



NURSING

UNIVERSITY of HAWAII at MĀNOA

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Undergraduate Nursing Program Student Handbook August 2020 - July 2021

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Office of the Dean, Webster 402, (808) 956-8522
Associate Dean Academic Affairs, Webster 402, (808) 956-5233
Associate Dean, Research and Global Health, Webster 402, (808) 956-2638
Department of Nursing Chairperson, Webster 405, (808) 956-8523
Office of Student Services, Webster 201, (808) 956-8939

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TABLE OF ABBREVIATIONS

DON	Department of Nursing
ITS	Information Technology Services
LOA	Leave of Absence
OSS	Office of Student Services
SONDH	School of Nursing and Dental Hygiene
SONDHIS	School of Nursing and Dental Hygiene Information Services
THSSC	Translational Health Science Simulation Center
UH	University of Hawai'i
UHM	University of Hawai'i Mānoa

COVID-19

The emergence of the COVID-19 pandemic in spring 2019 is impacting all of our daily lives. The School of Nursing and Dental Hygiene (SONDH), along with UH Mānoa is dedicated to protecting students from infection and contributing to the containment of the virus in the state of Hawai`i.

The SONDH has modified all instructional and clinical activities for the 2020-2021 academic year. We have revised areas within this handbook to reflect modifications or development of new policies. The presence of the SARS-CoV-2 virus may require further adjustments. SONDH faculty will contact you if this occurs.

The SONDH COVID-19 Clinical and Fieldwork Guidelines are critical to maintaining your health and safety. A student at increased risk for infection due to an underlying health condition or disability can contact KOKUA to request an accommodation. We expect that you will comply with the guidelines and a failure to comply is considered a violation of the nursing student code of conduct.

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 School of Nursing and Dental Hygiene (SONDH) is committed to increasing Native Hawaiian and other underserved people in all nursing and dental hygiene programs.

Baccalaureate Nursing Program Outcomes/Competencies

The competencies arise from the understanding of nursing as a theory-guided, evidenced - based discipline. Graduates from the UH Mānoa BS in Nursing curriculum are expected to possess distinctive values, attitudes, habits and skills in both professional behaviors and nursing care competencies. 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. The UH Mānoa Nursing baccalaureate competencies are located in Appendix A.

The University of Hawai'i (UH) Mānoa BS Nursing program graduate is prepared to practice as a generalist nurse in the role of provider of care; designer/manager of care/coordinator of care; and member of a profession as described in [The Essentials of Baccalaureate Education for Professional Nursing Practice](#) (AACN, 2008).

Accreditation

The baccalaureate, master's, and Doctor of Nursing Practice (DNP) degree programs in nursing at UH Mānoa are accredited by the [Commission on Collegiate Nursing Education](#), 655 K. Street NW, Suite 750, Washington, DC 20001, (202) 887-6791, and recognized by the Hawai'i Board of Nursing.

UH Mānoa Catalog

The information contained in this handbook is supplemental to, but does not replace, the information in the [UH Mānoa Catalog](#) and the [UH Mānoa Student Affairs Policies and Procedures](#).

University of Hawai'i 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:

Employment-related EEO issues

Mark Au, Director EEO/AA
Administrative Services Bldg1-102
Phone: (808) 956-7077 (voice/text)
Email: eeo@hawaii.edu

Student/educational EEO issues

Lori Ideta, Vice Chancellor for Students
Queen Lili'uokalani Center for Student
Services #409
Phone: (808) 956-3290 (voice/text)
Email: ideta@hawaii.edu

Office of Title IX

Dee Uwono, Director and Title IX Coordinator
Hawai'i Hall #124
Phone: (808) 956-2299
Email: t9uhm@hawaii.edu

RESOURCES

UH Mānoa Campus Resources

Career Center

The [UHM Career Center](#) is located in Queen Lili'uokalani Center for Student Services Room 212, phone (808) 956-7007. The Career Center offers the following programs to provide assistance in 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. Letters are mailed directly to the organization or institution on a student's request.

Catalog - UH Mānoa

The [UHM Catalog](#) includes undergraduate and graduate requirements, academic standards, regulations, financial aid information, and school programs. Students are responsible to be familiar with all UHM rules and regulations, and graduate and undergraduate graduation requirements as published in the catalog. The student must meet all requirements as stipulated in the catalog at the time of admission to the University to qualify for graduation.

Counseling and Student Development Center (CSDC)

CSDC serves the mental health and career counseling needs of students, faculty, and staff at UHM. The Center is composed of interrelated programs adhering to a whole-person, developmental philosophy and approach to service delivery and program planning. These programs include [Clinical Services](#), [Training Programs](#), [Outreach](#), [Learning Assistance](#), [Counselor-in-Residence](#), and the [Testing Office](#). The Center is located in the Queen Lili'uokalani Center for Student Services Room 312, phone (808) 956-7927.

E-mail – UH Email Account

Students are expected to utilize the assigned UH Email address for all UH-related email correspondence, and maintain access to a computer and the Internet while enrolled in courses offered via the web. Students must request a UH username from the Information Technology Services [website](#). You will need to use your email username and password to log in to your UH email, Lailima and MyUH portal at <https://myuh.hawaii.edu/>.

UH Information Technology Services will notify students of account activation. After receiving your email address, you may access your UH email via personal electronic devices or you may use the computers available throughout Campus.

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 UHM 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 stipulated by the scholarship.

Information about these resources is available at the University of Hawai'i at Mānoa [Financial Aid Services](#) website.

ID Card – UH Mānoa ID Card

Many of the services and resources available to students at the UHM 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 obtain a new ID reflective of their change in status.

View the UHM information on obtaining or replacing your UHM ID card at the Campus Center [website](#).

Students who need a UH Mānoa OneCard (new or students who need a replacement ID) must use Photo Upload to take their photo. This will minimize your wait time. Upload your photo at the Mānoa One Card [Photo Upload website](#).

Your photo must meet the required specifications. Otherwise it will be rejected. Your application will then be placed on hold until a new photo with the correct specifications is uploaded.

The UHM Campus ID office will inform you by email when your ID is ready for pick-up. The UHM ID Office is located at Campus Center, Room 212. View their [website](#) for more information. New students who do not reside on O'ahu will receive a UHM bar code number via mail from the School of Nursing, Office of Student Services (OSS). For returning students who do not reside on O'ahu, the OSS will submit a letter to the Campus Center ID Office to re-validate their ID. Mail-in services are only available for UHM Nursing students who do not reside on O'ahu.

Information Technology

The UH Information Technology Services (ITS) office provides technical assistance and general information about campus computing services. The ITS can be contacted through their HELP DESK by emailing help@hawaii.edu; or calling (808) 956-8883 (Oahu) or toll free for neighbor isles at (800) 558-2669; or accessing System Status support at (808) 956-6168.

