Student Handbook
2011/12

Department of Nursing
School of Nursing & Dental Hygiene
University of Hawai‘i at Mānoa
Webster Hall 425
956-8523

School of Nursing and Dental Hygiene
Office of the Dean, Webster 402, phone 956-8522
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Office of Student Services, Webster 201, 956-8939
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INTRODUCTION

WELCOME TO THE DEPARTMENT OF NURSING OHANA!

OUR VISION is to be the leader in nursing and dental hygiene education and research in Hawai'i with outreach to Asia and the Pacific Basin.

OUR MISSION is to provide an innovative, caring and multicultural environment in which faculty, students and staff work together to generate and transmit knowledge, wisdom and values to promote quality of life and health for present and future generations. To better reflect Hawai'i's unique cultural diversity and heritage, the SONDH is committed to increasing Native Hawaiian and other underserved people in all nursing and dental hygiene programs.

The Department of Nursing Program Outcomes for students admitted prior to Fall 2010 are located in Appendix A and the Nursing Program Outcomes for students enrolled in Fall 2010 and beyond are located in Appendix B.

The nursing program is accredited by:
Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington, DC 20036
(202) 887-6791, http://www.aacn.nche.edu/accreditation

The information contained in the handbook is supplemental to, but does not replace, the information in the UH Mānoa Catalog at http://www.catalog.hawaii.edu/ or the UH Mānoa Academic Policies and Procedures http://www.studentaffairs.Mānoa.hawaii.edu/policies/

UHM Equal Opportunity and Affirmative Action Policy
The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or veteran status. This policy covers admission and access to, and participation, treatment and employment in, the University's programs and activities. Sexual harassment is prohibited under this policy. The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus in compliance with the affirmative action in employment mandates of federal Executive Order 11246 and the Governor's Administrative Directives. For information regarding UHM equal opportunity policies, affirmative action plan, the filing of complaints, or to request a copy of UHM's complaint procedures, contact the following persons:

On employment-related EEO issues:  On student/educational EEO issues:
Mie Watanabe, Director EEO/AA  Alan Yang, Dean of Students
Administrative Services Bldg 1-102  Queen Lili'uokalani Center for Student
Phone: 956-6423  Services, Room 409,

UH MĀNOA CAMPUS RESOURCES

**Campus Security**
To contact a security officer in the Campus Security Office, call 956-6911, Monday-Friday 7:45 a.m. - 5:00 p.m. and after hour access dial 0. Emergency call boxes indicated by a blue light, are located strategically throughout the campus. These phones connect you immediately with the Campus Security Office. During the hours of darkness, escort service is available on Campus by calling 956-8211. In case of emergency call 956-6911.

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

**Career Services**
The UHM Career Services Office is located in Queen Lili‘uokalani Center for Student Services Room 212, phone 956-8136. The Career Services Office offers the following programs that provide assistance in career searches: job-search skill workshops and videotapes; employment opportunity information; career fairs; and a library of relevant information. Credential files (letters of recommendation) may be established to assist in graduate school or employment applications. They will be mailed directly to an organization or institution on request.

**The Counseling and Student Development Center**
The Counseling and Student Development Center provides counseling and psychiatric consultation. Testing and learning assistance services are also available. The Center is located in the Queen Lili‘uokalani Center for Student Services Room 312, phone (808) 956-7927.

**Student ID**
Many of the services and resources available to students at the University of Hawai‘i at Mānoa require a validated student ID card. The UHM ID card confirms a student’s status as an undergraduate or a graduate student, enrollment history, and their UHM bar code number. Incoming graduate students with an undergraduate UHM ID card should get a new ID.

The Campus Center ID/Information Window processes and validates ID cards. New and returning students must pay their tuition before they can get or validate their ID card. New students should bring at least one form of picture ID (e.g., a driver’s license, state ID, passport) with them. Returning students only need to bring their ID card for validation after they pay their tuition.

New students who do not reside on Oahu will get their UHM bar code number sent in the mail from the Office of Student Services in the Nursing department. For returning students who do not reside on Oahu, the Office of Student Services will submit a letter to the Campus Center ID Office to validate your ID. These services are only available for UHM Nursing students who do not reside on Oahu.
E-mail
Students in the Department of Nursing will be given the opportunity to communicate with faculty and other students via e-mail. After receiving your email address at Information Technology Services, you may use the computer terminals in the Computer Laboratory (Webster 310) or your personal computer to access your mail.

If you do not have a UH email account you may request one from the Information Technology Services website at http://www.hawaii.edu/ account. You will need to use your email username and password to log in to myuhportal at https://myuh.hawaii.edu/cp/home/displaylogin

Financial Aid Services
Any degree seeking student enrolled at least half time at the University of Hawai‘i at Mānoa is eligible for financial aid through UHM Financial Aid Services. The staff will work with students to create a package of loans, grants, or scholarships to help students finance their education. The office is located in the Queen Lili‘uokalani Center for Student Services Room 112, phone (808) 956-7251. A limited number of tuition waivers and scholarships are awarded by the Department of Nursing to selected students who demonstrate outstanding academic and clinical ability.

Information about these resources is available at the Office of Student Services, School of Nursing and Dental Hygiene, Webster Hall 201, telephone (808) 956-8939. The University of Hawai‘i’s Computer-Assisted Scholarship Help (CASH) is available at http://dbserver.its.hawaii.edu/cash/.

KOKUA Program
Kokua serves the undergraduate, graduate and professional students with learning, physical, psychiatric and other documented disabilities. This program provides disability access services to individuals on a case by case basis, and students are not charged for these services. A student’s disability status is considered confidential information and is only disclosed to faculty with the student’s permission. Call, email, at (808) 956-7511/(808) 956-7612 (voice and text), or kokua@hawaii.edu or visit the office at Queen Lili‘uokalani Center for Student Services 013.

Information Technology
Information Technology Services offer a HELP DESK at Keller Hall, Room 105 (956-8883). The office provides technical assistance and general information about campus computing services. Call or visit the office when applying for a UNIX account for e-mail. The web address is http://www.hawaii.edu/help.

Lost and Found
The Lost and Found Office is located in the Campus Center, Room 211, phone 956-7235. To prevent theft, mark your belongings for identification. Do not leave purses, wallets or books unattended. Lockers are available in the student lounge, Webster 206. Report all thefts to Campus Security. Lock cars and motorbikes. Do not wander about the campus alone at night.

Name, Address & Telephone Changes
It is important to keep both the Office of Admissions & Records, Queen Lili‘uokalani Center for Student Services Room 001, (808) 956-8975, and the Office of Student Services informed of name, address, telephone number, and e-mail address changes. Official
change of information with the Admissions & Records office may be made in person or online by using the myuhportal website “View/Update My Address(es) and Phone(s) option at http://myuhportal.hawaii.edu. Change of information with the School of Nursing, Office of Student Services should be done in person at Webster 201.

Outreach College
The Outreach College is commissioned with enhancing access to quality life-long learning opportunities for both traditional and nontraditional students at the University of Hawai‘i. The college offers both credit and noncredit programs, community and international programs, and operates a conference center. Students should review the listing of available courses in the Catalogs issued for each session. Registration is available via the myuhportal website at http://myuhportal.hawaii.edu, Fax (956-3752), by mail, or in person. For additional information on credit programs contact the Outreach College t 956-6780.

Schedule of Classes
UH Mānoa Schedule of Classes is distributed by the UHM Office of Admissions & Records approximately 10 working days prior to each registration period. Included in the publication are registration procedures, specific information on courses, and times offered each semester, fees, and change of registration procedures.

Scholarships
Undergraduate and Graduate Scholarships for Nursing Students are available online through the STAR system at https://www.Star.hawaii.edu/scholarship. For those seeking financial aid from the University Financial Aid Office, it is recommended to complete FAFSA by March 1st. For other scholarship opportunities, visit www.hawaiicommunityfoundation.org.

University Health Services
University Health Services is located at 1710 East-West Road, phone 956-8965. Services are offered in the following areas: General Medicine; (specialty clinics - Women’s Health, Sports Medicine, Orthopedics, Dermatology, Psychiatry); health education and promotion. Nursing students may receive their physical examinations and immunizations at the clinic. Fees may be covered by students’ individual health insurance.

University of Hawai‘i Libraries
The University of Hawai‘i at Mānoa Hamilton and Sinclair libraries comprise the largest collection of research materials in the state and Pacific rim. Collections total more than 25,000 currently received journals and periodical titles. ScienceDirect and EBSCOhost databases provide searchable full text access to more than 5,000 journals and magazines; full text access is limited to UH students and faculty. More than 150 electronic databases covering a variety of subjects are searchable (by topic or title) from the Library’s “Databases and Indexes” link at http://libweb.hawaii.edu/uhmlib/index.htm. Relevant nursing and allied health databases, including CINAHL, ERIC, PsychINFO, and PubMed, may also be searched from the Science & Technology Reference web site http://www.hawaii.edu/sciref. Hamilton Library and the new Hamilton Library Annex are located on Maile Way, next to Paradise Palms restaurant. Sinclair Library is on Campus Road, next to Hemenway Hall. Information is available from the University of Hawaii Libraries home page at http://libweb.hawaii.edu/uhmlib/index.htm.

The Hamilton and Sinclair libraries are important resources for UHM students. New students activate their library account after they get their student ID from the Campus Center ID/Information Window. New students must bring their new ID to the circulation desk of either
Hamilton or Sinclair library and fill out the application form. Incoming graduate students who opened their UHM library account as an undergraduate should present their new ID card so they can take advantage their graduate classification. Returning students who have already activated their UHM library account do not need to file any new forms at the beginning of each semester unless they have new contact information to report. For students who do not reside on Oahu, once you receive your UHM bar code by mail, activation of the account can be achieved via the internet (http://libweb.hawaii.edu/uhmlib/forms/activatepg1.html).

Sinclair Library specializes in providing services to undergraduates. Sinclair includes the Reserve Book Room, the Wong Audiovisual Center, Music Collections, storage of older bound periodicals, and study areas. The Wong Audiovisual Center (http://www.sinclair.hawaii.edu/wavc/) is located in Sinclair Library on the 3rd floor. Tapes, records, films, slide/tape programs, videocassettes, and multimedia kits are available for use with proper identification.

