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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 this 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.manoa.hawaii.edu/policies/

The University of Hawaii (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:

For employment-related EEO issues:
Mie Watanabe, Director EEO/AA
Administrative Services Bldg 1-102
Phone: (808) 956-6423

For student/educational EEO issues:
Alan Yang, Dean of Students
Queen Lili‘uokalani Center for Student Services, Room 409,
Phone: (808) 956-3290 (V/TT)
**UH MĀNOA CAMPUS RESOURCES**

**Campus Security**
To contact a security officer in the Campus Security Office, call (808) 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 (808) 956-8211. In case of emergency call (808) 956-6911.

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 walk around the campus alone at night.

**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. This publication is also available in an alternate format on the Web at http://www.catalog.hawaii.edu. 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.

**Career Services**
The UHM Career Services Office is located in Queen Lili'uokalani Center for Student Services Room 212, phone (808) 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 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 have 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 Student Lounge (Webster 206) 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 (i.e., at least 6 credits per semester for undergraduate and 4 credits for graduate students) 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 and/or meet additional criteria that may be stipulated by the scholarship.

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 or (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, (808) 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 (808)956-7235. There is also a SONDH Lost and Found in the Office of Student Services, Webster 201, (808) 956-8939.

**Name, Address & Telephone Changes**
The Office of Admissions & Records, Queen Lili‘uokalani Center for Student Services Room 001, (808) 956-8975, and the Office of Student Services must be 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 or by printing out a “Change of Vital Information Form” online at http://www.nursing.hawaii.edu/oss_forms.

**Outreach College**
The Outreach College is commissioned with enhancing access to quality life-long learning opportunities for traditional and nontraditional students at the University of Hawai‘i. The Outreach College offers credit/noncredit programs and community and international programs, as well as conference center operations. Students should review the listing of available courses each session in the Catalogs issued on online through the Outreach College website. Registration is available via the myuhportal website at http://myuhportal.hawaii.edu, Fax (808) 956-3752, by mail, or in person. For additional information on credit programs contact the Outreach College at (808) 956-6780.
Schedule of Classes
The 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
The University Health Services is located at 1710 East-West Road, phone (808) 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 required 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 Basin. 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. In addition, Caroline Dennison is the SONDH librarian and can assist students on an as needed basis. She can be reached by calling (808) 956-2541 or emailing her at cdenniso@hawaii.edu.

The Hamilton and Sinclair libraries are important resources for UHM students. New students activate their library account after obtaining 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 of 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, upon receiving 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 for the John A. Burns School of Medicine, as well as 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 student computer laboratory is located in Webster 206, Student Lounge. Students may search available literature through online search services. Online resources include CINAHL, ERIC, Uncover, Expanded Academic Index, Psylit. Websites available for literature searches are Health Gate and Medline. In addition, computers are available for word processing needs. Hours of operation are Monday - Friday, 8:00 a.m. to 5:00 p.m.

The Department of Nursing Learning & Simulation Labs
The UH Translational Health Science Simulation Center (UH THSSC), 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 UH THSSC utilizes state-of-the-art simulation equipment such as beds, training mannequins, hospital-type equipment, audio-visual materials, computer programs, and a limited reference library. In addition, the UH THSSC is home to high fidelity patient simulators, including SimMan, Noelle (pregnant woman), and Sim Baby, and are used to enhance student learning through clinical scenarios and debriefing sessions. There are scheduled classes where students can learn and practice their clinical skills in a supervised environment. Students can also sign up for unsupervised 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. Signup sheets with available practice dates/times and instructions on reserving time in the Center are placed on the door to the Student Lounge located in Webster Hall Rm 206.

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.

For a virtual tour and more information on the UH THSSC please visit http://thssc.nursing.hawaii.edu/

Research Resources
The vision for research at the School of Nursing and Dental Hygiene (SONDH) is to stimulate and develop a cadre of researchers who will contribute to the advancement of science and increase knowledge to improve the health of the diverse population in Hawai‘i, 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 SONDH and strategic partners both within and outside of the University; and (4) creating a repository of scholarship and research activities.

All research conducted by students will be in compliance with the University of Hawai‘i’s Human Studies Program (http://www.hawaii.edu/irb/). SONDH faculty and student research activities are supported by the John A. Burns School of Medicine (JABSOM) Grants Development Office, the Honors Program, the Associate Dean for Academic Affairs, and the SONDH Research Committee.

The JABSOM Grants Development Office was established in 2003 to facilitate the grants preparation and submittal process. The office works in close collaboration with the Dean’s Office, the Fiscal Office and the Office of Research Services (ORS). The ORS retains responsibility for policy interpretation and institutional signatory authorization on all outgoing proposals. The Grants Development Office is responsible for designing and administering effective procedural systems that help increase the probability of award success. The office reviews proposals, collaborative agreements, and financial and personnel requirements, and assists with budget preparation, and grant writing. After a project is funded, the office ensures that all requirements are met.
prior to actual implementation. The statistics core also provides consultation regarding data analysis during the proposal and implementation phase.

The Associate Dean for Academic Affairs is available for consultation and counseling related to programs of research. This is particularly important for faculty on the tenure-leading track, but is available for all faculty and students.

The Research Committee is comprised of faculty, students, and community members to facilitate the School’s research agenda. Their work is comprised of setting and achieving benchmarks in accordance with the School’s strategic plan, reviewing and evaluating proposals, abstracts, and other scholarly endeavors as requested, and monitoring and evaluating the research support system within the School.
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, PhD advisor or DNP advisor as necessary regarding progress towards their degree.