Visit the ITS [website](#) for further information including hours of operation.

The UH ITS provides software, services, and technical support to protect the UH community against computer viruses and security threats. To download the anti-virus software free of charge, please visit their [website](#).

KOKUA Program

The [KOKUA Program](#) serves the undergraduate, graduate and professional students with learning, physical, mental health and other documented disabilities. This program provides disability access services to individuals on a case by case basis. KOKUA Program services are free of charge. A student's disability status is considered confidential information and is only disclosed to faculty with the student's permission. Call at (808) 956-7511 or (808) 956-7612 (voice and text), [email: kokua@hawaii.edu](mailto:kokua@hawaii.edu). The KOKUA Program is located at Queen Lili'uokalani Center for Student Services 013.

Lost and Found

The UHM [Lost and Found Office](#) is located in the Campus Center, Room 212, phone (808) 956-7236. There is also a SONDH Lost and Found in the OSS, Webster 201, (808) 956-8939.

Name, Address, & Telephone Changes

The UHM [Office of Admissions & Records](#), Queen Lili'uokalani Center for Student Services Room 001, (808) 956-8975, must be informed of name, address, telephone number, and Email address changes. Official change of information with the Admissions & Records Office may be registered in person or online by using the [MyUH portal](#) website "View/Update My Address(es) and Phone(s)" option.

Outreach College

The [Outreach College](#) is commissioned with enhancing access to quality life-long learning opportunities for traditional and nontraditional students. The Outreach College offers

credit/noncredit programs and community and international programs, as well as conference center operations. Interested students are encouraged to review the listing of available courses each session. Information is available in the online catalog through the Outreach College website. The Outreach College maintains a separate calendar of class dates than UHM main campus. Students must adhere to Outreach College requirements when registering for Outreach courses. Registration is available via the [MyUH portal website](#), fax (808) 956-3364, by mail, or in person. The [Outreach College credit programs](#) extends Mānoa academic resources to the community, call (808) 956-6780.

Public Safety Department

To contact an officer in the [Department of Public Safety](#) (DPS), call (808) 956-6911, 24 hours per day/7 days a week. Emergency call boxes, indicated by a blue light, are located strategically throughout the campus. These phones connect you directly with a UHM DPS dispatcher. Do not walk on campus alone at night. During the hours of darkness, an escort service is available on campus by calling (808) 956-SAFE (7233). In case of emergency call (808) 956-6911.

To prevent theft, mark your personal property for identification. Do not leave purses, wallets or books unattended. Report all theft to the UHM DPS. Lock cars and motorbikes. View the [DPS website](#) for safety tips.

Schedule of Classes

The [UH Mānoa Schedule of Classes](#) is available online prepared 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

Information about scholarships for graduate nursing students is available online through the [STAR system](#). For those seeking financial aid from the [University Financial Aid Office](#), the deadline for application for FAFSA (Free Application for Federal Student Aid) is March 1st for the following academic year. Students hoping for maximum opportunities should plan in advance to complete applications. For other scholarship opportunities, visit the [Hawai'i Community Foundation's website](#).

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 including women's health, sports medicine, orthopedics, dermatology, mental health; and health education and promotion. Nursing students are eligible to receive required physical examinations and immunizations at the clinic. Fees are based on students' individual health insurance coverage.

UHSM is the campus Point of Contact for COVID-19. You can email questions to them at uhsm.covid@hawaii.edu. Due to COVID-19, the UHSM asks that you call before coming to the Center and they are offering telehealth appointments.

University of Hawai'i at Mānoa Library

The [University of Hawai'i at Mānoa Library](#) system comprises the largest collection of research materials in the state and Pacific Basin. The collection includes more than 48,000 currently received journals and periodical titles. The Library provide searchable full text access to more than 27,000 journals and magazines; full text access is limited to UH students and faculty. More than 400 electronic databases covering a variety of subjects are listed from the Library's "[Databases](#)" link. Relevant nursing and allied health databases, including CINAHL, ERIC, PsycINFO, and PubMed, may also be searched.

New students activate their library account after obtaining their UHM Student ID. Library registration is available through an [online registration form](#) or in person at the circulation counter during service hours. Assistance is available by phone at Hamilton Library (956-7203) or Sinclair Library (956-8308).

Hamilton Library

[Hamilton Library](#) and the Hamilton Library Annex are located on Maile Way, next to Paradise Palms Café. Hamilton Library houses most of the UHM Library's print collection. The Library has study areas, presentation practice rooms, and a computer lab for students. More information about the UHM Library's resources and services is available at on their [website](#). <http://manoa.hawaii.edu/library/>.

[Carolyn Dennison](#) is the Science & Technology Librarian who can assist students. She can be reached by calling (808) 956-2541 or or emailing her at cdenniso@hawaii.edu.

Sinclair Library

The [Sinclair Library](#) specializes in providing services to undergraduates. Sinclair Library is on Campus Road, next to Hemenway Hall. Sinclair includes the Reserve Book Room, the Wong Audiovisual Center, Music Collections, storage of older bound periodicals, and study areas. The Wong Audiovisual Center 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 (HSLib)

The [John A. Burns School of Medicine Health Sciences Library](#) (HSLib) 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 Medical Libraries Consortium of Hawai'i. The HSLib staff provides assistance for all including the following: telephone service, assistance with literature searching, provision of quick answers, and help/advice with more in- depth inquiries.

Veterans Services

The UH Mānoa [Office of Veteran Student Services](#) (OVSS) is committed to enhancing the veteran and military-connected student experience, supporting academic success, and providing services that assist in the transition from military service to higher education. Veteran Student Services supports military connected students with services designed to promote career readiness, veteran health and wellness, and advocacy needed to succeed at the University of Hawai'i at Mānoa. Our vision is that all veterans and military connected students succeed in higher education, attain their academic goals, and gain meaningful careers. The Veterans Student Lounge is located in Saunders Hall, Room 222 and is open 0800 to 2030, Monday to Friday. Times may vary during the summer sessions.

At the University of Hawai'i at Mānoa a "veteran" is any student, faculty or staff member, or alumnus who has served or serves in the armed forces of the United States of America as an active duty member, reservist, or National Guard for any length of time.

School of Nursing & Dental Hygiene Resources

Office of Student Services

The [Office of Student Services](#) (OSS) provides a variety of student services for the SONDH from pre-admission to graduation and beyond. The services of this office include: responding to inquiries about application processes and UH deadlines for students, processing/tracking admissions, academic advisement, facilitation of scholarships/awards, monitoring progress toward degree and certification of graduation. The OSS maintains students' records, i.e., CPR, active registered nurse licensure, and others. OSS has a collaborative arrangement with the University Health Services to maintain and monitor student's health records, i.e., records of immunization required by clinical agencies affiliated with UHM nursing programs.