John A. Burns School of Medicine Health Sciences Library serves as an information resource not only for the John A. Burns School of Medicine, but also for the University of Hawai`i at Mānoa campus, the UH system, and the State. Emphasis is on Web-accessible materials, and collections include a wide variety of print and electronic resources, primarily in the clinical sciences. The electronic collection is greatly enhanced by cooperative purchasing arrangements with University of Hawai`i’s Hamilton Library and with the newly-formed Medical Libraries Consortium of Hawai`i.

Features Include:
- Convenient location on the ground floor of the Medical Education Building, 651 Ilalo St., Honolulu, Hawai`i 96813-5534.
- Computer workstations are available for public as well as student use in the main library.
- Computer lab/classroom equipped with 30 computers for individual or classroom use.
- Individual study carrels in stack area.
- Wireless capability throughout the library for UH Mānoa affiliates.

Services include:
- Reference assistance for all including the following: telephone service, assistance with literature searching, provision of quick answers, and help/advice with more in-depth inquiries.
- Individual and classroom instruction in the use of the resources.
- Reserve collection
- Assistance with interlibrary loan requests and document delivery.

For more information, please visit http://www.hawaii.edu/hslib/
SCHOOL OF NURSING AND DENTAL HYGIENE RESOURCES

Computer Laboratory
The UH School of Nursing and Dental Hygiene Computer Laboratory is located in Webster 310. The lab is equipped with state of the art computer equipment. Students may search available literature through online search services. On-line resources include CINAHL, ERIC, Uncover, Expanded Academic Index, Psylit. Websites available for literature searches are Health Gate, Medline. In addition, computers are available for word processing needs. Hours of operation are posted online at http://www.nursing.hawaii.edu/computer-lab.html or call 956-9172.

The Department of Nursing Learning & Simulation Labs
Learning & Simulation Laboratories, located in Webster Hall 3rd floor, provides a place for students to learn and practice those skills which they will be performing in the clinical setting.

The Lab utilizes equipment such as beds, training mannequins, hospital-type equipment, audiovisual materials, computer programs, and a limited reference library. There are scheduled classes where students can learn and practice nursing skills in a supervised environment. Students can also sign up for supervised practice during times when the rooms are not being utilized. It is open from 8 a.m. to 4 p.m., Monday through Friday during the fall and spring semesters. A calendar is placed just outside the coordinator’s office listing times available for student practice at Webster Hall 306 and 309.

In addition, a loan agreement may be arranged for a limited supply of educational resources and medical equipment. These resources may be loaned to graduate students and undergraduates (with a faculty signature) and are to be utilized for educational purposes. Faculty will arrange an orientation to the Learning Lab early in the semester to clarify the sign-out system and other policies on audiovisual and computer use. Also, in order to maintain reasonable costs, students will be expected to use and re-use equipment. Cooperation and consideration of others is very much appreciated.

The Simulation labs are home to high fidelity patient simulators, including SimMan and Sim Baby, and are used to enhance student learning through clinical scenarios and debriefing sessions.

Research Resources
Under the direction of the Associate Dean for Research, the vision for research at the SONDH is to stimulate and develop a cadre of researchers who will contribute to the advancement of nursing and dental hygiene science to improve the health of the diverse population in Hawaii, the Pacific Basin and Asia by: (1) promoting standards for the conduct of research; (2) supporting academic research activities for faculty and students; (3) advancing collaborative research activities between the School of Nursing and Dental Hygiene and strategic partners; and (4) creating a repository of scholarship and research activities.

SONDH faculty and student research activities are supported by three different mechanisms: (1) Office of Research Development; (2) P-20 Center Grant; and (3) Office of Research and Extramural Programs.

The Office of Research and Extramural Programs (OREP) is a resource for faculty and students preparing and managing grants and is supported by a Director, Fiscal Officer, Pre Award
Specialist, Research Specialist, Biostatistician, and Grant Writing Coach. Indirect funds generated by faculty from SONDH provide support for this office. Partnership Grants, partially funded and administered by OREP, provide seed funds to teams of researchers comprised of SONDH faculty and nursing staff in the community. SONDH currently has partnership grants in place with two large tertiary level health care organizations in Hawai‘i: The Queen’s Medical Center and Tripler Army Medical Center; eight projects are currently in progress.

The Office of Research Development is supported by an Extramural Associates Research Development Award (EARDA) G11 grant from the NICHD- NIH. The objective of the EARDA program is to further enhance the research capacity of EARDA-eligible institutions by providing support for the continuation of research activities and training in the biomedical and behavioral sciences. A major component of this program is the establishment of an Office of Research Development (ORD) to enhance faculty research in the biomedical and behavioral sciences through support of pilot projects, workshops, seminars, and mentoring/collaborative programs. As of 2009, three pilot projects are in progress and involve faculty from the Department of Psychology and students from nursing and psychology. The ORD is supported by a part-time Project Director.

The NINR-funded P-20 Exploratory Center for Ohana Self-Management of Chronic Illness (COSMCI) grant is aimed at addressing chronic illnesses, especially among Asian and Pacific Islanders who are most at risk for developing and dying from cancer, heart disease, and diabetes. The Center researches methods of reducing chronic illnesses through family- and community-based practices that encourage healthier lifestyles, better diets, and more exercise by linking interdisciplinary researchers to address these behaviors. Interdisciplinary partners in this effort include faculty from the Department of Public Health, and John A Burns School of Medicine (JABSOM) Cancer Research Center of Hawai‘i (CRCH).

OFFICE OF STUDENT SERVICES
Advisement
Undergraduate and Graduate academic advising is available in the Office of Student Services, Webster 201, phone (808) 956-8939. All nursing students are expected to meet with their academic advisors, MS Program Directors and PhD Director as necessary regarding their progress towards the degree.

Advisors are available to assist students’ progress through the program. Students are ultimately responsible for their own education. Each student is held responsible for being aware of and successfully completing all the curriculum requirements. Each student contributes to the success of the advising system and the advisor-advisee relationship by assuming the following responsibilities:

1. Know the degree requirements and progression policies of the University of Hawai‘i at Mānoa and the School of Nursing and Dental Hygiene.
2. Contacting the Academic Advisor for advising and completing the Progress Toward Degree Form.
Registration

Undergraduate Registration
Students are assigned specific appointment times in which to register. All registration activity is conducted by personal computer through the World Wide Web. The MyUH Portal website at myuh.hawaii.edu provides the UH community with secure, personalized access to enrollment services such as registration. Each student’s registration time will be available through the MyUH Portal approximately two weeks before registration. Registration is not complete unless all tuition and fees have been paid by the payment deadline. Students must pay their tuition and fees by the designated deadlines as published in the UHM Schedule of Classes each semester. Nonpayment will mean cancellation of registration without notice. Students with canceled registration will be allowed to register for nursing courses on a space available basis.

The Department of Nursing reserves the right to reassign students for such reasons as balancing the number of students in each section and other considerations. Please avoid waiting until late registration. Early registrants avoid limited section choice for courses and a late registration fee of $30. Registering early also allows the Department of Nursing to make decisions on those waiting for spaces.

If you need to register for a Nursing course that is closed or restricted, or if you are experiencing other registration difficulties, please contact the Office of Student Services at 956-8939.

Students who may be in jeopardy of not passing a nursing course will be allowed to register for courses indicated on their progress to Degree Form. However, anyone receiving less than a “C” grade in a nursing course or receiving an “I” grade in a required nursing course that is not completed before the start of the next semester will not be allowed to progress to the next nursing course.

Faculty members will submit the names of students who are in academic jeopardy to the Office of Student Services one week prior to pre-registration. Those receiving a grade of “C-” (less than 70%) or less in a critical nursing course must Petition to Continue in the nursing program (as outlined on page 24 in the Department of Nursing Student Handbook).

All undergraduate students who do not register for a given semester, who are not on Leave of Absence, and who wish to register for a subsequent semester must submit a UH System Application Form. This form must be submitted to the UHM Office of Admissions & Records, Queen Lili‘uokalani Center for Student Services 001, to process admission before registration forms can be generated. Failure to register for a semester may have an impact on progression through the program. Please contact the Academic Advisor for assistance. The student must then adhere to all policies that apply for that new admission date.

Registration for Nurs 399: Students enrolling in Nurs 399 must contact the course instructor to obtain a course registration override.

Variable Credit Classes: These are courses that allow students to specify the number of credits they will earn from that course. To register for the specific number of credits, students should utilize the “Change Class Options” feature on the registration portion of myuhportal website.
Graduate Registration
Continuing classified graduate students should meet with their Program Director to plan their academic schedule. Registration is done by connecting to the myuhportal website at http://www.myuh.hawaii.edu.

New students interested in registering as unclassified students must file a University of Hawai‘i System Application Form prior to the established deadlines: Nov 1 and June 1. Both new and continuing unclassified students must contact the instructor to obtain permission to enroll in a particular course. Permission will not be given until continuing classified students have registered. If permission is given, the instructor of the course will input the override code allowing the student to register. Unclassified students should contact the Graduate Advisor to plan for application into the program.

Students who fail to meet the minimum GPA of 3.0 are placed on academic probation by the Graduate Division. Students who fail to attain a 3.0 GPA during the probationary semester will be denied further registration. Refer to the current UHM Catalog at http://www.catalog.hawaii.edu/grad-ed/registration.htm for additional information.

All graduate students must maintain enrollment of at least one credit each semester or they will be regarded as withdrawn from the program and must apply for readmission to continue their programs of study. Classified graduate students may apply for a leave of absence (LOA) from the program for up to one year. Refer to the current UHM Catalog at http://www.catalog.hawaii.edu/grad-ed/enrollmentreq.htm for additional information.

Registration for Nurs 699: Students planning to enroll in Nurs 699 must contact the instructor of the course to obtain the proper Course Reference Number (CRN) and registration override.

Variable Credit Classes: These are courses that allow students to specify the number of credits they will earn from that course. To register for the specific number of credits, students should utilize the “Change Class Options” feature on the registration portion of myuhportal website.

Thesis 700/Dissertation 800 Approval Form: This form is available at the Office of Student Services, Webster 201. It must be signed by the chairperson of the graduate field of study and it must include the Thesis Committee Chairperson’s name and UH I.D. number. If the Progress Form II has not been submitted to the Graduate Division, the student is ineligible to register for the 700/800 course.