Advisors are available to assist students as they progress through their programs. Students are ultimately responsible for their own education. Each student is held responsible for being aware of and successfully completing all the curriculum requirements in their program pathway. 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 their Academic Advisor for advising.
3. Completing the Progress Toward Degree Form (for undergraduate students only).

Registration

Undergraduate Registration
Undergraduate 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, payment and grades. 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 are 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 about openings for enrollment in courses.

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 (808) 956-8939.

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 based on the recommendations of the student’s advisor and the faculty teaching the course. To register for the specific number of credits, students should utilize the “Change Class Options” feature on the registration portion of MyUh Portal website.

Academic Jeopardy
Undergraduate 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 undergraduate 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).
Failure to Register for a Course
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.

Graduate Registration
New classified graduate students should meet with their Program Director or assigned faculty advisor for advice about their academic schedule prior to registering for classes they plan to enroll in during their first semester of course work. Continuing classified graduate students should consider meeting with their Program Director or assigned faculty advisor once each semester thereafter. Making appointments with faculty for advising sessions is the responsibility of the student. Registration is accomplished by connecting to the MyUH Portal website at http://www.myuh.hawaii.edu.

Academic Jeopardy
Graduate students who fail to meet the minimum overall GPA of 3.0 are placed on academic probation by the Office of Graduate Education. Students who fail to attain a 3.0 GPA during a 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.

Graduate students receiving less than 80% (a grade of “B-”) in a nursing course will not progress in their program and must repeat and pass the course as soon as it is offered again. The faculty of the course in which a student is enrolled and is receiving less than 80% will notify the Graduate Chair and the student’s Program Director about the student’s status. If students receive less than 80% in two nursing courses (including a course that they are repeating) they will be dismissed from their nursing program and will be denied readmission.

All graduate students must maintain enrollment of at least one credit each semester for Fall and Spring 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 Clinical Courses: Graduate students planning to enroll in clinical courses (including N612/N612L) must have evidence that they are Registered Nurses prior to enrolling in these courses.

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 the course during the semester. To register for the specific number of credits, students should contact their faculty advisor and/or the instructor for the course to determine the number of credits for which the student will be able to register. Once this has been determined, the student can utilize the “Change Class Options” feature on the registration portion of myuhportal website to register for the agreed upon number of credits for the NURS 699 class.

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/Dissertation Committee Chairperson’s name and UH I.D. number. If the Progress Form II has not been submitted to the Office of Graduate Education, the student is ineligible to register for the 700/800 course.
Leave of Absence (LOA)

A request for a 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 LOA 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 in classes at any other college/university.

Graduate students can request a LOA 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 the following criteria have been met: (1) completion of at least one semester of course work relevant to the degree as a classified graduate student; and (2) based on the recommendations of the Director of the student’s graduate program that the student is currently enrolled and the Graduate Chair for the SONDH, and with the approval of the Office of Graduate Education. The petition for a LOA is to be completed and filed the semester prior to the date of when the LOA is to begin. 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/.

Since the Doctor of Nursing Practice (DNP) Program admits students on an annual basis, students receiving a LOA will have a space reserved for the student to resume his/her coursework with the following year’s cohort.

Student Academic Records

Student academic records are maintained in the Office of Student Services for the duration of your program and for baccalaureate graduates, five (5) years after graduation. Continuing graduate student files will be kept for a period of five (5) 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 LOA from the Office of Graduate Education. 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 SONDH Office of Student Services (Webster 201), Office of Admissions & Records (Queen Lili‘uokalani Center for Student Services 001), 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 orientation to each of the clinical agencies to which they are assigned.

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. 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 (no jeans or legging type pants) is worn. Uniforms are available for purchase at the UHM Bookstore.
2. White athletic or nursing shoes with white socks are required. Shoes should be clean and polished. Open-toed and/or open-back shoes are not appropriate in any clinical setting.
3. Uniforms must be clean and free from stains.
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.
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, neatly trimmed, and without artificial nails.
12. Exposed tattoos cannot be visible on the clinical units. Long sleeve plain white T-shirt and/or band-aids can be worn to cover exposed tattoos.

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. In addition, make-up, if used, is to be worn in moderation; facial jewelry is limited to earring posts, and hair must be neatly kept. Inappropriate and/or unprofessional attire will result in dismissal from the clinical and recorded as 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, one that 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.Mānoa.hawaii.edu/policies/conduct_code/system_scc. It is the responsibility of the student to familiarize themselves with the contents of the UH Mānoa Student Conduct Code. 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 unit 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, including safeguarding of patient information.
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 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 UH THSSC, 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 that 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 (TJC) requirements. The Department of Nursing will not collect this information. It is the student’s responsibility to provide required information in accordance with the clinical facilities, where clinical is scheduled, if requested. The following statement has been issued by the UH Legal Counsel:

“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 by 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.
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.
• Verbal or internet threats or intimidation, or physical harm.
• See Appendix C, SONDH Policy DON-6, for additional information on Guidelines on Resolving Student Professional Conduct Issues.

Academic Dishonesty
Acts of academic dishonesty as defined by the UHM Student Conduct Code (available through the Office of Student Services, Webster Hall 201) include but are not limited to cheating and plagiarism.

CHEATING includes but is not limited to:
1) The use of any unauthorized assistance in taking quizzes, tests or examinations;
2) Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, carrying out other assignments or test taking;
3) The acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student, or other sources.

PLAGIARISM includes but is not limited to the use by paraphrase or direct quotation, of the published work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of terms papers or other academic material.