Student Lounge

The UHM Department of Nursing Student Lounge is designed to provide space for students to relax and study. It is located in Webster 206. NOTE: the Student Lounge located in Webster 206 is currently closed due to COVID-19 pandemic. Please direct any questions about the use of the lounge to the SONDH Office of Student Services, Webster Hall 201; (808) 956-8939; nursing@hawaii.edu.

Information Services

The SONDH Information Services (SONDHIS) group provides technology support and maintenance for the student computer lounge located on the 2nd floor of Webster Hall. NOTE: the Student Lounge located in Webster 206 is currently closed due to COVID-19 pandemic. Please direct any questions to the SONDH Office of Student Services, Webster Hall 201; (808) 956-8939; nursing@hawaii.edu

SONDHIS also maintains the SONDH-specific login and printing accounts for students' use of the computers/printers in the Student Lounge. For questions please contact the SONDHIS group at sondhis@hawaii.edu, by phone at 956-0981 or stop by the office at Webster Hall 202.

UH Translational Health Science Simulation Center

The [UH Translational Health Science Simulation Center](#) (THSSC), located in Webster Hall third floor, provides a place for students to learn and practice skills performed in the clinical setting. The THSSC utilizes state-of-the-art simulation equipment such as beds, training mannikins, hospital-type equipment, audio-visual materials, computer programs, and a limited reference library. In addition, the THSSC is home to high fidelity patient simulators that are used to enhance student learning through clinical scenarios and debriefing sessions. There are scheduled classes where students learn and practice clinical skills in a supervised environment.

For a virtual tour and more information on the UH THSSC please visit their [website](#).

ʻIKE AO PONO

[ʻIKE AO PONO](#) means to envision a lasting improvement, advancement, and promotion of health within the individual, family and the whole community. The program was established at the SONDH in 2001. The goal is to provide Native Hawaiian and Pacific Islander students with access to quality nursing education at the baccalaureate and graduate levels. The mission of ʻIKE AO PONO is to increase the number of Native Hawaiian and Pacific Islander nurses in Hawai'i in order to improve health and healthcare, with special attention to at-risk, under-represented and under-served communities with the full support of the SONDH, the UH Administration and the Board of Regents, the Native Hawaiian Councils of Kūali'i and Pūko'a, and community health partners such as Papa Ola Lōkahi, Kamehameha Schools and the Queen's Medical Center.

The 'IKE AO PONO program is designed to promote, mentor, and prepare nursing professionals to return to their home communities to support the health, well-being and recovery of native islanders and all peoples throughout Hawai'i nei. Services are available for graduate students in the GEPN, Masters, DNP and PhD programs include mentoring and writing, resume and financial aid assistance. For more information please visit the 'IKE AO PONO [website](#).

Research Resources

The vision for research at the 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](#). This includes obtaining CITI certification and the University of Hawai'i's Committee on Human Studies review and approval prior to the initiation of a research project. SONDH faculty and students research activities are supported by the SONDH Research Committee, the John A. Burns School of Medicine (JABSOM) Grants Development Office and the Honors Program.

The SONDH 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.

The School of Nursing and Dental Hygiene Honors Program

The SONDH Honors Program, jointly sponsored with the [UHM Honors Program](#), offers an outstanding educational experience for qualified students who wish to enhance their undergraduate education and prepare for further research activity and academic study post-graduation.

Students enrolled in the program have the opportunity to investigate a topic of interest to them and to work closely with a Senior Honors Project adviser to enhance their understanding of the research process. Under the guidance of a faculty mentor, the honors nursing student designs, implements, and reports on findings from a research study or project of their choosing.

STUDENT CONDUCT & EXPECTATIONS

Code of Ethics for Nurses

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit primary goals, values, and obligations of the profession. The [Code of Ethics for Nurses](#) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. (see Appendix B)

Student Conduct Code

Nursing students are preparing for or are already participating in a profession that expects members of its community to adhere to a high ethical and moral standard. All students must abide by the [UHM Student Conduct Code](#). It is the responsibility of the student to familiarize themselves with the contents of the UHM Student Conduct Code. Failure to adhere to this code may result in course failure and/or dismissal from the nursing program and, possibly, the University.

Failure to comply with the SONDH COVID-19 Clinical and Fieldwork Guidelines will be considered a violation of the nursing student code of conduct. Failure to adhere to the SONDH COVID-19 Clinical and Fieldwork Guidelines may result in course failure and/or dismissal from the nursing program and, possibly, the University.

Violation of Student Professional Standards

Violations of student professional standards include, but are not limited, to

- failure to comply with the SONDH COVID-19 Clinical and Fieldwork Guidelines
- breaking confidentiality of client information and health 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);
- fabricating the documentation of the number of clinical hours, patient encounters and diagnoses of patients seen;
- verbal or social media threats or intimidation, or physical harm;
- behaviors that disrupt class or clinical activities; and/or
- incivility or lack of respect for faculty, staff (e.g., hospital, clinical agency, UHM Department of Nursing), fellow students and clients.

Faculty may dismiss a student from the day's activities based on any of the above actions or others that are considered breaches of professional standards. If a violation involves allegations that are potentially harmful or serious in nature, the Dean may suspend a student from clinical and/or didactic coursework and the DC will initiate an investigation. If the matter is resolved in the student's favor, they will receive full support to complete course and/or clinical requirements. Complaints may require investigation with fact finding.

HIPAA and Protection of Human Subjects Certification

Students are required to provide documentation of current HIPAA certification. Specific directions will be provided by the faculty. In addition, current [CITI/NIH Protection of Human](#)

[Subjects certification](#) is required for all doctoral students and any Master's students who will be involved in research activities/projects.

Social Networking and Electronic Communication Guidelines

Students are required to use the assigned UH Email address for all email correspondences related to UHM. This includes any communication related to all UHM learning activities at any outside agency (e.g. clinical).

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 linked back to you. If you participate in social networking such as MySpace, Facebook, Twitter, Allnurses.com, Tumblr, Instagram, etc., please make sure that your material reflects your professional identity and image.

The UHM 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. Keep in mind that activities outside of school that are posted on your online accounts are a reflection of you and may impact how UHM SONDH and future employers see you. Prospective employers will could search your name to view online content. Clinical agencies use electronic alerts to notify them when their name is posted on any public platform. Respect your audience and your coworkers. Remember that UHM SONDH is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view.