Leave of Absence (LOA)
Request for LOA must be made with the Office of Student Services. The student is placed on a space available basis for the semester in which they return. Continuing classified undergraduate students may apply for a leave of absence for a specified period of one or two semesters if they (1) have just completed their prior semester (fall or spring) at UH Mānoa, (2) are in good standing (neither on probation nor subject to suspension or dismissal), and (3) are not enrolled at any institution. For graduate students, a leave of absence for a period of time no longer than one calendar year may be granted to currently enrolled students in good standing (minimum GPA of 3.0) after (1) completion of at least one semester of course work relevant to the degree as a classified graduate student, and (2) upon recommendation of the chair of the graduate program and approval by Graduate Division. The date of return from a leave must be set at the time the leave is requested. Forms are available in the self-service rack outside Spalding 352 and on the website at http://www.hawaii.edu/graduate/
Student Academic Records
Student academic records are maintained in the Office of Student Services for the duration of your program and for baccalaureate graduates, ten (10) years after graduation. Continuing graduate student files will be kept for a period of ten (10) years for those who have graduated. Files will be kept for one (1) year after date of last attendance for students who have not maintained continued enrollment without an approved Leave of Absence from the Graduate Division. You may review your academic record online on STAR at https://star.hawaii.edu/

Transcripts
To receive a transcript you must contact the University of Hawai‘i at Mānoa, Office of Admissions & Records. Transcript Request Forms are available in the School of Nursing and Dental Hygiene, Office of Student Services, the University of Hawai‘i at Mānoa, Office of Admissions & Records, Queen Lili‘uokalani Center for Student Services 001, or the University Cashier’s Office, Queen Lili‘uokalani Center for Student Services 105, or online at http://manoa.hawaii.edu/records/transcripts.html.
ACADEMIC INFORMATION
General Information for all Nursing Students

Attendance Policy: Class & Clinical Laboratory
Regular attendance at class and clinical laboratory is expected for all courses. Notify your faculty of absences from class and notify the clinical unit and faculty of absences from the clinical area. Unavoidable absence should be explained to the instructor and make-up discussed. Make-up may not be possible in certain courses.

Orientation to Clinical Agencies
Successful achievement of clinical objectives is directly related to knowledge about the setting in which the learning activities occur. Consequently, all students are required to participate in the orientation to the clinical agency.

Emergency Care
Students enrolled in the School of Nursing & Dental Hygiene have potential for exposure to communicable diseases or may sustain injuries in the clinical setting. The clinical agencies will render emergency care at the clinical site, if available, and students are financially liable for all care received, including emergency room charges.

Dress Code
Undergraduate Nursing Student Dress Code
1. Only the official Department of Nursing (DON) uniforms (white logo top) with white or hunter green pants should be worn to the acute care clinical setting. For the community setting, the green polo logo shirt with long slacks is worn. Uniforms are purchased at UHM Bookstore.
2. White athletic or nursing shoes with white socks are required. Shoes should be clean and polished.
3. Uniforms must be clean and free from stains. The material should be washable and easy to maintain.
4. The DON patch and School of Nursing and Dental Hygiene (SONDH) ID badge are required. The ID badge is purchased at the UHM Bookstore. The patch is worn on the left side of the uniform at the chest level.
5. Make-up, if used, is to be worn in moderation.
6. Stud earrings, wedding bands, and watches can be worn. No dangling earrings or long neck chains are to be worn.
7. Hair must be kept neat and confined.
8. White lab coats or lab jackets with SONDH ID badge must be worn in the clinical setting even when students are NOT assigned to patient care.
9. The general appearance of the student must conform to expectations of the profession as determined by the faculty and clinical agencies.
10. When a sweater or T-shirt under a white logo top is worn, it must be white in color.
11. Fingernails must be conservative in length and neatly trimmed. (No artificial or long nails)

Graduate Student Dress Code
Appropriate and professional attire is required for all lab and clinical experiences. Open toed shoes, high heels, midriff tops and shorts are unacceptable attire. Please limit facial jewelry to earrings only. Inappropriate and/or unprofessional attire will result in dismissal from the clinical and an unexcused absence. A lab coat and UH student ID should be worn at all times during your clinical experience.


**Student Conduct**

**Student Conduct Code**

Nursing students are preparing for a service profession which expects members of its community to adhere to a high ethical and moral standard. All students must abide by the UH Mānoa Student Conduct Code available at [http://studentaffairs.Manoa.hawaii.edu/policies/conduct_code/system_scc](http://studentaffairs.Manoa.hawaii.edu/policies/conduct_code/system_scc). *Failure to adhere to this code may result in course failure and/or dismissal from the nursing program.*

**Student Conduct in Clinical Settings**

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

1. Be on time.
2. Report to appropriate people.
3. Let faculty or clinical area know if you are ill and cannot be there before the assigned clinical time.
4. Follow the dress code.
5. Act in a professional manner at all times.
6. Respect the policies of the agencies. Remember you represent the University of Hawai‘i at Mānoa Department of Nursing.

**Illegal Drugs & Substance Abuse**

The Office of the Vice-President for Student Affairs, the Alcohol & Substance Abuse Task Force, and the Director of Planning and Policies [http://www.hawaii.edu/apis/ep/e11/e11203.pdf](http://www.hawaii.edu/apis/ep/e11/e11203.pdf) state:

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

In the event that a faculty member in the Department of Nursing observes, by appearance or behavior, that a nursing student may be under the influence of any substance* which impairs judgment, the faculty will question the student and may dismiss him/her from that day’s activity. This applies in the classroom, the dry lab, and the clinical sites. **Students found in violation shall be subject to the provisions of the student conduct code and could face dismissal from the nursing program.**

*Substances include alcohol, illegal drugs, abuse of prescription or non-prescription drugs, or any other substances which impair thinking, learning and judgment.*

**Criminal Background Checks and Drug Testing**

Hospitals and other clinical agencies require a criminal background check and drug testing of students in order to meet their hospital accreditation (JCAHO) requirements. The Department of Nursing will not be collecting this information. It is the student’s responsibility to provide this information to the clinical facilities, if requested. The following statement has been issued by the UH Legal Council:
“It is the responsibility of the student to satisfactorily complete affiliated hospital background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated hospital. Nursing students are required to complete UH prescribed academic requirements that involve clinical practice in a UH-affiliated hospital setting with no substitution allowable. Failure of a student to complete the prescribed UH nursing clinical practice in a UH-affiliated hospital shall be deemed as not satisfying nursing academic program requirements.”

If the requirements set forth by the hospital are not met by the individual student, the university is not responsible to provide a substitute clinical facility or clinical experience. Therefore, refusal of a hospital or clinical facility to allow a student in their clinical facility due to negative information will result in the student not being allowed to continue in the nursing program.

**Health Insurance Portability & Accountability Act of 1996 (HIPAA)**

All healthcare providers have a legal and ethical responsibility to protect the privacy of all patients and their health information. As a nursing student at the UH Mānoa SONDH you will be sent to a number of health care agencies that provide services to individuals and families. As a member of a profession you have both a legal and an ethical obligation to ensure that the privacy of these people (your patients) is respected. Although the ethical obligation of privacy has always existed, because of the new HIPAA requirements, the Department of Nursing is being asked to provide you with special training about the law and its implications for your clinical education and practice. In addition, we are required to maintain documentation that you have received this training and agreed to abide by the principles of confidentiality. All students enrolled in clinical courses must complete the HIPAA training module prior to the start of the clinical experience.

**Withdrawal from Courses**

Students should be familiar with withdrawal procedures and dates by reading the University of Hawai‘i at Mānoa Catalog. The catalog is for sale at the campus bookstore and is available online at http://www.catalog.hawaii.edu.

**Classified Status in the Department of Nursing**

Only students accepted as majors in nursing are allowed to register for clinical nursing courses.

**Academic Action**

The University of Hawai‘i policies concerning academic probation, suspension, and dismissal are described in the UHM Catalog. Students who seek approval to continue in the Department of Nursing with less than a “C” or “no credit (N/C)” in a nursing course must petition to continue as described in this handbook.

**Incomplete (I) Grades**

According to the UHM Catalog a grade of Incomplete (I) may be given to a student who has failed to complete a small but important part of a semester’s work, if the instructor believes that the failure to complete was caused by conditions beyond the control of the student.

The implications of an incomplete grade in nursing course are as follows:

- Incomplete (I) grades received in required nursing courses must be cleared by earning a grade of “C” or better before the student enrolls in the next required nursing course.
- Incomplete (I) grades for courses that are not “completed” by deadline follow the academic procedures outlined in the UH Mānoa catalog (http://www.catalog.hawaii.edu).
Financial Obligations

Students who have not met their UH Mānoa financial obligations (traffic fines, library fines, locker fee, lab breakage charges, transcript fees, loans, rental contracts, etc.) may be denied registration. Notation of the hold will appear in the “Check my Registration Status” section of the myuhportal website under “Registration”.

Grades

Students can view final grades on the myuhportal website using the “View My Final Grades” feature under “Student Records”. Changes in grades, due to error or late completion of a course, must be initiated and completed by a faculty member.

Educational Rights and Responsibilities

Responsibilities of Students: In the classroom, in the seminars, in the laboratory, studio, practicum or other institutional setting, and in conference, students are expected to adhere to the highest academic standards of behavior and conduct. For specific information refer to University of Hawai'i at Mānoa Academic Grievance Procedures, May 1993.

Responsibilities of Faculty: In the classroom, in the laboratory, studio, practicum or other instructional setting, and in conference, faculty members are expected to adhere to the highest professional standards of behavior conduct. For specific information refer to the University of Hawai'i at Mānoa Academic Grievance Procedures, May 1993.

Social Computing Guidelines

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Be mindful that what you publish may be public for anyone to see and may be traced back to you even after a long time - protect your privacy. This includes online publishing and discussion on blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks.

Popular social networks, blogs and forums that are used among students may include, but not limited to: Myspace, Facebook, Twitter, Allnurses.com, Friendster, Tumblr. If you are a member of any of these sites or similar, please make sure your material is appropriate.

Be thoughtful about how you present yourself. Nursing and dental hygiene students are preparing for a career providing services to the public. The UH Mānoa School of Nursing and Dental Hygiene (SONDH) and future employers hold you to a high standard of behavior. By identifying yourself as UHM SONDH student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals. If you are a new SONDH student, be sure to update your social profiles to reflect our guidelines.