Acts of dishonesty will not be tolerated and will result in a failure for the course.
Note: This definitional material is taken from page 9 of the Student Code of Conduct of the University of Hawai’i which has a more complete set of definitions “of all the types of behavior that conflict with the community standards that the UH values and expects of students.” (Code of Conduct of the University of Hawai’i page 9).

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 with majors in nursing are allowed to register for clinical nursing courses. Classified Graduate nursing students may only register for courses listed in their Program pathway unless specifically granted permission by their Program Director.

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 an Incomplete (I) may be given to a student who failed to complete a small but important part of a semester’s work, and if the instructor believes the failure to complete was caused by conditions beyond the control of the student.
The implications of an incomplete grade in a nursing course are as follows:

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

Financial Obligations
Students who do not meet 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 MyUH Portal website under “Registration”.

Grades
Students can view final grades on the MyUH Portal 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, seminars, laboratory, studio, conferences, practicum or other institutional setting, 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, seminars, laboratory, studio, conferences, practicum or other instructional setting, 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 is public for anyone to see and may be traced back to you even after a lifetime, so 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 used by students may include, but are not limited to: Myspace, Facebook, Twitter, Allnurses.com, Friendster, Tumblr, etc. If you are a member of any of these or similar sites, 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 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. Do not 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 SONHD 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.
- Do not provide confidential information. Ask permission to publish or report on conversations, photos or videos that are meant to be private.
- Do not 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 do not 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, Program Director (graduate students), the Department Chair (for undergraduate students) or the Graduate Chair (for graduate students), 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 SONHD are covered by malpractice insurance of at least $2,000,000 per incident/ $4,000,000 aggregate.

Student Health Requirements & CPR

All entering students (undergraduate and graduate) 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 (Titers) 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 have 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 (808) 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 is that there may be unintended exposure to health risks in any clinical setting.

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, Hawaii 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 a student's transportation needs.

**Computer Requirements**
Students are expected to utilize the assigned UH at Mānoa email address for all email correspondence and have access to a computer, and the Internet when they are enrolled in courses offered via the web.

**CONFIDENTIAL INFORMATION**

**Confidentiality of Student Records and FERPA**
The University, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for maintaining the confidentiality of student education records and monitoring the release of information from those records. Faculty and staff with access to student education records have a legal responsibility to protect the privacy of students by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students regarding their education records. These rights do not transfer to parents, guardians, spouses, or other family members without the express written permission of the student.

For additional information on FERPA and Confidentiality of Student Records: http://manoa.hawaii.edu/records/pdf/FERPA_notice.pdf

**Patient Confidential Information**

**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.

**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 performed by the Office of Student Services, Webster 201 and the student’s Specialty Program Director. The final check and clearance for graduation is completed by the University of Hawai‘i at Mānoa Office of Graduate Education after certification by the DON Chair.

**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 Office of Graduate Education, Spalding Hall 352, and fees are paid at the Mānoa Cashier’s Office. Applications are filed during 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 nursing programs, and occurs prior to scheduled University Commencements.

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 being a student to progressing in the profession of nursing. A committee formed by the students and coordinated by the Office of the Dean plans the recognition event. The committee keeps students informed of the ceremony’s 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. The Office of Student Services will provide information about commencement at least six weeks prior to commencement. All graduating nursing students are encouraged to participate in the commencement ceremony.

Diplomas
Diplomas for undergraduate 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)
The process for applying for the NCLEX-RN is as follows:

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 (808) 586-3000.
Application for Advanced Practice Registered Nurse (APRN) Recognition (for Nurse Practitioners and Clinical Nurse Specialists)

The following process should be followed for graduate nursing students who are applying for APRN recognition and certification:

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 two-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

4. American Organization of Nurse Executives (AONE) Credentialing Center
   155 N. Wacker Drive
   Suite 400
   Chicago, IL 60606
   Phone: 312-422-2800
   Fax: 312-278-0861
   Email: aone@aha.org
**ACADEMIC INFORMATION**

**General Information for Baccalaureate Nursing Students**

**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 granted on a 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.

   A student who withdraws from a content course or its affiliated clinical lab in a given semester must withdraw from both courses.

   If a student earns a “NC” (no credit) or failure in the clinical lab course prior to the end of the semester, the student must withdraw from the affiliated content course.

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 in consultation with the nursing Department Chair.

10. **Actions Related To Earning Less Than a “C”** in the following critical nursing courses:
N211, N212 and all courses with a clinical co-requisite at the UHM HSNC Curriculum (students entering in Fall 2013 and after): N210, N210L, N220, N220L, N320, N320L, N360, N360L, N450, 450L, N460, N460L.

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<th>SITUATION</th>
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<td>1. Earns less than a “C” in any critical nursing courses.</td>
<td>1. The student must petition to continue in the nursing program.</td>
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<tr>
<td>2. Earns less than a “C” for the <strong>second time</strong> in the same course in any of the critical nursing courses.</td>
<td>2. The student may not continue in the nursing program.</td>
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<tr>
<td>3. Earns less than a “C” in any of the critical nursing courses in 2 different semesters.</td>
<td>3. The student may not continue in the nursing program.</td>
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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, the Department Chair, and the Associate Dean of Academic Affairs.
   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 “credit” 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 are listed below.

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<th>Full Letter Grade Scale</th>
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<td>A</td>
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<td>B</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
<td>F</td>
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</tbody>
</table>

**Clinical Laboratory Course:**
When the first clinical day occurs on the first day of instruction for the semester, it may be held on campus. Please consult the Laulima course web site, the coordinator of the course, or the Department of Nursing at (808) 956-8523 for details.