- If you are a new SONDH student, be sure to update your social profiles to reflect our guidelines. Be thoughtful about how you present yourself.
- Protect confidential information. Do not disclose or share confidential information of any other person or agency. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) regulations.
- Do not post any information about your clinical rotations or clients/patients.
- Do not speak about your clients/patients in elevators, hallways, public areas, online, and in electronic forms of communication.
- Do not post the name of your clinical site it's employees, your clients/patients and anything confidential. This includes content that may or may not directly identify your site or your clients/patients.
- Do not take photos or videos at a clinical site unless you have the permission of the agency. This includes inside buildings, the parking lot, in front of exterior signs, etc. Sharing photos or videos taken at your clinical site may jeopardize your standing in the program and with the agency as a student, as well as a professional once you graduate.

Additional resources.

- [American Nurses Association Social Media Principles](#)
- [Social media: new communication platform, but old rules still apply](#) provides 8 rules of communication etiquette for nurses. American Nurse Today. May 2019
- [A nurse's guide to the use of social media](#) The National Council of State Boards of Nursing

Illegal Drugs & Substance Abuse (UH Executive Policy (EP11.201))

The purpose of the [Illegal Drugs & Substance Abuse Policy](#) is to establish the University's values and its expectations of all faculty, staff, and students regarding substance abuse and, in particular, the use of illegal drugs; and to comply with the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988, as may be amended from time to time, which set forth requirements for continued receipt of federal funding.

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.

Academic Dishonesty

Acts of academic dishonesty as defined by the [UHM Student Conduct Code](#) 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 or carrying out other assignments;
- 3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student, or another source.

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 term papers or other academic material.

This definitional material is from the [Student Code of Conduct](#) and from the Campus Policies and Information section of the [UH Mānoa Catalog](#), which have 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."

A documented act of dishonesty will result in a failure for the course.

Student-Faculty Authorship Policy

The SONDH is committed to student faculty authorship that offers student-faculty collaborations and mentoring while at the same time safeguarding student rights. The school adopted the International Committee of Medical Journal Editors definition of authorship, which defines an author as an individual who made significant contributions to the entirety of the document, including contributions to the conception, design, data collection, analysis and interpretation of data, and/or drafting or critical revisions of the document (ICMJE, 2008). Students and faculty working on documents planned for publication submission must review the policy and complete the agreement forms prior to beginning this work (see Appendix C).

Gifts to Faculty and Staff

Faculty and staff of the SONDH are subject to the gifts section of the [State Ethics Code, Chapter 84, Hawai'i Revised Statutes](#) (HRS) which provides as follows: Section 84-11 Gifts states "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 part". <https://ethics.hawaii.gov/wp-content/uploads/2013/08/Chapter-84.pdf>

Campus/School/Work Environment Safety

Workplace Non-Violence ([UH Executive Policy E9.210](#))

The University of Hawai'i is an institution which encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawai'i's mission of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community.

Recognizing the increasing incidence of violence in the workplace, the State of Hawai'i implemented a [Workplace Non-violence Policy](#) to increase awareness and protect its employees and the public against violence. Similarly, the University believes that students, faculty, staff, employees of contractors, and visitors to the campus must be able to learn and work in a safe environment.

The UH prohibits any work related or workplace violence against its students, faculty, staff, visitors and contract employees which materially and substantially interferes with an individual's work, academic performance, and/or workplace safety and/or otherwise subjectively and objectively creates a hostile environment. Such prohibited violent acts may involve physical attack, property damage, as well as written or verbal statements or non-verbal gestures that, to a reasonable person, express or suggest the intent to cause physical or mental harm to another person including but not limited to:

- hitting;
- pushing and shoving;
- throwing or breaking objects;
- shouting or yelling in a threatening or hostile manner;
- threatening gestures or remarks;
- disruptive or hostile actions;
- abusive or belligerent language;
- sabotage of equipment;
- making or sending harassing or threatening telephone calls, letters or other forms of written or electronic communications; and/or
- stalking, etc.

Sex Discrimination and Gender-Based Violence ([UH Executive Policy EP1.204](#))

The purpose of the [Sex Discrimination and Gender Violence policy](#) is to maintain and promote safe and respectful campus environments that are free from sex discrimination and gender-based violence and to establish an integrated and consistent approach to preventing, reporting, and promptly responding to incidents of sex discrimination and gender-based violence across all campuses and centers at the University of Hawaii. The University of Hawaii is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence. This includes: sex discrimination; sexual harassment; gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual exploitation; sexual assault; domestic violence; dating violence; and stalking. Any person believing that they have been subjected to sex discrimination; sexual harassment; gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual exploitation; sexual assault; domestic violence; dating violence; or stalking should report the prohibited behavior immediately to the respective campus [Title IX Coordinator](#).

Consensual Relationships ([UH Executive Policy EP 1.203](#))

The University prohibits initiating or engaging in a new consensual relationship between employees and between employees and students wherein a power and control differential exists, including but not limited to situations in which one member has an evaluative and/or supervisory responsibility for the other. The University views these consensual relationships where a power and/or control differential exists as inadvisable and fraught with risk, especially when students are involved. It is important to note that the potential for sexual harassment exists in consensual relationships when there is a power and/or control differential.

It is a violation of the [Consensual Relationships policy](#) for an employee to initiate or engage in a romantic, dating, or sexual relationship with another employee or a student whom he/she currently supervises, directs, instructs, evaluates, advises, or has substantial influence over wherein a power and control differential exists. Certain employees of the University who are licensed professionals must adhere to the rules of professional responsibility and ethics in their field addressing consensual relationships (e.g., student health service providers, school psychologist or licensed counselors). Violations of this policy include, but are not limited to:

1. Entering into a consensual relationship where a power and/or control differential currently exists
2. Not disclosing the existence of a consensual relationship when a new University-related relationship is established that involves a power and/or control differential and potential conflict of interest
3. Not adhering to an established a plan to manage and/or resolve the conflict of interest

The University has the obligation to manage the potential conflicts of interest created by consensual relationships where a power and/or control differential between individuals exists to ensure the integrity of the working and learning environments in the University.

Confidential Information

Confidentiality of Student Records & 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 (FERPA). 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, please visit the Office of the Registrar's [website](#).

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 UHM SONDH you will have clinical laboratories in several 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 patients is respected. Although the ethical obligation of privacy has always existed, the Department of Nursing will provide you with 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 and all Doctoral students must complete the [HIPAA training module](#) prior to the start of the clinical experience.

ACADEMIC INFORMATION

General Information for Undergraduate Nursing Students

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.

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.

Essential Functions Required by the Nursing Program for Admission, Continuation, Graduation, and Disability Accommodation

The SONDH is committed to training competent, caring nurses through quality undergraduate and graduate education. To ensure that SONDH also meets its ethical responsibility to society to protect the safety and welfare of patients and pay careful and individual attention to the needs of each student, the Department of Nursing (DON) has established a list of essential functions criteria.