Protect confidential information. While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. Do not post any information about your clinical rotations or clients in any online forum or webpage.

Respect your audience and your coworkers. Remember that UH Mānoa SONDH is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Don't be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of
privacy and of topics that may be considered objectionable or inflammatory—such as politics and religion. Remember, what may be humorous to some, may be offensive to others.

*Use your best judgment.* Remember that there are always consequences to what you post.

**HELPFUL HINTS:**
- Be aware of your association with UH SONDH in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.
- Don’t provide confidential information. Ask permission to publish or report on conversations, photos or videos that are meant to be private.
- Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- Be the first to correct your own mistakes, and don’t change previous posts without indicating that you have done so.

**Academic Grievances**
If there is an issue or concern with a didactic or clinical nursing course, students should first discuss the concern with the course faculty. If this does not resolve the issue, students should contact the following people, in sequential order, until resolution: the Course Coordinator, the Department Chair, the Associate Dean for Academic Affairs, the Dean. The UH Manoa Academic Grievance Policy for students is at http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

**Malpractice Insurance**
All classified nursing students at the SONDH are covered by malpractice insurance of at least $2,000,000 per incident/ $4,000,000 aggregate.

**Student Health Requirements & CPR**
All entering students (both graduate and undergraduate) must submit the healthcare provider’s statement and immunization record to be filed in the Office of Student Services by the deadline indicated on the admission letter. Laboratory documentation (Titors) are required of all students for proof of immunity for Rubella, Rubeola, and Varicella. Health forms are available in the Office of Student Services. TB clearance is required annually for continuing students. Some clinical facilities have special requirements and students must meet those to obtain clinical experience at those agencies. The Office of Student Services will inform students of the requirements and when renewals are needed. All renewals must be completed by the specified renewal dates (March 31 & October 31) or registration will be held.

*Health Insurance:* All undergraduate and graduate students are required to have personal health insurance.

*CPR:* Students must an active CPR certification at the American Heart Association Healthcare Provider level or equivalent while enrolled in the nursing program. Certification cannot expire mid-semester. Please contact the Office of Student Services at 956-8939 for information on procedures for CPR training.

*Health Risks:* Students in nursing programs are exposed to selected health risks related to the environment of their learning experiences. Clinical labs are held in medical centers, clinics, and
in various community locations. The nature of nursing in an acute care center is that there may be unintended exposure to health risks.

**Gifts to Faculty & Staff**
Faculty and staff of the School of Nursing & Dental Hygiene are subject to the gifts section of the State Ethics Code, Chapter 84, Hawai‘i Revised Statutes (HRS) which provides as follows:
Section 84-11 Gifts. No legislator or employee shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the legislator or employee in the performance of the legislator’s or employee’s official duties or is intended as a reward for any official action on the legislator’s or employee’s part.

**Transportation**
All transportation required to participate in the nursing program is the responsibility of the student. Class sections are not altered to meet student’s transportation needs.

**Computer Requirements**
Students are expected to have an e-mail address, access to a computer, and the Internet when they are enrolled in courses offered via the web.
PREPARATION FOR GRADUATION

Graduation Check
*Undergraduate:* Check with the Academic Advisor that all requirements are met at least one semester before scheduled graduation date period. Schedule a final graduation check with the Office of Student Services to determine necessary credits, grades, and courses for graduation. This should be done at the time of filing the graduation application within the first three weeks of the semester the student intends to graduate.

*Graduate:* The preliminary check is done by the Office of Student Services, Webster 201. Final check and clearance for graduation is done by the University of Hawai‘i at Mānoa Graduate Division.

Graduation Application
*Undergraduate:* An application for graduation must be obtained from the Offices of Student Services, Webster 201, and then submitted with a degree fee to the Mānoa Cashier’s Office. This should be done during the first three weeks of the semester that the student plans to graduate.

*Graduate:* Applications for graduation are obtained from and filed at the Graduate Division, Spalding Hall 352 and fees paid at the Mānoa Cashier’s Office. Applications are filed in the first two weeks of the student’s final semester.

Recognition Ceremony
The School of Nursing & Dental Hygiene offers a special Recognition Ceremony for graduates of all levels of programs that is held prior to the University Commencement. This ceremony marks the beginning of the professional career and is a memorable time for family and friends to help celebrate students’ success. Students who participate in this event are always moved by the beauty of the ceremony and the importance of making time to mark the passage from student to practitioner. A committee formed by the students and coordinated by the Office of the Dean plans this event. The committee keeps students informed of progress and final plans.

Commencement Exercise
Commencement is a “rite of passage” for students and a memorable experience. Caps, gowns, and announcements are obtained from the bookstore. Students are encouraged to participate. Information will be provided by Office of Student Services at least six weeks prior to commencement.

Diplomas
Diplomas for graduate and undergraduate students are obtained from the Office of Admissions & Records, QLCSS 001 two months after graduation. A request to mail your diploma may be obtained and completed at the Office of Admissions & Records, Queen Lili‘uokalani Center for Student Services Center 001.

Application for the National Council Licensure Examination (NCLEX-RN):
1. Obtain an application for License by Exam from the Office of Student Services or the Hawai‘i Board of Nursing
2. Submit a request for official transcript (green form) to the Office of Admissions and Records, University of Hawai‘i at Mānoa.
   a. Check the box that says “Send after degree awarded notation is posted..."
b. "The Office of Student Services will send a graduation list to the State Board of Nursing AFTER FINAL GRADES are submitted to that office. This will serve as the initial verification of graduation until UH Mānoa sends a transcript.

3. DO NOT SEND the “Student Final Record” form in the application packet to your nursing school. The graduation list replaces this form.

4. The Board of Nursing will determine your eligibility.

5. You will be mailed a NCLEX Candidate Bulletin and registration form. Follow instructions to register with the NCLEX/CAT Data Center. You will receive a response from Vue/Pearson. They will mail you an Authorization to Test Letter and a list of centers where you can schedule an appointment to take the NCLEX/CAT exam.

6. The Hawai‘i State Examining Board will send the tests results to you directly. Your license will come separately. Licensure is for a 2-year period and is renewable on June 30 in odd-number years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.

7. If you wish to take the nursing licensure exam in another state you must contact the state’s board of nursing directly. Addresses of State Boards of Nursing are available by calling the State of Hawai‘i, Board of Nursing at 586-3000.

**Application for Advanced Practice Registered Nurse (APRN) Recognition (for Nurse Practitioners and Clinical Nurse Specialists):**

1. Obtain an application for Advanced Practice Registered Nurse (APRN) Recognition from the Hawai‘i Board of Nursing.

2. The Board of Nursing will determine your eligibility and mail your APRN Recognition. This recognition is for a 2-year period and is renewable on June 30 in odd-numbered years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.

3. Effective October 1, 2009, the State Board of Nursing in Hawai‘i requires national certification for APRNs.

**Professional Certification**

Graduates of the masters programs are encouraged to apply for professional certification. Academic advisors can provide information about other national certification organizations as appropriate. To obtain information regarding professional certification contact:

1. American Nurses Credentialing Center
   600 Maryland Avenue SW
   Suite 100 W
   Washington DC, 20024-2571
   (202) 651-7000
   (808) 284-2378 toll free
   http: www.nursingworld.org

2. American Academy of Nurse Practitioners
   Certification Program
   Capitol Station
   P. O. Box 12926
   Austin, TX  78711
   Phone: (512) 442-5202
   Fax: (512) 442-5221
   Email: certification@aanp.org
3. Pediatric Nursing Certification Board
   800 South Frederick Avenue
   Suite 204
   Gaithersburg, MD 20877-4152
   Phone: (301) 330-2921/ (301) 330-2921
   Toll Free: 1-888-641-2767/1-888-641-2767
   Fax: 301-330-1504
   Email: www.pncb.org
Progression Toward Degree
1. All pre-requisites required for the nursing curriculum must be completed with a “C” or better grade (NO “C-”).
2. All coursework used towards a nursing major and BS degree, including electives, must be taken for a grade (A-F) as specified in the UHM catalog or the School of Nursing & Dental Hygiene Student Handbook unless those courses are offered only as a CR/NC option.
3. Students must attain at least a “C” grade in all nursing and other required courses each semester to be allowed to progress to the following semester. All courses in each semester must be successfully completed before progression is permitted.
4. Students must complete curriculum requirements with a grade point average (GPA) of at least 2.0 and complete each required nursing course (including nursing electives) with a grade of “C” or better to qualify for the B.S. degree.
5. All required courses within the full-time or decelerated curriculum plan for a given semester must be completed before progressing forward.
6. Change in Progression towards Degree:
   a. The B.S. (Nursing) program has an established course sequence for both full-time and decelerated students. If a student wishes a variation in this nursing course sequence she/he may request a change in the sequence of course progression by:
      i. contacting the Office of Student Services, Webster 201 for assistance in writing the request
      ii. preparing the request so that it identifies the change requested and the reasons for the request
      iii. submitting the request to the Office of Student Services
      iv. the Office of Student Services forwards the request to the Department Chair
      v. the Department Chair, with consultation from the Academic Advisor, will approve or deny the request
      vi. the request is returned to the Academic Advisor who notifies the student and completes the necessary record.
7. Withdrawal: When students withdraw from a nursing course(s) for any reason, progression through the remainder of the curriculum is by space available basis only. If an undergraduate student withdraws from the same critical course two times or withdraws from more than three different critical nursing courses, the student can no longer continue in the program. If the student feels that the circumstances are exceptional and extraordinary, the student may petition the Undergraduate Student Affairs Committee with a statement as to why the committee should reconsider the exception to this policy.
8. Leave of Absence (LOA): If students take an official LOA (two semesters maximum), upon return the student must resume clinical course work. Students who do not re-enroll at UH Mānoa at the end of their leave of absence will be considered to have withdrawn without notice; they will be required to apply for readmission to UH Mānoa and will be subject to the core, major, and graduation requirements in effect at the time of readmission.
9. The committee responsible for undergraduate student progression assigns available space within budgetary constraints.
10. Actions Related To Earning Less Than a “C” in the following critical nursing courses:
   • Hawaii Statewide Nursing Consortium Curriculum (students entering fall 2010 and after): N210, N211, N212, N220, N320, N362, N360, N450, N460
11. **Petition to continue after earning a grade of less than a “C” in a critical nursing course**: The student works with the Office of Students Services to prepare the Petition to Continue according to the following process:

   a. The student completes the Petition to Continue form no later than two weeks from the last day of final examination.
   b. The Office of Student Services provides information related to the student’s failure to the Undergraduate Student Affairs Committee.
   c. The Undergraduate Student Affairs Committee reviews the Petition to Continue and makes recommendations for acceptance or denial of the petition.
   d. The Office of Student Services notifies the student by mail of the Committee’s action. The student is also advised that registration in the course for which enrollment is requested is contingent upon the availability of space.
   e. During the summer if no committee members are available, the decision will be made by the Director of Student Services, the Academic Advisor, and the Department Chair.
   f. A student may request reconsideration of a decision by submitting a written statement in support of such action to the Undergraduate Student Affairs Committee within seven calendar days of receipt of written notification.