Students are expected to come prepared on each clinical 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 from the nursing program.
ACADEMIC INFORMATION
General Information for Graduate and Post Masters Nursing Students

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 course work is taken full time and most of the course work 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 the successful completion of 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 are 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 80% (or a “B-“ grade). Receiving less than 80% for any course will result in the course not being applied towards progression in the program. In addition, the course must be repeated at the next course offering.
6. Students will work with the MEPN Program Director and their MEPN faculty advisor 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-RN examination. MEPN students must pass the NCLEX-RN by the end 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-RN and receiving their RN license. If a student does not take or pass the NCLEX-RN during their first semester of their MS specialty program they will be required to take a leave of absence until they successfully pass the NCLEX-RN.
8. 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 an overall “B” average during the MEPN pre-licensure year, or who does not pass a course in the pre-licensure nursing curriculum, may not continue in the program with his/her cohort.
2. The student will consult with the MEPN Program Director regarding options that are consistent with the Office of Graduate Education 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. The request for readmission will be reviewed by the MEPN faculty and the Graduate Chair. Failure of a second course in the MEPN pre-licensure curriculum will result in dismissal from the program and the student will not be readmitted to other nursing programs.
Graduate Degree in Nursing Progression Policy

The graduate nursing 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 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 and under the guidance of the Program Director or assigned faculty advisor.

The Office of Graduate Education sets forth the academic policies for graduate students. It is the student’s responsibility to be knowledgeable the Office of Graduate Education’s Academic Policies. These policies are 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 Program Director or assigned faculty advisor each semester.
   a. Office of Student Services Graduate Advisor services are as follows:
      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'/Advisors’ services are as follows:
      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 the graduate degree.
      v. Confirm academic progress and graduation certification with the Graduate Chair working with thesis committees of Master’s students enrolled for Plan A, capstone project for DNP students, and dissertation committees for PhD students.

All courses in the graduate 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, the Office of Graduate Education does not accept CR/NC as applicable towards degree.
Doctor of Nursing Practice (DNP) Program:

The DNP program has specific requirements for progression:
1. The DNP program coursework is taken part-time and online.
2. Students are required to be on campus for face to face learning experiences during scheduled summer intensive sessions; during year one and year two.
3. The DNP coursework curriculum is based upon a logical progression, where each course builds upon previous course work.
4. The courses in the DNP program are offered only once per cohort and in a specific sequence.
5. Students receiving less than a passing grade for any course will result in the course not be applied towards progression of degree. The student will be required to take a leave of absence and a slot will be saved when the course is offered again, usually the next year.
6. Students will work with their Academic Advisor to complete a “Student/Advisor Progression Plan” form each semester.

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. The graduate nursing grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
<th>Description</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>D+</td>
<td>1.3</td>
<td>70-73</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>67-69</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>64-66</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>≤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 that 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 and may include the following:
   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 of the course for which a student is receiving less than 80% as a final grade will personally notify the Graduate Chair, the Program Director of the program that the student is enrolled in, and the student.
   b. The student must repeat and pass 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 specific program’s 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.

- Health Information
  - TB – Annual or Chest X-ray
  - Updated Immunization Records Required by Clinical Agencies/Hospital

- Other Requirements
  - RN License – Current
  - CPR Certificate - Current
  - HIPAA Certification – Current
  - CITI/NIH Protection of Human Subjects Certificate(s) - Current

For DNP academic advising information, please see Appendix F, page 64.
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.

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: (808) 956-5421, email: smarshal@hawaii.edu.

Hawaiʻi Association of Professional Nurses (HAPN)
It is the purpose of HAPN to provide a forum through which licensed Registered Nurses (RNs) 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 Hawaiʻi'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 Hawaiʻi Student Nurses’ Association (HSNA) is the Local Chapter of the NSNA. It is open to all nursing students in Hawaiʻi. 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://gammapsi.nursingsociety.org/GammaPsiChapter/Home/) 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, PhD and DNP students

<table>
<thead>
<tr>
<th></th>
<th>BS</th>
<th>MS</th>
<th>DNP</th>
<th>PhD</th>
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<tbody>
<tr>
<td><strong>A. Provider of Care</strong></td>
<td><strong>Definition:</strong> Advocate and provide high quality care to improve and maintain the health of a diverse society.</td>
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</tr>
<tr>
<td>1.</td>
<td>Engage in professional nursing practice as a generalist for individuals, families, groups and community in a variety of settings.</td>
<td>1. Engage in professional advanced nursing specialty practice for individuals, groups, and communities in a variety of settings.</td>
<td>1. Demonstrate leadership in organizations and health care systems to promote safe, efficient care delivery to both individuals and populations.</td>
<td>1. Assume a leadership role in the development of clinical practice models to improve outcomes to meet health care needs of culturally diverse populations.</td>
</tr>
<tr>
<td>2.</td>
<td>Use critical thinking skills as a basis for making judgments for generalist nursing practice.</td>
<td>2. Integrate concepts, theories, and research from nursing and related disciplines as a basis for expert judgments within a specialized area of practice.</td>
<td>2. Design, influence and implement health care policies that affect health care financing, practice regulation, access to care, safety, quality, and efficacy of care.</td>
<td>2. Systematically investigate a clinically focused area of nursing to advance health care in culturally diverse populations.</td>
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<tr>
<td>3.</td>
<td>Provide culturally competent nursing care.</td>
<td>3. Deliver an advanced practice level of nursing care or service appropriate for diverse cultures.</td>
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<tr>
<td><strong>B. Coordinator of Care</strong></td>
<td><strong>Definition:</strong> Direct, supervise and collaborate with others to organize care.</td>
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<tr>
<td>1.</td>
<td>Identify leadership and management concepts involved in professional nursing practice.</td>
<td>1. Collaborate with individuals, groups, communities, colleagues, and interdisciplinary member to direct the delivery of quality, culturally competent advanced nursing specialty practice.</td>
<td>1. Collaborate with interdisciplinary professionals and teams to improve patient and population health outcomes.</td>
<td>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.</td>
</tr>
<tr>
<td>2.</td>
<td>Use beginning leadership and management skills to coordinate the</td>
<td>2. Utilize technology and informatics to improve health care and to</td>
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32
| 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.  
| 2. Identify professional organizations that improve nursing practice.  
| 3. Accept responsibility for lifelong learning.  