Upon entering the nursing program, students will receive a copy of the Policy on Essential Functions Required by the Nursing Program for Admission, Continuation, Graduation, and Disability Accommodation (See Appendix D). Students are expected to maintain the requirements of the Essential Functions Policy throughout the nursing program.

Student Advisement

The goal of all SONDH programs is to ensure the successful and timely completion of degree requirements. Undergraduate academic advising is available in the Office of Student Services, Webster 201, (808) 956-8939. All nursing students are expected to meet with their [academic advisors](#) 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).

Star Balance

Star Balance allows faculty to provide virtual advising to students. Virtual advising is essential when modes of program and course delivery may be primarily on-line. Contact your program director or academic advisor, who will connect you with the Star Team who will provide assistance to use Star Balance; or contact the Star Team directly @ starhelp@hawaii.edu.

Enrollment Requirements

New Student Orientation

All orientation sessions are mandatory for new undergraduate students. The information presented in these sessions is to inform students about policies and procedures that are applicable to their specific program, as well as to review current University of Hawai'i at Mānoa undergraduate policies and procedures. Undergraduate students that are unable to attend a mandatory orientation session must contact the Office of Student Services in advance. The Office of Student Services will determine what arrangements can be made for students to complete the orientation. In some instances, a student may not enroll in the program if she/he is unable to attend mandatory orientation sessions.

Computer Requirements

Some courses may be delivered via blended or distance methods (i.e., web-based, or videoconferencing to the Neighbor Islands) and some exams may require the use of a laptop during scheduled class time. Every entering student is expected to have access to a laptop computer with wireless internet capabilities that meet the [minimum performance standards](#) set by the UH ITS Department. Recommendations and requirements for computer hardware and software configuration are listed on the UH ITS [website](#). If a student does not have the required equipment, the school will loan equipment, as available.

Students must maintain access to a computer and the Internet while enrolled in courses.

Academic Progression

The goal of all SONDH programs is to ensure the successful and timely completion of degree requirements. The undergraduate nursing curriculum is 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 the time of their enrollment.

Registration

Undergraduate students are assigned specific appointment times in which to register. All registration activity is conducted electronically. The [MyUH Portal](#) website 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. If a student does not submit payment or establish a payment installment plan by the scheduled deadline in a given semester for a clinical nursing course, the student will no longer be able to remain in that (those course(s) for that semester. The student can then return to those courses in the subsequent semester 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. 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 your respective [Advisor/Coordinator](#) or email the [Office of Student Services](#) or (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.

The UHM admission website contains information about [transfer of credits for undergraduate students](#).

Classified Status in the Department of Nursing

Only students accepted (classified) to the major in nursing are eligible to register for clinical nursing courses.

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 Office of Student Services for assistance. The readmitted student will adhere to all policies that apply on the new enrollment date.

Course, Grading and GPA Requirements

Course Syllabus

Each course taught in the SONDH has a syllabus that provides essential information specific to the course (e.g., student learning outcomes, required texts and readings, required assignments, grading, faculty contact information, etc.). The syllabus is posted on the course Laulima site by the first day of class and requirements for assignments or grading are not subject to change. The faculty teaching a course will review the contents of the syllabus with students; however, it is the student's responsibility to be familiar with the course requirements contained in the syllabus. The course syllabus is considered to be an agreement of understanding (i.e., a contract) between the faculty and the student regarding course expectations.

Baccalaureate Policy on Grading

All UHM School of Nursing and Dental Hygiene grading and program progression policies will be followed.

1. To receive a passing grade in undergraduate nursing courses, students must demonstrate knowledge competency by obtaining an average passing grade of "C" or 74% on course exams, AND an overall course grade of "C" or 74% when combined with all other assignments. If a student is in potential or actual academic jeopardy in a didactic nursing course, the student will receive a written academic learning agreement.
2. Clinical lab courses are graded as credit/no credit. Students are required to meet all learning outcomes to receive a passing grade of "Credit" (CR) for that course. If a student is in potential or actual clinical jeopardy in a clinical nursing course, the student will receive a written clinical learning agreement.
3. A grade of "C-" (73% or less) in a didactic course that has a corresponding clinical course will require that the clinical course be repeated at the same time as the didactic course, regardless of the grade received in the clinical course.

4. A "No Credit" (NC) grade in a clinical course will require that the corresponding didactic course be repeated at the same time as the clinical course, regardless of the grade received in the didactic course.
5. A student who receives NC in a clinical lab course prior to the end of the semester must withdraw from the co-requisite didactic course.
6. Students receiving a grade of "C-" (73% or less) or NC in a critical nursing course must submit a *Petition to Continue* (available from your academic advisor) in the nursing program.

Grading Scale

A+	4.0	97-100	C+	2.3	77-79
A	4.0	94-96	C	2.0	74-76
A-	3.7	90-93	C-	1.7	70-73
B+	3.3	87-89	D+	1.3	67-69
B	3.0	84-86	D	1.0	64-66
B-	2.7	80-83	D-	0.7	60-63
			F	0.0	≤59

Student Access to View 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 will be initiated and completed by the faculty member who recorded the initial grade.

Extra Credit

No extra credit will be awarded for individual assignments or for any activity within a nursing course. All courses offered by the Department of Nursing are governed by this policy.

Rounding of Grades

The course faculty or course coordinator makes the decision regarding rounding or not rounding of the final course grade. In a course without a coordinator, the faculty of record makes the decision.

When the final grade will be rounded:

1. Scores are not rounded to the whole number until the end of the semester.
2. All student assignments, quizzes, and examinations during the semester will be recorded to the first decimal point and are not rounded up.
3. At the end of the semester, final course grades will be rounded to the nearest whole point. Any final course grade below a 0.5 will not be rounded up. Any final course grade equal to or above a 0.5 will be rounded up.

Academic Jeopardy

The student will be placed on academic jeopardy in a course (1) when an exam score falls below 74% for the exam, or when the cumulative exam score to date falls below 74%; (2) if the student's clinical performance is not meeting one of more clinical learning outcomes; or (3) if the student violates the academic conduct code or professional behavior.

In order to assist the student to improve their course performance, the course faculty may issue a written academic learning agreement. The clinical faculty may issue a written clinical learning agreement to assist the student to improve their clinical performance.

A student receiving a "C- or less" or "NC" (no-credit) grade in a critical nursing course may not progress to the next nursing course. A student receiving an "I" grade in a required nursing course

must complete the work required for the course grade before the start of the next semester.

Students who receive a grade of “C-“(73%) or less or “NC” in a critical nursing course must *Petition to Continue* in the nursing program.