12. **Incomplete (I) Grades**: Incompletes (Is) are given according to the UHM Catalog criteria. Incomplete (I) grades received in required nursing courses must be cleared by earning a grade of “C” or better before the student enrolls in the next required nursing course.

### Baccalaureate Policy on Grading

1. Students must demonstrate competency in nursing courses by obtaining a passing grade of “C” or 70% or better.
2. Students must satisfactorily meet the objectives for the clinical lab courses to receive a passing grade of C or better for that course.
3. Since the University catalog states that +/- grading may be used, the Undergraduate faculty member has the prerogative to decide whether to use full letter grade only or +/- for grading.
4. The scales for Full Letter Grade and +/- grades are listed below.
### Full Letter Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>&lt;59</td>
</tr>
</tbody>
</table>

### +/- Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
</tr>
<tr>
<td>A</td>
<td>90-94</td>
</tr>
<tr>
<td>A-</td>
<td>87-89</td>
</tr>
<tr>
<td>B+</td>
<td>85-86</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
</tr>
<tr>
<td>B-</td>
<td>77-79</td>
</tr>
<tr>
<td>C+</td>
<td>75-76</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
</tr>
<tr>
<td>C-</td>
<td>67-69</td>
</tr>
<tr>
<td>D+</td>
<td>65-66</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
</tr>
<tr>
<td>D-</td>
<td>57-59</td>
</tr>
<tr>
<td>F</td>
<td>56</td>
</tr>
<tr>
<td>F-</td>
<td>56</td>
</tr>
</tbody>
</table>

### Clinical Lab Course:

When the first clinical day happens to be the first day of instruction, it may be held on campus. Please consult the laulima course web site, the coordinator of the course, or the Department of Nursing at 956-8523 for details.

Students are expected to come prepared on each clinical lab day to provide nursing care based on sound understanding and rationale. Incomplete preparation for clinical laboratory may result in dismissal from the clinical laboratory and unexcused absence. Unexcused absences may result in a failure in the course.

A mid-semester and a final conference are held to confer with students on their clinical practice. The responsibility rests with both the faculty and the student to arrange a meeting time for these evaluations. The student will complete a required self-evaluation form prior to these conferences. Students are expected to demonstrate progress in their clinical performance throughout the semester, and from semester to semester. This improvement should be reflected in the clinical evaluations that are based on the objectives found in each course syllabus. Unsatisfactory performance in the clinical course will result in the use of a learning contract to monitor progress to assist the student to successfully meet the course objectives. If the student is not able to meet the criteria of the learning contract in a designated period of time, the student may be dismissed from the clinical unit and given a grade of F for the course. Unsafe performance in a clinical course, a breach in ethical behavior, or a violation of principles of asepsis may result in any of the following actions: immediate dismissal from the clinical unit, a grade of F for the course, and dismissal nursing program.

### Violation of Student Professional Standards:

Violations of the Rules Relating to Nursing Student Professional Standards include, but are not limited to:

- Breaking confidentiality of client information and records;
- Jeopardizing the physical and emotional well-being of a client or patient;
- Knowingly performing nursing actions without adequate preparation or beyond one’s level of skill;
- Fabricating patient records or write-ups (such as history and physicals)

Faculty may dismiss the student from the day’s activity based on any of the above actions. See Appendix C, SONDH Policy DON-6, for additional information.
Progression Policy

*Master’s Entry Program in Nursing (MEPN) Policy*

The first year of the MEPN program constitutes the pre-licensure coursework of the program. This coursework is taken full time and most of the coursework is in person. Successful completion of this pre-licensure coursework does not lead to a degree but, rather, to progression into a specific master’s program specialty area. A certificate is awarded after the successful completion of the pre-licensure year. Once the first year of the MEPN program is completed, all other requirements for graduate progression apply.

1. The MEPN pre-licensure coursework curriculum is based upon a logical progression, where each course builds upon previous course work.
2. The courses in the MEPN program are offered only once per cohort and in a specific sequence.
3. The student cannot move into his/her Masters nursing specialty area until all courses (didactic and clinical) in the pre-licensure year have been successfully completed.
4. All didactic courses must be taken for a grade (A-F). Clinical courses (Lab-L) must be taken for credit/no credit.
5. Students must maintain at least a “B” average (3.0 GPA) in the pre-licensure year in order to maintain good academic standing and to continue on to the MS specialty courses. Each course must be passed with at least a “C” grade. A grade of C- or below may not be applied toward progression of degree and will need to be repeated.
6. Students will work with the MEPN Director to complete a “Progress Towards Degree” form each semester during the first year of the MEPN program.
7. Upon successful completion of the pre-licensure year, the student is eligible to take the NCLEX examination. MEPN students must pass the NCLEX by the completion of the first semester after the pre-licensure coursework. While the MEPN student may enroll in non-clinical graduate courses, s/he may not enroll in any clinical master’s course work until passing the NCLEX and receiving their RN license. Upon graduation, the MEPN graduate will demonstrate competency in basic undergraduate as well as graduate level nursing in a chosen specialty area.

Failure to maintain GPA or pass each course in the MEPN pre-licensure year:
1. A MEPN student who fails to maintain a B average during the MEPN pre-licensure year, or who does not pass a course in the pre-licensure curriculum, may not continue in the program with his/her cohort.
2. The student will consult with the MEPN Director regarding options that are consistent with graduate division policy.
3. The student may request to be considered for re-admission for the following academic year in which the next MEPN cohort will be admitted. Failure of a second course in the MEPN pre-licensure curriculum will result in dismissal from the program.

*MS Degree in Nursing Progression Policy*

The Master’s nursing specialty area curricula are based upon a framework for students to gain knowledge in logical progression, where one course builds on another. Courses are taken in sequence so that learning from one course supports a student’s work in the next or concurrent courses. Students are expected to follow the curriculum pathway in place upon their formal admission; In the event that a pathway changes, the students have the option to follow the new
pathway or remain with the one in place at the time of their admission. It is the student’s responsibility to monitor their progress.

Academic policies for graduate students are set forth by the Graduate Division. It is the student’s responsibility to be aware of the Graduate Division’s Academic Policies. These policies can be found at http://www.hawaii.edu/graduate/ and relate to the following areas: registration, withdrawal, enrollment and course loads, course applicability, transfer of credits, credits by exam, undergraduate excess credits, academic progress, seven-year rule, leave of absence, academic regulations and standards, conduct code grading policies, disciplinary actions, conflict resolution, grievance procedure, concurrent or sequential degrees, double-counting credits, change in degree objective/plan or enrollment status, graduation, degree check, and commencement.

Students should monitor their academic progress by:
1. Knowing their specialty area course pathway found on the School of Nursing & Dental Hygiene website at www.nursing.hawaii.edu
2. Reviewing their academic record in STAR at the end of each semester at https://www.star.hawaii.edu:10011/
3. Checking the Hawaii.edu email frequently for registration information from the Graduate Advisor, especially prior to registration periods.
4. Meet with the Graduate Advisor or their Program Director each semester.
   a. Office of Student Services Graduate Advisor Services
      i. Advise graduate students regarding their academic progress.
      ii. Coordinate academic progress with Program Directors.
      iii. Advise graduate students regarding graduation processes.
      iv. Coordinate academic progress with the Graduate Records Office.
      v. Certify academic degree requirements for graduation.
      vi. Coordinate academic progress and graduation certification with the Graduate Chair.
      vii. Oversee student applications for UHM and UH Foundation scholarships.
      viii. Coordinate with Outreach College, International Student office, Financial Aid and other UHM offices on campus regarding student issues.
      ix. Provide consultation with PhD and MS Program Directors and the Graduate Chair as needed
   b. Program Directors Services
      i. Approval for various courses outside of the set pathways such as course transfers or waivers.
      ii. Requirements for credentialing/certification/examinations.
      iii. Advise graduate students regarding their academic progress.
      iv. Confirm completion of required coursework for MS degree.
      v. Confirm academic progress and graduation certification with the Graduate Chair working with their thesis committees for Plan A

All courses in the master’s curriculum (clinical and non-clinical) must be taken for a grade (A-F) to apply towards the degree unless otherwise specified in the current UH Mānoa Catalog or the School of Nursing & Dental Hygiene handbook. Directed reading (N699) is the exception that may be approved. However, Graduate Division does not accept CR/NC as applicable towards degree.
Graduate Policy on Grading

1. Demonstrating knowledge competency in graduate courses requires a passing grade of “B-” or 80%. C+ or less will not count towards degree requirements. Grading Scale is below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>94-96</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-73</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>64-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>&lt;59</td>
</tr>
</tbody>
</table>

2. Mid-semester and final evaluations for clinical courses are written and signed by both students and faculty. A mid-semester and final meeting is held to confer with students on their clinical progress. The responsibility rests on both faculty and student to arrange a meeting time for these evaluations. Students are expected to improve in their clinical performance throughout the semester and from semester to semester. This improvement should be reflected in the clinical evaluations which are based on the objectives found in each clinical course syllabus.

3. Unsafe behavior in a clinical practicum or a breach in ethical conduct will result in an “F” grade for the course and may result in immediate dismissal from the program.