| 1. Demonstrate accountability for advanced nursing specialty’s legal scope of professional standards of practice and code of ethics.  
| 2. Participate in professional organizations to establish policy and standards to refine advanced nursing specialty practice.  
| 3. Participate in the political process to improve quality of care.  

| 1. Integrate nursing science with knowledge from ethics, the biophysical, psychosocial, analytical and organizational sciences.  
| 2. Lead efforts in professional organizations to develop policy and standards for nursing practice.  
| 3. Assume a leadership role in the political process to improve the quality of health care and nursing education.  

| 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. Assumes a leadership role in the translation and application of research and clinical practice models to improve outcomes to meet health care needs of culturally diverse populations.  

| 1. Develop educational programs that are accountable to the community of interest in preparation of professional nurses.  
| 1. Use information technologies to further nursing knowledge.  

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delivery of quality nursing care.  
implement change in health care systems.
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<tr>
<td><strong>2.</strong> Critically examine evidence-based sources and individual experience to make professional practice decisions.</td>
<td><strong>2.</strong> Critically examine data-based sources and individual experience to make professional advanced nursing specialty decisions.</td>
<td><strong>2.</strong> 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.</td>
</tr>
<tr>
<td><strong>3.</strong> Identify generalist nursing practice problems amenable to research.</td>
<td><strong>3.</strong> Identify advanced nursing specialty practice problems relevant to Research.</td>
<td><strong>3.</strong> Develop and use existing and evolving knowledge to improve nursing education and practice.</td>
</tr>
<tr>
<td></td>
<td><strong>4.</strong> Critically analyze research findings to determine advanced nursing specialty practice implications.</td>
<td><strong>4.</strong> Conduct research to improve and maintain the health of a diverse society.</td>
</tr>
</tbody>
</table>

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 and DNP in Nursing Competencies

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, DNP 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

<p>| Professional actions are based on core nursing values, professional standards of practice, and the law. |
| Develops insight through reflective practice, self-analysis, and self care |
| Engages in ongoing self-directed learning and provides care based on evidence supported by research |
| Demonstrates leadership in nursing and health care |
| Collaborates as part of a health care team |
| Practices within, utilizes, and contributes to the broader health care system |
| Practices client-centered care |
| Communicates effectively and uses technology |
| Demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety |</p>
<table>
<thead>
<tr>
<th>BACCALAUREATE NURSING</th>
<th>MASTERS IN NURSING</th>
<th>DOCTOR OF NURSING PRACTICE</th>
<th>PHILOSOPHY DOCTORATE IN NURSING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> A competent nurse’s professional actions are based on core nursing values, professional standards of practice, and the law.</td>
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<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>
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<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>
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<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>
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<tr>
<td>1.4. Professional nursing functions within legally defined standards of practice and state specific regulations.</td>
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<tr>
<td>1.1. The Master’s prepared nurse demonstrates accountability for specialist legal scope of practice, professional standards and code of ethics.</td>
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<tr>
<td>1.2. It is a responsibility of the Master’s prepared nurse to participate in professional organizations to support nursing practice.</td>
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<tr>
<td>1.3. Ethical analysis and clinical reasoning are required for advanced nursing practice.</td>
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<tr>
<td>1.4. The Master’s prepared nurse articulates and actualizes a personal philosophy of nursing that incorporates ethics, values, and professional standards.</td>
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<tr>
<td>1.1. The DNP prepared nurse integrates nursing science with knowledge from ethics, the biophysical, psychosocial, analytical, and organizational sciences as the basis for the highest level of nursing practice.</td>
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<tr>
<td>1.2. Uses science-based theories and concepts to:</td>
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<tr>
<td>• determine the nature and significance of health and health care delivery phenomena;</td>
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<tr>
<td>• describe the actions and advanced strategies to enhance, alleviate and ameliorate health and health care delivery phenomena as appropriate; and</td>
<td></td>
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<tr>
<td>• evaluate outcomes.</td>
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<tr>
<td>1.3. Develops and evaluate new practice approaches based on nursing theories and theories from other disciplines.</td>
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<tr>
<td>1.4. Develops and evaluate care delivery approaches that meet current and future needs of patient populations based on</td>
<td></td>
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<tr>
<td>1.1. It is expected that the nurse prepared at the PhD level will lead efforts in professional organizations to develop policy and standards for nursing practice.</td>
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<tr>
<td>1.2. In positions of responsibility, the PhD prepared nurse advocates for the ethical conduct of practice.</td>
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<tr>
<td>Scientific findings in nursing and other clinical sciences as well as organizational, political, and economic sciences.</td>
<td>1.5. Develops and evaluates effective strategies for managing the ethical dilemmas inherent in patient care, the health care organization, and research.</td>
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</tr>
<tr>
<td>Provides leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.</td>
<td>1.6. Provides leadership in the evaluation and resolution of ethical and legal issues within healthcare systems relating to the use of information, information technology, communication networks, and patient care technology.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advocates for social justice, equity, and ethical policies within all healthcare arenas.</td>
<td>1.7. Advocates for social justice, equity, and ethical policies within all healthcare arenas.</td>
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<td></td>
</tr>
<tr>
<td>Designs, implements, and evaluates therapeutic interventions based on nursing science and other sciences.</td>
<td>1.8. Designs, implements, and evaluates therapeutic interventions based on nursing science and other sciences.</td>
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</tr>
</tbody>
</table>