Actions Related to Earning a “C- or less” or “NC” for Critical Nursing Courses:

- The critical nursing courses are: NURS 211, NURS 212, NURS 213 and all courses with a clinical co-requisite: NURS 210, NURS 210L, NURS 220, NURS 220L, NURS 320, NURS 320L, NURS 360, NURS 360L, NURS 450, NURS 450L, NURS 465, NURS 465L, NURS 460, and NURS 460L.

SITUATION	ACTION
Earns a “C- or less” or “NC” in a critical nursing course.	The student must petition the Department of Nursing to continue in the nursing program. The decision will be to either accept or deny the petition.
Earns a “C- or less” or “NC” for the second time in the same critical nursing course.	The student may not continue in the nursing program.
Earns a “C- or less” or “NC” in any of the critical nursing courses in two different semesters.	The student may not continue in the nursing program.

Petition to Continue After Earning a Grade of a “C- or Less” or “NC” in a Critical Nursing Course

The student works with the Office of Student 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 week.
- 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 for 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.

Progression Toward Degree

1. According to your curriculum pathway, as provided by your OSS advisor, specific pre-requisite courses required for the nursing curriculum must be completed with a “B” grade or higher. All other prerequisite courses must be completed with a “C” grade or higher. HSDEN students must maintain a GPA of 3.0 or higher in the prerequisite year in order to successfully continue in the nursing program.

2. All coursework used towards a nursing major and BS degree, including electives, must be taken for a grade (A-F) unless those courses are offered only as a CR/NC option.
3. Students must attain at least a “C” or “CR” grade in all nursing and other required courses each semester to continue to progress to the following semester. All courses in each semester must be successfully completed before progression is permitted.
4. Students complete each required nursing course (including nursing electives) with a grade of “C” or better or “CR” to qualify for the B.S. degree.
5. Change in Progression Towards Degree:
 - a. The B.S. (Nursing) program has an established course sequence for full-time and decelerated students. A student 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.

Withdrawal

When a student withdraws from a nursing course(s) for any reason, the DON offers continued progression into the semester that the courses are offered following the last successfully completed semester when the student returns. If an undergraduate student withdraws from the same critical course two times or withdraws from more than three different critical nursing courses, the student cannot 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 consider 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.

Students should be familiar with withdrawal procedures and dates by reading the [University of Hawai'i at Mānoa Catalog](#).

Leave of Absence (LOA)

A request for a [LOA](#) must be made to the Office of Student Services. The student will be placed into the semester that the courses are offered following the last successfully completed semester when the student returns. 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. If a student takes 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.

The committee responsible for undergraduate student progression assigns available space in consultation with the Department Chair.

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.

Incomplete (I) grades received in undergraduate nursing courses must be cleared by earning a grade of "C" or better before the student enrolls in the next required nursing course.

Formal Grievances

Academic Grievance

The [course grade grievance](#) relates to a disagreement about grading in a didactic or clinical (lab) nursing course. The student will discuss the matter with the course faculty. For grievances involving course grades, refer to the [UHM Academic Grievance Procedures](#).

Professional Practice Grievances

Grievances involving professional practice, including the nursing student code of conduct, are handled by the SONDH. The final decision making authority rests with the dean.

Student Academic Records

Students' academic records are maintained in the OSS for the duration of their enrollment in their programs. Graduate student files will be kept for a period of five (5) years after graduation. 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 GD. Students may review their academic record online on [STAR](#). Students may review their academic record online on STAR at <https://star.hawaii.edu/>.

Transcripts

To request a transcript, students must contact the UHM, [Office of Admissions & Records](#). Requests are submitted online.

Student Evaluation of Faculty, Courses and Programs

Effective learning requires faculty and student engagement. This partnership extends to evaluating the effectiveness of courses and SONDH programs. Student feedback is invaluable to the school effort to continuously improve our academic programs. Survey questions solicit student's experiences of nursing courses, clinical/fieldwork, the admission process, progression through the program and their experience of campus services. Student feedback is anonymous, and students are encouraged to provide honest helpful comments intended to support program improvements.

The student DON survey results are collated by the Office of the Associate Dean for Research (ADR) and then forwarded to the appropriate group for action. Courses not meeting school benchmarks will be referred to the appropriate Curriculum and Evaluation Committee for action. Action plans to improve these courses will be developed, implemented and evaluated when the courses are next offered. It is considered a part of each student's professional obligation to participate in course and program evaluations.

Course/Teaching Evaluation

In the final weeks of the semester, students receive an electronic course evaluation form from the school. This survey collects data required for national nursing accreditation. In addition, individual faculty may provide students an option to evaluate their individual instructional approach on the UH Course Evaluation System (CES) survey. All information is confidential and reported for the group.

Annual Student Experience Survey

During the spring semester the Annual Program Evaluation is distributed to all continuing students to capture students' experiences of the BS program. The aggregate results are reviewed by the SONDH administrative team (dean, associate dean and department chair) as well as by faculty on respective undergraduate and graduate curriculum evaluation committees. Major themes and action plans for improvement are shared with students enrolled in each program by the designated program director or designee.

End of Program Survey

A student will receive a survey at the end of their final semester to provide information related to the quality and experience in the BS program.

Clinical/Laboratory Course Responsibilities and Requirements

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.

Transportation

All transportation required to participate in the nursing program is the responsibility of the student. Class or clinical sections will not be altered to meet a student's transportation needs.

Orientation to Clinical Agencies

Successful achievement of clinical objectives is directly related to knowledge about the setting in which the learning activities occur. All students are required to participate in orientation to each of the clinical agencies to which they are assigned. Each clinical agency's required orientation session prior to the beginning of the Spring or Fall semester must be completed by each student as scheduled to begin the clinical rotation at that site.

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 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 clinical learning agreement in a designated period of time, the student may be dismissed from the clinical unit and given a grade of "NC" for the course.

Unsafe behavior in a clinical practicum or a breach in ethical conduct will result in an "NC" grade for the course and may result in immediate dismissal from the program. Unsafe behavior in the clinical practicum may include but is not limited to the following:

1. Failure to maintain an expected level of competency for a professional nursing student
2. Behavior that jeopardize the emotional or physical safety of the patient
3. Violation of the principles of asepsis
4. Charting incomplete or inaccurate information
5. Using words or gestures that suggest disapproval of the patient
6. Coercive actions to get the patient to cooperate
7. Using a communication style that confronts or attacks the patient
8. Failure to handle one's own emotions in the clinical setting in a manner that may negatively impact patients
9. 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.

Student Conduct in Clinical Settings

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

1. Be on time.
2. Report to appropriate people.
3. Let faculty and 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.

