-2333
Hillel Jewish Student Center	305-665-6948
Wesley Foundation (United Methodist).....	305-284-1920



Appendix I: University of Miami Disclosure and Release Form

As part of the requirements for acceptance and clinical participation at the **University of Miami**, I authorize the University of Miami and/or its agents to conduct an investigation of my personal records and information for the purposes of enrollment internship, employment, promotion, reassignment or retention as a University of Miami student enrolled in the Nursing Program. The investigation might include, but is not limited to a criminal history records screening (from state, federal and other agencies), nationwide sex offender, FBI Fingerprinting and drug screening. I authorize without reservation the full release of these records for the duration of my enrollment at the University of Miami and for American DataBank and/or its agents contacted by American DataBank to obtain information that will be later disclosed to the University of Miami and used by the University of Miami.

In addition, I release and discharge American DataBank, and all of its agents and associates, for any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also certify that all information provided is correct on the application to the best of my knowledge.

I release and discharge the University of Miami, and all of its agents, associates and trustees, for any expenses, losses, damages, liabilities, or any other charges or complaints for any decision it makes based upon the information provided by American DataBank. I understand that any false statements will negatively affect my participation and/or enrollment in the University of Miami program, and may result in disciplinary action by the University.

Upon Request, American DataBank, at no additional charge, will supply a copy of my report and my rights under the Fair Credit Reporting Act. Requests may be directed to: American DataBank, 910 Sixteenth Street Suite 550, Denver, CO 80202 or by contacting us at 303-573-1130 . I understand that all fees are nonrefundable.

By signing below, the applicant agrees to pay American Databank for services rendered.

< Please Print >

Applicant's Name: _____
 First M.I. Last
Maiden Name/Alias (last 7 years): _____ **Gender: Male_ Female _**

Signature: _____ **Date:** (mm/dd/yy) _____

Date of Birth: (mm/dd/yy) _____ (this is used for only criminal and driving records retrieval.)

Social Security Number: _____ **Driver's License**
Number: _____ **State:** _____

Current Address: _____ **Phone Number:** _____

Length of Residency: _____

Please fax this form to Student

Services: 305-284-4827

American DataBank

910 Sixteenth Street Suite 550, Denver, CO 80202

Tel: 303-573-1 130

Appendix J: VECHS Waiver Form

Form A



Florida Department of Law Enforcement
Criminal Justice Information Services Division/User Services Bureau

VECHS WAIVER AGREEMENT AND STATEMENT Volunteer & Employee Criminal History System (VECHS) for Criminal History Record Checks under the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (enter Name of Qualified Entity) UM School of Nursing and Health Studies to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity) (Year of Request)

I have OR have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I do OR do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee Volunteer Contractor/Vendor

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: University of Miami School of Nursing and Health Studies

Address: 5030 Brunson Drive Coral Gables FL 33146

Telephone: 305 284-4325 Fax: 305 284-4827

FDLE Assigned Qualified Entity Number: E/V 13040395

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

2_VT015 Waiver

Appendix K: Checklist for Clinical Documents Portfolio

Name: _____

Checklist for Clinical Documents Portfolio

No	Item	Completion Date	Hard Copy?
1.	Level I Background Clearance		
2.	Drug Testing Clearance		
3.	Basic Life Support/Cardiac Pulmonary Resuscitation Certificate		
4.	Influenza Vaccine		
5.	Hepatitis B Series		
6.	Measles, Mumps and Rubella (MMR)		
7.	Meningococcal Meningitis		
8.	Varicella Vaccine (Chicken Pox)		
9.	Tetanus (Every 10 years)		
10.	Tuberculosis Screening (Annual PPD) or Chest X-Ray Report with Positive PPD		

Appendix L: Healthcare Provider Return to School/Clinical Verification Form

Date _____

To the University of Miami School of Nursing and Health Studies Faculty

I certify that _____ (student's name) is free of communicable disease and is able to fulfill all technical standards required by the University of Miami School of Nursing and Health Studies outlined below:

Technical Standards

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by the University of Miami School of Nursing and Health Studies at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level. To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

**Observation
Communication Motor
Conceptual-Integrative
Behavioral-Social**

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

Observation

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

Communication

Candidates must communicate effectively using English in clinical and classroom settings. A candidate must be able to elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients.

Communication includes not only speech, but reading and writing. The candidate

must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

Student Name: _____ C#: _____

Motor

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be able to perform nursing skills requiring the use of gross and fine motor skills (e.g. IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

Conceptual-Integrative

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral-Social

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

This Nursing student may return to school for class and to clinical settings on

Physician's Signature_____

Physician's Printed Name_____

Physician's Address:

Physician's Office Number:_____ **Fax No:**

Appendix M: School of Nursing and Health Studies Student Handbook Acknowledgement Form

I have been informed about the *2023-2024 student handbook* and am aware that I must access it via the official School of Nursing and Health Studies website. Go to www.miami.edu/sonhs, click on *Current Students*, then on *Student Handbooks*.

Further, **I am aware** that it is my responsibility to read the *student handbook* and be aware of all School of Nursing and Health Studies policies and procedures included therein.

Clinical Clearance

The BSN program at the University of Miami includes several clinical rotations. Such clinical sites require that students have a background report without any infractions, regardless of how they were resolved or adjudicated. Accordingly, if your background report contains any infractions, regardless of how they were resolved or adjudicated, you will not be able to successfully clear your background check and your conditional admission will be withdrawn.

I also understand that BSN lectures, and clinicals and labs are offered on an extended schedule, which includes evenings and weekends and that I am responsible for my own transportation. Students must attend classes, and clinicals and labs as assigned by the SONHS without exception. Accommodations related to personal circumstances, work and transportation cannot be made.

Clearance Documentation Waiver

In order to place students in clinical agencies to complete required clinical rotations, the University's agreement with our clinical partners requires that we complete clinical clearance for our students. As part of agency audits, we receive requests for supporting documentation including proof of,

- Immunizations and physical examination
- Current CPR
- Background check
- Drug screening

BSN students that fail to report any arrests and/or criminal charges to the Program Director and/or Associate Dean within three (3) business days of the arrest or learning of the criminal charges. Failure to report may result in dismissal from the program. The ability to proceed with clinical placements may be impacted or precluded as a result of the arrest or of any criminal charges.

RN/BSN students that fail to report a restricted and/or encumbered nursing license with no current complaints, pending investigations or discipline. Failure to report any criminal charges, licensure complaints, pending investigations, and/or discipline to the Program Director and/or Associate Dean within three (3) business days of learning of the criminal charges, licensure complaint, investigation or discipline may result in dismissal from the program. The ability to proceed with clinical placements may be impacted or precluded as a result of any criminal charges, licensure complaint,

investigation or discipline.

I authorize the University of Miami School of Nursing and Health Studies to release documentation submitted in support of the above clinical clearance process.

Student Name: _____ **Date:** _____ **Print**

Signature: _____

Revised and Approved on June 2013

BSN Clinical Handbook Acknowledgement