### 2. A competent nurse develops insight through reflective practice, self-analysis, and self-care through the understanding that...

| Ongoing reflection, critical examination and evaluation of one’s professional and personal life improves nursing practice. | 2.1. The Master’s prepared nurse continually engages in self reflection in order to design strategies that promote lifelong learning of self to guide advanced practice. |
| Reflection and self-analysis encourage self-awareness and | 2.1. The DNP nurse critically examines data-based sources and individual experiences to analyze and develop leadership strategies for dealing with social, ethical, cultural, economic and political issues related to nursing, health care, and research. |
| 2.1. The PhD nurse critically examines data-based sources and individual experiences to analyze and develop leadership strategies for dealing with social, ethical, cultural, economic and political issues related to nursing, health care, and research. |
2.3. Pursuing and advocating healthy behaviors enhance nurses’ ability to care for client.

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 DNP nurse uses analytic methods to critically appraise existing literature and other evidence to determine and implement the best evidence of practice.

3.2. Functions as a practice specialist/consultant in collaborative knowledge-generating research.

3.3. Analyzes epidemiological, biostatistical, environmental, and other appropriate scientific data related to individual, aggregate, and population health.

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 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 . . .

4.1. The Master’s prepared nurse is . . .

4.1. The DNP nurse ensures . . .

4.1. The PhD nurse assumes a leadership . . .
<table>
<thead>
<tr>
<th>4.2. A competent nurse effectively uses management principles, strategies, and tools.</th>
<th>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.</th>
<th>leadership role to meet client needs, improve the health care system, and facilitate community problem solving.</th>
<th>accountability for quality of health care and patient safety for populations with whom they work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3. An effective nurse works with the health care team including the delegation of responsibilities and supervision.</td>
<td>4.2. Assuming a leadership role for patient safety and quality improvement initiatives is expected from a master’s prepared nurse.</td>
<td>4.2. Demonstrates leadership in the development and implementation of institutional, local, state, federal, and/or international health policy.</td>
<td>3.2. 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.</td>
</tr>
<tr>
<td>4.3. Advanced nursing requires an understanding of how healthcare delivery systems are organized and financed and how this affects patient care.</td>
<td>4.3. Advanced nursing requires an understanding of how healthcare delivery systems are organized and financed and how this affects patient care.</td>
<td>4.3. Influences policy makers through active participation on committees, boards, or task forces.</td>
<td>4.4. The Master’s prepared nurse articulates to a variety of audiences the evidence base for practice decisions.</td>
</tr>
<tr>
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<td>4.4. The Master’s prepared nurse articulates to a variety of audiences the evidence base for practice decisions.</td>
<td>4.5. Leadership skills are required to teach, coach, and mentor other members of the healthcare team.</td>
<td>3.2. 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.</td>
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<td>3.2. 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.</td>
</tr>
</tbody>
</table>
4. Advocates for the nursing profession within the policy and healthcare communities.
4.5. Develops, evaluates, and provides leadership for health care policy that shapes health care financing, regulation, and delivery.
4.6. Guides, mentors, and supports other nurses to achieve excellence in nursing practice.

<table>
<thead>
<tr>
<th>5.</th>
<th>A competent nurse collaborates as part of a health care team.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1. The client is an essential member of the healthcare team.</td>
<td>5.1. Collaborative strategies are required in the design, coordination, and evaluation of patient-centered care.</td>
</tr>
<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>
</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>
</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</td>
</tr>
<tr>
<td>5.1. The DNP nurse employs effective communication and collaborative skills in the development and implementation of practice models, peer review, practice guidelines, health policy, standards of care, and/or other scholarly products.</td>
<td></td>
</tr>
<tr>
<td>5.2. Leads interprofessional teams in the analysis of complex practice and organizational issues.</td>
<td>5.3. Employs consultative and leadership skills with intraprofessional and interprofessional teams to create change in health care and complex healthcare delivery systems.</td>
</tr>
<tr>
<td>5.1. The PhD nurse participates in collaborative team(s) to generate empirical knowledge that improves practice, health care outcomes, and policy change.</td>
<td></td>
</tr>
</tbody>
</table>
for patients within and across settings and among care providers is expected of the master’s prepared nurse.

### 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 DNP nurse designs and implements processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.</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. Applies relevant findings to develop practice guidelines and improve practice and the practice environment.</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>6.3. Disseminates findings from evidence-based practice and research to improve healthcare outcomes.</td>
</tr>
<tr>
<td>6.4. 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>6.4. 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>6.4. Designs, selects, uses, and evaluates programs that evaluate and monitor outcomes of care, care systems, and quality improvement including consumer use of health care information systems.</td>
</tr>
<tr>
<td>6.5. The Master’s prepared nurse advances equitable and efficient prevention services through population based health</td>
<td>6.5. The Master’s prepared nurse advances equitable and efficient prevention services through population based health</td>
<td>6.5. Educates others, including policy makers at all levels, regarding nursing, health policy, and patient care outcomes.</td>
</tr>
</tbody>
</table>

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.