Undergraduate Nursing Student Dress Code

The Dress code for clinical sessions includes two uniforms: Scrub and Polo Uniforms. Students must wear the complete uniform. Wearing only a partial uniform at any time will not be accepted and students may be asked to leave and receive an unexcused absence for that session. The clinical faculty will inform the students if the clinical agency requires a different dress code.

- The general appearance of the student must conform to expectations of the profession as determined by the faculty and clinical agencies.
- ID badges must be worn at all times in an easy to view area of the uniform.
- Uniforms must be clean, and free from stains and wrinkles.
- For clinical sessions that are group/case study, UH Campus active learning activities, Community-based activities (e.g., N450L) or specified by off campus clinical sites:
Polo uniform: Students are expected to wear their ID badges, green polo shirt, dress pants for example brown, tan, or black dress pants (no jeans, no legging type pants, no skinny pants, no baggy pants), covered/closed shoes dark colored athletic type (no boots or bright colors) or nursing shoes (black or white covered/closed shoes), and hair must be confined by placing the hair up and pulled back in a bun (no "ponytails", hair touching shoulders, or obscuring vision), hair color should be natural colors and professional styles that meet the standards of the clinical settings; no excessive jewelry (one set of stud earrings in ear lobe only and wedding rings only), make-up, if used, is to be worn in moderation, no perfume, and all equipment in the waist pack. Fingernails must be conservative in length, neatly trimmed, and without artificial nails. All visible tattoos must be covered.
- For Learning Lab, Simulation labs or Clinical lab sessions:
Scrub Uniform: Students are to wear their ID badges, UH scrubs with the DON patch (available for purchase at the bookstore), nursing shoes (white covered/closed shoes),

if a shirt or sweater is worn under the scrub top, it must be white with no visible colors or logos, a watch, hair must be confined by placing the hair up and pulled back in a bun (no "ponytails", hair touching shoulders, or obscuring vision), hair color should be natural colors and professional styles that meet the standards of the clinical settings; no excessive jewelry (one set of stud earrings in ear lobe only and wedding rings only), make-up, if used, is to be worn in moderation, no perfume, stethoscope and other equipment in the waist pack. Fingernails must be conservative in length, neatly trimmed, and without artificial nails. All visible tattoos must be covered.

- 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 (unless the agency has other requirements), unless notified otherwise by your clinical course faculty.
- When a sweater or T-shirt under a white logo top is worn, it must be white in color with no words or logos of any kind.

Undergraduate Students Employed at a Specific Clinical Unit

A student who is actively employed at a specific clinical unit should not register or be assigned to a clinical lab rotation in the same unit in the given semester. The student who is employed at a unit in a clinical facility must alert the academic advisor and the clinical course coordinator of the specific course in the previous semester or prior to the beginning of the semester. This ensures that the course coordinator is aware of the student's employment status and assures that the student is assigned to a clinical rotation other than the unit where the student is employed.

Student Health Requirements, CPR and Requirements by Clinical Agencies

In addition to satisfying the health clearance requirements set by Health Services Mānoa, all nursing students enrolled in a clinical course must meet all health clearance requirements specified by the clinical agency before starting a clinical experience and remain clear for duration of that term. In addition, all nursing students must be certified for BLS/Healthcare Provider CPR by an American Heart Association trainer (or equivalent). All health clearance documents and BLS CPR certification must be submitted to the SONDH Office of Students Services.

Beginning Fall 2020, all new students will be required to upload their health requirements, and other documentation such as CPR, HIPAA certification to Castle Branch.

Health Insurance

All undergraduate and graduate students are required to have personal health insurance.

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.

Health Clearance - Illness or Injury

Students enrolled in clinical courses that require direct patient care must be in good emotional and physical health in order to ensure the student's safety and the safety and well-being of their patient(s). In the event the student becomes ill or injured, the faculty will ask the student for a signed letter from the student's health care provider stating that they are able to function in the setting for the time required and perform the clinical learning activities expected of them. This health clearance must be provided to the faculty prior to engaging in patient care activities. In the event the illness or injury impairs the student's performance the student will be required to take a leave of absence. See the Leave of Absence section of this handbook.

Emergency Care

Students 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.

Criminal Background Checks and Drug Testing

Hospitals and other clinical agencies require a criminal background check and drug testing of students to meet their hospital accreditation requirements. The Department of Nursing will not maintain this information. It is the student's responsibility to provide required information in accordance with the requirements of the clinical facilities, if requested. For clinical agencies requesting that the Department of Nursing to transmit the student's documents in one batch, the Department of Nursing has one staff member who is authorized to manage the confidential file transfer.

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 hospitals or other clinical agencies are not met by the individual student, the University is not responsible to provide a substitute clinical facility or clinical experience. The Department Chair will be notified by the clinical agency when negative information results in the student not being allowed to come to the agency. The Department Chair will contact the student and inform them. Such refusals may impact the ability of the student to continue in the nursing program.

Professional Liability Insurance

All classified nursing students at the SONDH are covered by professional liability insurance of at least \$1,000,000 per incident/ \$3,000,000 aggregate.

Preparation for Graduation

During your nursing program, we recommend that the student maintains an electronic file for each nursing course syllabi (classroom and laboratory) on an external drive or computer. Depending upon your future plans, you may need this information to validate a certain course was completed in the nursing curriculum. Many graduate schools and employers require the information and it may be difficult to re-create the information at the time of your request.

Standardized Exams for NCLEX-RN Preparation

Direct Entry (DEN) and Mānoa HSNC students are required to prepare for and take standardized exams in specified courses throughout the curriculum. In the final semester of the curriculum, each student is required to attend a cLive Review session (3 days) after completing their final Spring semester. The live review is usually held in mid-May

Graduation Check

At least one semester before your scheduled graduation date, check with the SONDH Academic Advisor that all requirements will be met. 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.

Graduation with Distinction

Graduating seniors who have completed 30 or more credit hours of work at UH Mānoa with the following cumulative GPA are eligible for [graduation with distinction](#). The appropriate designations will be recorded on the diploma and transcripts.

Graduation Application

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.

Recognition Ceremony

The SONDH offers a May Recognition Ceremony for graduates of all nursing programs that occurs close to scheduled University Commencement.

This ceremony marks the beginning of the professional career and is a memorable time when family and friends celebrate your 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 student faculty committee is formed by the events coordinator and coordinated by the Office of the Dean to plan the recognition event. The committee keeps students informed of the ceremony's progress and final plans.

Undergraduate students must have evidence that they have successfully met all of their program and degree requirements in order to participate in the Recognition Ceremony.

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 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 graduation lists 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 an 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.

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.

Hawai'i State Center for Nursing (HSCN)

Through collaborative partnerships, the HSCN provides nursing workforce data for planning, disseminates nursing knowledge to support excellence in practice and leadership development, promotes a diverse workforce, and advocates for sound health policy to serve the changing health care needs of the people of Hawai'i. Additional information is available through [HSCN website](#).