4. Unsafe behavior in the clinical practicum is not limited to the following but may include:
   a. Failure to maintain an expected level of competency for a registered nurse
   b. Behavior that jeopardize the emotional or physical safety of the patient
   c. Violation of the principles of asepsis
   d. Charting incomplete or inaccurate information
   e. Using words or gestures that suggest disapproval of the patient
   f. Coercive actions to get the patient to cooperate
   g. Using a communication style that confronts or attacks the patient
   h. Failure to handle one’s own emotions in the clinical setting in a manner that may negatively impact patients
   i. A breach in ethical behavior including: A violation of the Patient’s Bill of Rights as issued by the American Hospital Association (1992); A breach of confidentiality if 1) the patient’s right to privacy has been violated, or 2) the consequence of disclosure of information about a patient has a negative impact on the patient’s life

5. Course Failure Procedures:
   a. The faculty will personally notify the Department Chair and the student.
   b. The student may repeat that course at the next offering of the course.
   c. The student must repeat the failed course before progressing to other required courses according to the sequencing listed under progression. If the student has successfully completed the co-requisite course, only the failed course must be repeated.
   d. If the student fails a second course or the repeated course, then she/he is dismissed from the graduate nursing program and will be denied re-admission.
Health Clearance

All master’s students are required to have the following health information and other requirements for progression submitted to the Office of Student Services at the beginning of each academic year in order to be enrolled in a clinical graduate course.

- CPR Requirements
- Annual Health Requirements
- TB – Annual or Chest X-ray
- Updated Immunization Records Required by Clinical Agencies/Hospital
- RN License – Current
- HIPAA Certification
PROFESSIONAL ORGANIZATIONS

It is important to your career and development of leadership abilities to become active and involved in student and professional organization. The following are listed as examples.

The Student Nurse Organization (SNO)
All UHM nursing students can participate in the Student Nurse Organization (SNO). The organization provides an opportunity for students to develop professional identity and leadership skills. Students express their interests and opinions in an open forum. This student organization makes recommendations regarding policies to the various committees within the Department of Nursing. The Student Nurse Organization is responsible for the coordination of the various volunteer and fundraising activities for nursing students. It also offers an opportunity for students to socialize with each other and create mentoring relationships. Membership is automatic for UHM students and there is no fee to join. The officers of SNO are elected from the general membership. Class officers for each cohort are expected to attend the SNO meetings. The general membership meetings are held once a month and there are various social and service activities throughout the year.

National Association of Pediatric Nurse Practitioners, Hawai‘i Chapter (NAPNAP)
NAPNAP is a professional organization that advocates for children (infants through young adults), and provides leadership for Pediatric Nurse Practitioners who deliver Primary Care in a variety of settings. The Hawai‘i Chapter of NAPNAP is committed to providing local pediatric focused education programs for professionals who work with children and families. Providing community service to Hawai‘i’s keikis and their families is another goal of the Hawai‘i Chapter of NAPNAP. Visit at http://www.napnaphawaii.org/index.html

School of Nursing and Dental Hygiene Nursing Alumni Association
We encourage students to connect with the nursing alumni network and join the nursing alumni association. For more information, contact Stephanie Marshall, Director for Community Partnerships, phone: 956-5421, email: smarshal@hawaii.edu or Nadine Little, Associate Director of Development, phone: 956-3659, email: Nadine.Little@uhfoundation.org.

Hawai‘i Association of Professional Nurses (HAPN)
It is the purpose of HAPN to provide a forum through which licensed Registered Nurses (RN s) in the State of Hawaii may contribute knowledge and opinion to establish a consensus which will promote and expand the practice of Nursing. HAPN's mission is to be the chosen voice of the nursing profession in establishing policy, regulation and legislation which affects the development and practice of professional nursing in Hawaii. HAPN will be the choice of Hawaii's nurses for educational opportunities. Visit the website at http://hapnurses.org/

The Hawaiʻi Nurses’ Association (HNA)
The Hawaiʻi Nurses’ Association is the state component of the American Nurses Association. The association is involved in many areas such as certification, standards, continuing education, and legislation. Information about membership can be found at http://www.hawaiinurses.org/.

The National Student Nurses’ Association (NSNA)
The National Student Nurses’ Association (NSNA) is the voice of nursing students on the national level. The NSNA assumes responsibility for contributing to nursing education in order to
provide the highest quality health care. It helps to keep nursing students in touch with fundamental and current professional interests. The association aids the nursing student in his or her transition to an active, responsible, professional nurse. NSNA is under the American Nurses’ Association. The Hawai‘i Student Nurses’ Association (HSNA) is the Local Chapter of the NSNA. It is open to all nursing students in Hawai‘i. Information can be found at http://www.nsna.org

Sigma Theta Tau, Gamma Psi Chapter-at-Large (STT)
Sigma Theta Tau, Gamma Psi Chapter at Large (http://www.lava.net/~gammapsi/) is the honor society in nursing. This organization promotes excellence in academic scholarship, research and clinical nursing. Students must be nominated to become a member.
APPENDIX
Appendix A

Department of Nursing Program Outcomes for BS, MS, and PhD students
(admitted prior to Fall 2010)

<table>
<thead>
<tr>
<th>BS</th>
<th>MS</th>
<th>PhD</th>
</tr>
</thead>
</table>
| **A. Provider of Care**  
Definition: Advocate and provide high quality care to improve and maintain the health of a diverse society. |
| 1. Engage in professional nursing practice as a generalist for individuals, families, groups and community in a variety of settings. |
| 1. Engage in professional advanced nursing specialty practice for individuals, groups, and communities in a variety of settings |
| 1. Assume a leadership role in the development of clinical practice models to improve outcomes to meet health care needs of culturally diverse populations. |
| 2. Use critical thinking skills as a basis for making judgments for generalist nursing practice. |
| 2. Integrate concepts, theories, and research from nursing and related disciplines as a basis for expert judgments within a specialized area of practice. |
| 2. Systematically investigate a clinically focused area of nursing to advance health care in culturally diverse populations. |
| 3. Provide culturally competent nursing care. |
| 3. Deliver an advanced practice level of nursing care or service appropriate for diverse cultures. |
| **B. Coordinator of Care**  
Definition: Direct, supervise and collaborate with others to organize care. |
| 1. Identify leadership and management concepts involved in professional nursing practice. |
| 1. Collaborate with individuals, groups, communities, colleagues, and interdisciplinary member to direct the delivery of quality, culturally competent advanced nursing specialty practice. |
| 1. Assume a leadership role in conducting and using research findings and other health information to design and evaluate systems of care for culturally diverse populations. |
| 2. Use beginning leadership and management skills to coordinate the delivery of quality nursing care. |
| **C. Member of a Profession**  
Definition: Advancing the profession through lifelong learning, participating in professional organizations and practicing in a confident, competent, compassionate and accountable manner. |
| 1. Demonstrate accountability for generalist legal scope of practice, professional standards of practice and professional code of ethics. |
| 1. Demonstrate accountability for advanced nursing specialty’s legal scope of professional standards of practice and code of ethics. |
| 1. Develop educational programs that are accountable to the community of interest in preparation of professional nurses. |
2. Identify professional organizations that improve nursing practice.

3. Accept responsibility for lifelong learning.

D. Knowledge Developer

| Definition: Develop culturally appropriate clinical knowledge by examining, processing and disseminating knowledge to improve and maintain the health of a diverse society. |
|---|---|
| 1. Use information technologies to manage and process data, information and knowledge. | 1. Use information technologies for the management and processing of data, information, and knowledge to guide advanced nursing specialty practice. | 1. Use information technologies to further nursing knowledge. |
| 2. Critically examine evidence-based sources and individual experience to make professional practice decisions. | 2. Critically examine data-based sources and individual experience to make professional advanced nursing specialty decisions. | 2. Critically examine data-based sources and individual experience to analyze and develop leadership strategies for dealing with social, ethical, cultural, economic and political issues related to nursing, health care and research. |
| 3. Identify generalist nursing practice problems amenable to research. | 3. Identify advanced nursing specialty practice problems relevant to Research. | 3. Develop and use existing and evolving knowledge to improve nursing education and practice. |
| 4. Critically analyze research findings to determine advanced nursing specialty practice implications. | 4. Conduct research to improve and maintain the health of a diverse society. | |

Reviewed October 2009
Baccalaureate outcomes approved Undergraduate Curriculum Committee (1/13/00)
Masters and PhD outcomes approved Graduate Curriculum Committee (1/21/00)
Approved Evaluation Committee (1/31/00)
Reviewed Department of Nursing (3/30/00)
Appendix B

BS, MS & PHD in Nursing Competencies  
Fall 2010

The competencies arise from the understanding of nursing as a theory-guided, evidenced-based discipline. Graduates from the curriculum are expected to possess distinctive values, attitudes, habits and skills in both professional behaviors and nursing care competencies that are described in this document. The professional competencies—define the values, attitudes and practices that competent nurses embody and may share with members of other professions; the nursing care competencies—define relationship capabilities that nurses need to work with clients and colleagues, the knowledge and skills of practicing nursing and competencies that encompass understanding of the broader health care system. In all cases, the client is defined as the recipient of care, is considered active participant in care, and includes the individual, family or community. Nursing care competencies recognize that a competent nurse provides safe care across the lifespan directed toward the goals of helping clients (individuals, families or communities) promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death. The following document describes the key competencies within the context of professional expectations for baccalaureate, masters and PhD prepared nurses. At the conclusion of the program each graduate from the UHM SONDH is prepared to begin practice in their respective role guided by these professional competencies and expectations.