6.2 The PhD nurse develops educational programs that are accountable to the community of interest in preparation of professional nurses.
<table>
<thead>
<tr>
<th></th>
<th>promotion and disease prevention services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6.</td>
<td>Synthesizes concepts, including psychosocial dimensions and cultural diversity, related to clinical prevention and population health in developing, implementing, and evaluating interventions to address health promotion/disease prevention efforts, improve health status/access patterns, and/or address gaps in care of individuals, aggregates, or populations.</td>
</tr>
<tr>
<td>6.7.</td>
<td>Evaluates care delivery models and/or strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health.</td>
</tr>
<tr>
<td>6.9.</td>
<td>Educates and guides individuals and groups through complex health and situational transitions.</td>
</tr>
</tbody>
</table>
### 7. A competent nurse practices client-centered care.

<table>
<thead>
<tr>
<th>7.1. Effective care is centered around a respectful relationship with the client that is based on empathy, caring, mutual trust, and advocacy.</th>
<th>7.1. Advanced nursing includes advocating for patients, families, caregivers, and members of the healthcare team.</th>
<th>7.1. The DNP nurse designs, directs, and evaluates quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2. Nursing practice should reflect the attitudes, beliefs and values of clients.</td>
<td>7.2. Preparing clinical practice guidelines appropriate for diverse cultures is expected of the advanced practice nurse.</td>
<td>7.2. Evaluates consumer health information sources for accuracy, timeliness, and appropriateness.</td>
</tr>
<tr>
<td>7.3. An understanding of the culture and history of the community is fundamental in the practice of nursing.</td>
<td>7.3. Advanced knowledge of the effects of bio/psycho/social determinants of health is required to design, evaluate, and implement patient care.</td>
<td>7.3 Critically analyzes health policy proposals, health policies, and related issues from the perspective of consumers, nursing, other health professions, and other stakeholders in policy and public forums.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>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.</th>
<th>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.</th>
<th>8.1. The DNP nurse uses information technology and research methods appropriately to collect appropriate and accurate data to generate evidence for nursing practice; inform and guide the design of databases that generate meaningful evidence for nursing practice; analyze data from practice; design evidence-</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2. When working with colleagues or clients, it is important to ensure that accurate, timely and</td>
<td>8.2. The Master’s prepared nurse uses information technology and research methods</td>
<td>8.1. The PhD nurse participates in collaborative team(s) to generate empirical knowledge that improves practice, health care outcomes, and policy change.</td>
</tr>
<tr>
<td>---</td>
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</tr>
</tbody>
</table>
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.

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.

based interventions; predict and analyze outcomes; examine patterns of behavior and outcomes; identify gaps in evidence for practice.
8.2. Analyzes and communicate critical elements necessary to the selection, use and evaluation of health care information systems and patient care technology.

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.

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8.3. The Master’s prepared nurse analyzes current and emerging technologies to optimize patient safety, cost effectiveness, and outcomes of care.
9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety through...

<table>
<thead>
<tr>
<th>9.1.</th>
<th>Analysis and integration of available data.</th>
<th>9.1.</th>
<th>The Master’s prepared nurse must critically analyze the best evidence to determine practice implications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2.</td>
<td>Implementation of prioritized care based on evaluation of data.</td>
<td>9.2.</td>
<td>The delivery of advanced nursing care to diverse populations requires an integration of knowledge of nursing and related sciences.</td>
</tr>
<tr>
<td>9.3.</td>
<td>Evaluation and analysis of the nurse’s personal clinical performance</td>
<td>9.3.</td>
<td>The Master’s prepared nurse is equipped to design care for a clinical or community-based population.</td>
</tr>
<tr>
<td>9.4.</td>
<td>A competent nurse engages in risk reduction activities, recognizes, communicates and intervenes to promote client safety.</td>
<td>9.4.</td>
<td>The Master’s prepared nurse uses quality improvement practices to ensure patient safety and the highest quality nursing care.</td>
</tr>
<tr>
<td>9.5.</td>
<td>A professional environment with high level communication skills is required for peer review, advocacy for patients and families, reporting of errors, and professional writing.</td>
<td>9.5.</td>
<td></td>
</tr>
<tr>
<td>9.6.</td>
<td>The Master’s prepared nurse is expected to identify factors to mitigate risks in the practice setting.</td>
<td>9.6.</td>
<td></td>
</tr>
<tr>
<td>9.7.</td>
<td>The Master’s prepared nurse uses epidemiological,</td>
<td>9.7.</td>
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</tbody>
</table>

9.1. The DNP nurse demonstrates advanced levels or clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.

9.2. Uses conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

9.1. The PhD nurse systematically investigates a clinically focused area of nursing to advance health care in culturally diverse populations.
social, and environmental data for drawing inferences regarding the health status of patient populations and interventions to promote and preserve health and healthy lifestyles.
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>
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</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>Virginia C. Weaver</td>
</tr>
<tr>
<td><strong>Dean</strong></td>
</tr>
<tr>
<td>Mary Brook</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:

- Administrative Officers
- Associate Deans
- Full-time Staff
- Part-time Staff
- Student Employees
- Students
- Dean
- Directors/Department Chairs
- Full-time Faculty
- Part-time Faculty
- 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 Mānoa 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 Mānoa 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)
Appendix D

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.

Appendix E

University of Hawai‘i at Mānoa
Department of Nursing

Student-Directed Professional Portfolio

Introduction
The preparation of 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 and Doctor of Nursing Practice program curricula at the University of Hawai‘i at Mānoa (UHM) Department of Nursing (DON) includes ongoing professional development of the student.