### COMPETENCIES

<table>
<thead>
<tr>
<th>Professional actions are based on core nursing values, professional standards of practice, and the law.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develops insight through reflective practice, self-analysis, and self care</td>
</tr>
<tr>
<td>Engages in ongoing self-directed learning and provides care based on evidence supported by research</td>
</tr>
<tr>
<td>Demonstrates leadership in nursing and health care</td>
</tr>
<tr>
<td>Collaborates as part of a health care team</td>
</tr>
<tr>
<td>Practices within, utilizes, and contributes to the broader health care system</td>
</tr>
<tr>
<td>Practices client-centered care</td>
</tr>
<tr>
<td>Communicates effectively and uses technology</td>
</tr>
<tr>
<td>Demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety</td>
</tr>
<tr>
<td>BACCALAUREATE NURSING</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>1. A competent nurse’s professional actions are based on core nursing values, professional standards of practice, and the law.</td>
</tr>
<tr>
<td>1.1 Core nursing values include social justice (from the ANA statement), caring, advocacy, respect for self and others, collegiality, and ethical behavior.</td>
</tr>
<tr>
<td>1.2 Ethical dilemmas are embedded in clinical practice; an obligation of nurses is to notice, interpret respond and reflect on these dilemmas using ethical principles and frameworks as a guideline.</td>
</tr>
<tr>
<td>1.3 It is essential for nurses to participate in discussions of ethical issues in health care as they affect communities, society, and health professions.</td>
</tr>
<tr>
<td>1.4 Professional nursing functions within legally defined standards of practice and state specific regulations.</td>
</tr>
<tr>
<td>2. A competent nurse develops insight through reflective practice, self-analysis, and self care through the understanding that…</td>
</tr>
<tr>
<td>2.1 Ongoing reflection, critical examination and evaluation of one’s professional and personal life improves nursing practice.</td>
</tr>
<tr>
<td>2.2 Reflection and self-analysis encourage self-awareness and self-care.</td>
</tr>
<tr>
<td>2.3 Pursuing and advocating healthy behaviors enhance nurses’ ability to care for client.</td>
</tr>
</tbody>
</table>
3. **A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research with the understanding that . . .**

- **3.1.** Knowledge and skills are dynamic and evolving, in order to maintain competency one must continuously update their knowledge using reliable, current sources of information from the biological, social, medical, public health, and nursing sciences.

- **3.2.** The nurse uses legitimate sources of evidence for decision-making such as research evidence, standards of care, community perspectives and practical wisdom gained from experience.

- **3.3.** As “best practices” are continuously modified and new interventions are constant, the nurse incorporates changes into practice.

- **3.1.** The Master’s prepared nurse critically examines and utilizes evidence-based sources to support advanced practice.

- **3.2.** In specialist nursing, the practitioner is able to identify problems amenable to research.

- **3.3.** The Master’s prepared nurse participates in the process of evaluating evidence in collaboration with other members of the health care team.

- **3.4.** The Master’s prepared nurse maintains competency through the development of a personal plan for lifelong learning and continued professional development.

- **3.5.** Professional practice obligations dictate that one will demonstrate initiative and self-direction in seeking ways to improve health and health care.

- **3.1.** The PhD nurse develops and uses existing and evolving knowledge to improve nursing education and practice.

- **3.2.** The PhD nurse conducts research to improve and maintain the health of a diverse society.

- **3.3.** The PhD nurse employs translational models for applying research evidence to nursing practice.

- **3.4.** The PhD nurse disseminates innovative outcomes and findings from evidence-based research to improve practice and health care outcomes.

4. **A competent nurse demonstrates leadership in nursing and health care through the understanding that . . .**

- **4.1.** An effective nurse is able to take a leadership role to meet client needs, improve the health care system, and facilitate community problem solving.

- **4.2.** A competent nurse effectively uses management principles, strategies, and tools.

- **4.3.** An effective nurse works with the health care team including the delegation of responsibilities and supervision.

- **4.1.** The Master’s prepared nurse is expected to demonstrate leadership skills and decision making in the provision of nursing care, team coordination, and accountability for care delivery at the micro-systems level.

- **4.2.** Assuming a leadership role for patient safety and quality improvement initiatives is expected from a master’s prepared nurse.

- **4.3.** Advanced nursing requires an understanding of how healthcare delivery systems are organized and financed and how this affects patient care.

- **4.4.** The Master’s prepared nurse articulates to a variety of audiences the evidence base for practice decisions.

- **4.5.** Leadership skills are required to teach, coach, and mentor other members of the healthcare team.

- **4.1.** The PhD nurse assumes a leadership role in the development of research and clinical practice models to improve outcomes to meet health care needs of culturally diverse populations.

- **4.2.** The PhD nurse assumes a leadership role in conducting and using research findings and other health information to design and evaluate systems of care for culturally diverse populations.
5. **A competent nurse collaborates as part of a health care team.**

<table>
<thead>
<tr>
<th>5.1. The client is an essential member of the healthcare team.</th>
<th>5.1. Collaborative strategies are required in the design, coordination, and evaluation of patient-centered care.</th>
<th>5.1. The PhD nurse participates in collaborative team(s) to generate empirical knowledge that improves practice, health care outcomes, and policy change.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2. A collegial team is essential for success in serving clients.</td>
<td>5.2. The Master’s prepared nurse understands other professions’ scope of practice, and demonstrates highly developed strategies to support communication among team members, patients, and health care professionals.</td>
<td></td>
</tr>
<tr>
<td>5.3. Effective team members must be able to give and receive constructive feedback.</td>
<td>5.3. The Master’s prepared nurse demonstrates critical skills in leading inter-professional teams and partnerships.</td>
<td></td>
</tr>
<tr>
<td>5.4. Colleagues create a positive environment for each other that values holistic client care.</td>
<td>5.4. Coordinating comprehensive care for patients within and across settings and among care providers is expected of the master’s prepared nurse.</td>
<td></td>
</tr>
</tbody>
</table>

6. **A competent nurse practices within, utilizes, and contributes to the broader health care system.**

<table>
<thead>
<tr>
<th>6.1. All components of the healthcare system must be incorporated when providing interdisciplinary care.</th>
<th>6.1. The Master’s prepared nurse is charged with bringing the nursing perspective to policy development by advocating for policies that improve the health of the public and the profession of nursing.</th>
<th>6.1. The PhD nurse assumes a leadership role in the political process to improve the quality and safety of health care and advance nursing education.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2. The effective nurse contributes to improvements of the health care system through involvement in policy, decision-making processes, and political activities.</td>
<td>6.2. Practice guidelines to improve practice and the care environment are developed by the Master’s prepared nurse.</td>
<td>6.2. The PhD nurse develops educational programs that are accountable to the community of interest in preparation of professional nurses.</td>
</tr>
<tr>
<td>6.3. The Masters’ prepared nurse is expected to analyze how policies influence the structure and financing of health care practice, and health outcomes on an institutional, local, and state level.</td>
<td>6.3. The Masters’ prepared nurse is expected to analyze how policies influence the structure and financing of health care practice, and health outcomes on an institutional, local, and state level.</td>
<td></td>
</tr>
<tr>
<td>6.5. Examining the effect of legal and regulatory processes on nursing practice, healthcare delivery, and outcomes is the responsibility of the Master’s prepared nurse.</td>
<td>6.5. Examining the effect of legal and regulatory processes on nursing practice, healthcare delivery, and outcomes is the responsibility of the Master’s prepared nurse.</td>
<td></td>
</tr>
<tr>
<td>6.6. The Master’s prepared nurse advances equitable and efficient prevention services through population based health promotion and disease prevention services.</td>
<td>6.6. The Master’s prepared nurse advances equitable and efficient prevention services through population based health promotion and disease prevention services.</td>
<td></td>
</tr>
</tbody>
</table>
### 7. A competent nurse practices client-centered care.

| 7.1 | Effective care is centered around a respectful relationship with the client that is based on empathy, caring, mutual trust, and advocacy. |
| 7.2 | Nursing practice should reflect the attitudes, beliefs and values of clients. |
| 7.3 | An understanding of the culture and history of the community is fundamental in the practice of nursing. |

| 7.1 | Advanced nursing includes advocating for patients, families, caregivers, and members of the healthcare team. |
| 7.2 | Preparing clinical practice guidelines appropriate for diverse cultures is expected of the advanced practice nurse. |
| 7.3 | Advanced knowledge of the effects of bio/psycho/social determinants of health is required to design, evaluate, and implement patient care. |

| 7.1 | The PhD nurse generates nursing knowledge about health care systems and care models. |

### 8. A competent nurse communicates and uses technology effectively through the understanding that …

| 8.1 | Effective use of communication is an essential part of all interventions to establish caring and therapeutic relationships to educate and advocate for clients. |
| 8.2 | When working with colleagues or clients, it is important to ensure that accurate, timely and complete communication has occurred. |
| 8.3 | Successful communication requires attention to elements of cultural influences, variations in the use of language and a participatory approach. |
| 8.4 | Information and communication technologies provide essential information for delivery of effective nursing care. |

| 8.1 | The Master’s prepared nurse demonstrates effective communication across and within all professional spheres including the interdisciplinary team, peers, clients and the community. |
| 8.2 | The Master’s prepared nurse uses information technology and research methods appropriately to identify gaps in evidence for practice and collect appropriate and accurate data to generate evidence for nursing practice. |
| 8.3 | The Master’s prepared nurse analyzes current and emerging technologies to optimize patient safety, cost effectiveness, and outcomes of care. |
| 8.4 | The Master’s prepared nurse in a leadership position implements the use of information technologies to coordinate and integrate patient care and transitions of care across settings and among healthcare providers. |
| 8.5 | The Master’s prepared nurse holds the responsibility of ensuring the use of ethical principles and legal policies in the integration and use of patient care and information technologies into care delivery. |

| 8.1 | The PhD nurse participates in collaborative team(s) to generate empirical knowledge that improves practice, health care outcomes, and policy change. |
9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety through…

| 9.1. | Analysis and integration of available data. |
| 9.2. | Implementation of prioritized care based on evaluation of data. |
| 9.3. | Evaluation and analysis of the nurse’s personal clinical performance |
| 9.4. | A competent nurse engages in risk reduction activities, recognizes, communicates and intervenes to promote client safety. |

| 9.1. | The Master’s prepared nurse must critically analyze the best evidence to determine practice implications. |
| 9.2. | The delivery of advanced nursing care to diverse populations requires an integration of knowledge of nursing and related sciences. |
| 9.3. | The Master’s prepared nurse is equipped to design care for a clinical or community-based population. |
| 9.4. | The Master’s prepared nurse uses quality improvement practices to ensure patient safety and the highest quality nursing care. |
| 9.5. | A professional environment with high level communication skills is required for peer review, advocacy for patients and families, reporting of errors, and professional writing. |
| 9.6. | The Master’s prepared nurse is expected to identify factors to mitigate risks in the practice setting. |
| 9.7. | The Master’s prepared nurse uses epidemiological, social, and environmental data for drawing inferences regarding the health status of patient populations and interventions to promote and preserve health and healthy lifestyles. |

| 9.1. | The PhD nurse systematically investigates a clinically focused area of nursing to advance health care in culturally diverse populations. |

8/30/10
Appendix C

School of Nursing and Dental Hygiene
Policy & Procedure – DON-6
Guidelines on Resolving Student Professional Conduct Issues

Policy Number DON 6

Policies & Procedures

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td><strong>Responsible Committee/Office</strong></td>
</tr>
<tr>
<td><strong>Responsible Person</strong></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Process (signatures required)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate Dean for Academic Affairs</strong></td>
</tr>
<tr>
<td>Victoria M. LeFevre</td>
</tr>
<tr>
<td><strong>Dean</strong></td>
</tr>
<tr>
<td>Mary Buchanan</td>
</tr>
</tbody>
</table>

I. General Scope

This policy applies to all students in the Department of Nursing

II. Scope Details

The following categories of the SONDH community should be familiar with this policy:

- [x] Administrative Officers
- [x] Associate Deans
- [x] Full-time Staff
- [x] Part-time Staff
- [x] Student Employees
- [x] Students
- [x] Dean
- [x] Directors/Department Chairs
- [x] Full-time Faculty
- [x] Part-time Faculty
- [x] Entire School Community
III. Policy Summary

This policy provides guidelines for students, faculty and administration to address student professional conduct issues. Nursing students are preparing for a service profession which expects members of its community to adhere to a high ethical and moral standard. In order to effectively prepare nurses, the UH Manoa School of Nursing and Dental Hygiene (SONDH) requires that students abide by the Student Conduct Code of the University of Hawai‘i at Manoa, the ANA Code of Ethics for Nurses (2001), and the Department of Nursing rules relating to nursing professional standards (DON Student Handbook).