Policy
At the UHM DON, student professional development is to be cultivated, demonstrated and monitored through the 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 that 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. In addition, each specialty program will have additional competencies/ achievements that are relative to that particular specialty as outlined by the professional credentialing / 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, post masters certificate program specialty track program, or Doctor of Nursing Practice 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) (master’s program) and the Capstone Course (N776) (DNP program) 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. Throughout the program, the Program Director or Faculty Advisor for the student’s specialty will review the portfolio with the student, and assist the student will 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 or Faculty Advisor 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.

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. HIPAA 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
Appendix F

A. Doctor of Nursing Practice Academic Advising

Students

Doctor of Nursing Practice (DNP) students are ultimately responsible for their own education and are held responsible for knowing and successfully completing all curriculum requirements of their program. Each student contributes to the success of the advising system and the advisor-advisee relationship by assuming the following responsibilities:

- Know the degree requirements and progression policies of the University of Hawai‘i at Mānoa and the School of Nursing and Dental Hygiene.

- Completing the DNP Student/Advisor Progression Plan (see Attachment 1) with the student’s academic advisor. This Plan is completed annually and negotiated with the academic advisor to ensure the student is on track with his/her plan of study and progression through the program.

- Prior to this annual meeting, the student will write a summary of his/her progress to date, including any publications, presentations, results of any Capstone work or other activities.

- Meeting with the academic advisor at least once each semester before registering for courses either in person, by phone, or electronically (e.g., email, Skype, Google Hangout).

Academic Advisor

Responsibilities:

The Academic Advisor is a faculty member who has the expertise to function as the primary mentor throughout the graduate process. His/her main responsibility is to advise and assist the student advisee’s progression through the program. When student advisees are enrolled in the DNP program, the Academic Advisor is expected to collaborate with an External Advisor. The DNP Academic Advisors' responsibilities include:

- Completing the Student/Advisor Progression Plan (see Attachment 1) with the assigned student advisee. This Plan is completed annually and negotiated with the advisee to ensure the student is on track with their plan of study and progression through the program.

- Submitting a completed Student/Advisor Progression Plan to the respective Curriculum Committee each spring semester.

- Meeting with the student advisee at least once each semester before the student registers for their courses either in person, by phone, or electronically (e.g., email, Skype, Google Hangout).
• Assisting with paperwork completion; advising on deadlines and forms; signing progress and other forms as required.

• Working with the Graduate Chair, Program Director, and OSS regarding waivers/substitution of courses and other process issues.

• Advising and overseeing the development of any required capstone project proposal.

• Assisting student in scheduling capstone project proposal and capstone project defense meetings.

• Co-chairing the Capstone Project committee with the student’s External Advisor and the identified DNP Committee member.

• In collaboration with the External Advisor, overseeing the capstone project products and activities.

• In consultation with the External Advisor, entering grades for the capstone products each semester.

• Assisting students in acquiring funding for the capstone project, as possible.

Qualifications:
The DNP Academic Advisor will be, at a minimum, prepared at an educational level equivalent to the degree the student is seeking, preferably the same degree. He/she will have a minimum of two years experience working in an academic environment and a minimum of one year experience advising graduate students.

DNP Program External Advisor

Responsibilities:
The External Advisor is clinician who has a minimum of three years experience in the DNP student’s area of interest for their Capstone Project. His/her main responsibility is to advise and assist the student advisee’s progression through their Capstone Project. In collaboration with the Academic Advisor, the External Advisor’s responsibilities include:

• Completing the DNP Student/Advisor Progression Plan (see Attachment 1) with the assigned student advisee. This Plan is completed annually and negotiated with the advisee to ensure the student is on track with their plan of study and progression through the program.

• Meeting with the student advisee at least once each semester before the student registers for their courses in person, by phone, or electronically (e.g., email, Skype, Google Hangout).

• Advising and overseeing the development of the capstone project proposal.
• Co-chairing the capstone project committee with the student’s Academic Advisor and the identified DNP Committee member.

• In collaboration with the Academic Advisor, overseeing the capstone project products and activities.

• In consultation with the Academic Advisor, determining grades for the capstone products each semester.

• Assisting students in acquiring funding for the capstone project, as possible.

Qualifications:
Preferably, the External Advisor will be prepared with a terminal degree in their healthcare profession; an Advanced Practice Registered Nurse with specialty certification will meet the minimum requirements. He/she will have a minimum of three years experience working in the DNP student’s Capstone Project specialty area.

Program Director
The Program Director is available for advising when the Academic Advisor is unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the Academic Advisor, the Program Director should be contacted.

Graduate Chair
The Graduate Chair is available for advising when the Academic Advisor and Program Director are unavailable. Additionally, if the student requires assistance with any problems that cannot be resolved by the Academic Advisor and the Program Director, the Graduate Chair should be contacted.

Graduate Academic Advisor
Graduate academic advising is also available by the Office of Student Services, Webster 201, (808) 956-8939. The Graduate Advisor is available to assist students’ progress through the program and can assist with matters related to the Office of Graduate Education.

B. Change of Academic Advisor
Recognizing that students’ interests change as they progress through the program, it is possible to change advisors and students may change advisors at any time during their program. To do so, the student should:

• First, consult with their current advisor.
• Second, speak with the potential new advisor.
• Third, notify the Program Director when consensus is reached between the student, former, and new advisor.

The Academic Advisor may also institute a change of advisor using the same process with the student.
Attachment 1: DNP Student/Adviser Progression Plan

Student Name: __________________________

DNP Academic Advisor Name: __________________________

DNP External Advisor Name: __________________________

Date: __________________________

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