IV. Policy History

03/17/04: Revision of policy
04/01/10: Significant revisions and reformatting

V. Policy

On admission to the Department of Nursing all students are provided a copy of the Student Handbook defining students’ rights and responsibilities and school policies and procedures regarding professional behavior. Course syllabi in the School of Nursing & Dental Hygiene contain explicit guidelines regarding expected behavior. Students are expected to adhere to these standards and policies. If professional conduct issues arise in either the classroom or clinical setting, the following procedure is activated.

VI. Procedures

If a faculty member or administrator suspects a violation in student professional conduct, the following procedures will be followed:

1. The Department Chair will be notified of the incident immediately by the faculty member via verbal or written communication, followed by a written report. An investigation will be initiated to fully explore the issue from the perspective of all parties involved (faculty member, student, administration, or other). This investigation may take up to 10 working days.

2. If the violation involves issues that are potentially harmful or serious in nature, the Dean may temporarily suspend a student from clinical and/or didactic coursework. If the student is exonerated, they will receive full support to complete course and/or clinical requirements.

3. Once the investigation is complete, the Department Chair will meet with all involved parties to discuss the outcome of the decisions. Copies of this report will be provided to the Associate Dean for Academic Affairs and the Dean.

   a. If, in the judgment of the Department Chair, the report submitted is unfounded or warrants no formal action, no action shall be taken and no record shall be made of the matter in the student’s academic record. The student shall be informed of the Department Chair’s decision via certified letter, and the matter will be closed.

   b. If, in the judgment of the Department Chair, the report submitted appears to warrant immediate failure in the course, dismissal from the program, or other action, the student will be notified of the outcome via certified letter. If the student does not agree with the decision, he/she may appeal the decision, in writing, to the Associate Dean for Academic Affairs (ADAA) within 10 working days after receipt of the certified letter.
4. If the student appeals, the ADAA will, within 5 working days, review the report, conduct a further investigation, and provide a recommendation to the Dean regarding the disposition of this appeal.

5. The Dean will make and communicate, via certified mail, the final decision regarding the actions and outcomes of the case to the parties involved.

6. The student may appeal the decision in accordance with UH Manoa academic grievance procedures.

VII. Collaborations

Nursing Students
Office of Student Services
Department Chair
Associate Dean for Academics
Vice Chancellor for Students

VIII. Contact Information

Department Chair, Nursing
808-956-8523

IX. Appendices

N/A

X. Supporting Documents

UHM Student Conduct Code
(http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

DON Student Handbook

UHM Academic Grievance Procedures

ANA Code of Ethics for Nurses
(http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/2110Provisions.aspx)
Code of Ethics for Nurses

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

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

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

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

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

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

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

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

University of Hawai‘i at Mānoa
Department of Nursing

Student-Directed Professional Portfolio

Introduction
The preparation of master’s prepared registered nurses requires that there is evidence of successful completion of an educational process that provides the knowledge, skills, and professional role development essential to become a competent and safe advanced practice nurse. The master’s curriculum at the University of Hawaii at Manoa (UHM) Department of Nursing (DON) includes ongoing professional development of the student.

Policy
At the UHM DON, master’s of science (MS) and post masters certificate (PMC) level student professional development is to be cultivated, demonstrated and monitored through the MS student professional portfolio development system in the DON.

Definition
A student-directed portfolio is a purposeful collection of work that provides evidence of the student’s ongoing acquisition of knowledge and skills, achievements and contributions, and self-reflection and critical analysis to enhance their professional growth. The portfolio is a document which illustrates and catalogues the student’s progressive growth in his/her knowledge, skills and abilities, as well as maturation of understanding and attitudes about professional nursing practice in the respective chosen graduate program specialty.

Purpose
The purpose of the portfolio is: 1) to provide evidence that the concepts and principles of the student’s learning experiences are applied in the practice setting; 2) to document the student’s ongoing professional development; and 3) to provide a means for evaluating the students progress in the program and assessing any gaps that should be addressed in subsequent coursework or during the student’s capstone experience. At the end of the students program, a completed portfolio should reflect achievement of all required competencies for the specific program.

Portfolio Format
The UHM DON will utilize a standard format for the student -directed portfolio in order to articulate progressive growth in the core competencies as outlined in the Master’s Essential’s document. In addition, each specialty program will have additional competencies/ achievements that are relative to that particular specialty as outlined by the professional credentialed / certification organization for that specialty. The portfolio will contain the core competency section as well as the specialty section. It should be noted that there are multiple ways in which professional competency can be demonstrated, and while students must address the required elements, the ways competency is demonstrated may vary by specialty and student.

Procedure
1. When a student is first enrolled in a UHM DON master’s degree or post masters certificate program specialty track program, s/he will initiate the development of a student centered portfolio.*
2. The portfolio will be introduced to the student at the new student orientation program which is conducted at the beginning of the first semester for each student.

3. The Professional Nursing Roles course (N625) is to be taken during the first year of the program. In that course, the theoretical basis of development of a student portfolio will be covered.

4. Throughout the program, in each of the courses, where applicable, specific work will be assigned to the students which will contribute to the portfolio.

5. All portfolio elements are required, (and must be completed before graduation). However, those with an ** are optional elements.

6. At least once per year, the Program Director for the student’s specialty will review with the student his/her portfolio, and identify gaps and goals for portfolio completion and plan the remainder of coursework to assure that goals and gaps are addressed.

7. At the beginning of the student’s Capstone Course (which is the last clinical or fieldwork course) the Program Director for the student’s specialty will review the portfolio with the student, and assist the student in reviewing his/her portfolio progress, and articulate a plan for coursework and other professional endeavors to complete the master’s degree competencies.

8. The portfolio must be determined to be complete by the Program Director for the student’s specialty. If a student completes all coursework and there are still significant gaps in the portfolio, the student will be required to take additional coursework to address such gaps.

*Beginning with all students entering the program as of Fall, 2010. For those students already enrolled in the program, the individual Program Advisors will recommend to the students that a portfolio be developed, and will provide assistance relative to review and advice as needed. However, it will not be required for graduation.

STUDENT DIRECTED PROFESSIONAL PORTFOLIO ELEMENTS

*It should be noted that there are many methods in which to demonstrate competency and achievement of critical educational milestones in the masters and post masters certificate program in nursing at the School of Nursing and Dental Hygiene. The Program Director for the student’s specialty will work with the student to tailor the portfolio to best reflect their accomplishments, and additional elements may be included.*

I. Introduction
   A. Personal philosophy of nursing statement (updated)
   B. Statement about the role of the professional nurse in chosen specialty
   C. Resume or CV (updated)
   D. List of courses completed
   E. Professional goals (1 to 5 years) and predicted role challenges
      a. Scope of practice
      b. Proposed job description
   F. Summary of academic, work and other relevant experience
   G. Letters of recommendations (can be professional or academic recommendation letters)
II. Ethical Practice
   A. Reflection on ethical practice (2 personal reflection papers (1-2 pgs each that articulates an ethical dilemma/ situation and how it was addressed
   B. Evidence of advocacy role in school work, and community
   C. HIPPAA and human subjects protection (attach certificates from online courses)

III. Evidence-Based Practice/ Clinical or Fieldwork Accomplishments
   A. Student’s clinical/fieldwork experiences.
      a. Summary of the total number of clinical/fieldwork hours, preceptors and rotation sites
      b. List of special competencies acquired
      c. Description of the population of interest (Patients managed, students taught, populations worked with)
   B. Professional Competencies
      a. Copy of professional license and certifications
      b. Verification of completion of specialized training (ACLS etc)
   C. Scholarship and Research Accomplishments
      a. Scholarly papers, publications, or presentations during student’s academic education**
      b. Significant awards or certificates**
      c. Summary of capstone project which demonstrates understanding of an issue, explanation of the work of the project and the outcome
   D. Service Accomplishments
      a. Professional organization membership and activities including level involvement within the organization
      b. Community service (volunteer work, community board, school org)
   E. Lifelong learning
      a. Lifelong learning: Professional continuing education courses completed (minimum of one per semester of enrollment in the MS program)
      b. Evidence of reflection and critical analysis of professional role, activities and development (1-2) pages
      c. Identification of strengths and needs with plan to address gaps
   F. Health Policy
      a. Demonstrate understanding of health policy and legislation (encounter with legislator, letter or personal submit a summary of the issue, description of the encounter as well as explanation of outcome)
      b. Demonstrate ability to serve in leadership/advocacy role- 1 page summary of such

IV. Other
Program specific portfolio elements are developed by the Program Directors for the specialty tracks. For example:

ADVANCED PUBLIC HEALTH NURSING
A. Community collaboration skills – Develops a working relationship with community of interest, and demonstrates abilities related to communication, cultural competency, ethics, and policy

B. Complex programming – Analyzes information, identifies a problem, and develops, implements and evaluates a complex project or program in the community setting- submits a field report