School of Nursing and Dental Hygiene Nursing Alumni Association

The School of Nursing and Dental Hygiene has a proud tradition of producing caring and skilled professionals that provide for the health needs of our diverse population. These alumni are an invaluable part of the School that continues to inspire pride in our future graduates. Today, more than 4,000 UH Mānoa Nursing alumni stretch the globe. The Alumni Association is a great way to stay connected with this remarkable network of talented and successful professionals. Reunite with old friends and classmates or create new connections for professional development.

The [UH Mānoa Nursing Alumni Association](#) (UHMNAA) is an independent LLC organization that strives to connect UH Mānoa Nursing alumni, foster networking, and to support UH Mānoa Nursing. Established in 2012, the UHMNAA is an alumni chapter organization of the University of Hawaii Alumni Association, a 501(c)3 nonprofit organization.

Sigma

[Sigma's](#) mission is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Potential members who meet eligibility criteria are invited to join Sigma – baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

The [Gamma Psi Chapter at Large](#) is the Hawaii chapter of the honor society in nursing promoting excellence in academic scholarship, research and clinical nursing. Students must meet the GPA requirement to be nominated by their school to become a member.

The Hawai'i 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 Hawai'i 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 Hawai'i.

The National Student Nurses' Association (NSNA)

The [National Student Nurses' Association](#) (NSNA) is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and pre-licensure graduate nursing programs. NSNA is dedicated to fostering the professional development of nursing students. Pre-nursing and RN to BSN students are also eligible for membership. NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession.

Members of the NSNA make up the School Constituents and State Constituents. Through school constituents and state constituents, the members have representation in the House of Delegates, the major decision-making body of NSNA, which meets each year during the Annual Convention. The House sets direction for the association, and elects the members of the Board of Directors and Nominating and Elections Committee.

The Hawai'i Student Nurses' Association (HISNA)

Founded in 2013, the [Hawai'i Student Nurses' Association](#) is the state constituent of the National Student Nurses Association (NSNA), comprised of seven schools across the State of Hawai'i. HISNA is dedicated to the personal and professional development of students at the School, Community, and State level.

The Student Nurses' Association at the University of Hawai'i at Mānoa (SNA)

The [Student Nurses' Association at the University of Hawai'i at Mānoa](#) (SNA) is the school chapter of the National Student Nurses Association (NSNA) and the Hawai'i Student Nurses' Association (HISNA). The goal of the SNA is to provide students with opportunities to develop leadership skills and enhance their professional nursing identity. Members of this student-led organization participate on school committees and plan various community service, social, and scholarly activities. All activities carried out by the SNA uphold the six core values of the NSNA, which are Leadership and Autonomy, Quality, Education, Advocacy, Professionalism, Care, and Diversity.

APPENDICES



NURSING

UNIVERSITY *of* HAWAII at MĀNOA

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Appendix A



UH Mānoa Bachelor of Science Nursing Program Outcomes/Competencies*

The Program Outcomes/Competencies arise from the understanding of nursing as an evidenced-based discipline. Graduates are expected to possess the 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; the nursing care competencies define relationship capabilities that nurses need to work with clients, colleagues, and members of other professions, the knowledge and skills of practicing nursing and capabilities that encompass understanding of the broader health care system. In all cases, the client is defined as the recipient of care, is considered an active participant in care, and includes the individual, families, community, or populations. The University of Hawai'i (UH) Mānoa BS Nursing program graduate is prepared to practice as a generalist nurse in the role of provider of care; designer/manager of care/coordinator of care; and member of a profession as described in the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008).

Nursing care competencies recognize that a competent nurse provides safe care across the lifespan directed toward the goals of helping clients (individuals, families, communities or populations) promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death. 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.

1. A competent nurse's professional actions are based on core nursing values, professional standards of practice, and the law.

- 1.1. Core nursing values include social justice (from the ANA statement), caring, advocacy, respect for self and others, collegiality, and ethical behavior.
- 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.
- 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.
- 1.4. Professional nursing functions within legally defined standards of practice and state specific regulations.

- 2. A competent nurse develops insight through reflective practice, self-analysis, and self care.**
 - 2.1. Ongoing reflection, critical examination and evaluation of one's professional and personal life improves nursing practice.
 - 2.2. Reflection and self-analysis encourage self-awareness and self-care.
 - 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.**
 - 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.
- 4. A competent nurse demonstrates leadership in nursing and health care.**
 - 4.1. An effective nurse is able to take a leadership role to meet client needs, improve the health care system, and facilitate community problem solving.
 - 4.2. A competent nurse effectively uses management principles, strategies, and tools.
 - 4.3. An effective nurse works with the health care team including the delegation of responsibilities and supervision.
- 5. A competent nurse collaborates as part of a health care team.**
 - 5.1. The client is an essential member of the healthcare team.
 - 5.2. A collegial team is essential for success in serving clients.
 - 5.3. Effective team members must be able to give and receive constructive feedback.
 - 5.4. Colleagues create a positive environment for each other that values holistic client care.
- 6. A competent nurse practices within, utilizes, and contributes to the broader health care system.**
 - 6.1. All components of the healthcare system must be incorporated when providing interdisciplinary care.
 - 6.2. The effective nurse contributes to improvements of the health care system through involvement in policy, decision-making processes, and political activities.
- 7. A competent nurse practices client-centered care.**
 - 7.1. Effective care is centered around a respectful relationship with the client that is based on empathy, caring, mutual trust, and advocacy.
 - 7.2. Nursing practice should reflect the attitudes, beliefs and values of clients.
 - 7.3. An understanding of the culture and history of the community is fundamental in the practice of nursing.

8. A competent nurse communicates and uses technology effectively.

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

9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients.

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

*Reviewed and reaffirmed August 2018

Appendix B

Provisions of the Code of Ethics for Nurses with Interpretive Statements*

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community, or population.
3. The nurse promotes, advocates for, and protects the right, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through the individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through the research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

*American Nurses Association, Provisions of Ethics for Nurses with Interpretive Statements, ©2015 By American Nurses Association. Reprinted with Permission. All rights reserved. Available at <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

Appendix C



SCHOOL OF NURSING & DENTAL HYGIENE
UNIVERSITY of HAWAI'I at MĀNOA
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Student Faculty Authorship Policy

Purpose

This policy outlines the recommendation for student faculty co-authorship during an academic semester and beyond. The purpose of this policy is to ensure intellectual property of faculty and students are adequately protected.

Policy

The SONDH is committed to student-faculty authorship that both offers students faculty collaboration and mentoring while at the same time safeguarding student rights. This policy has adopted the International Committee of Medical Journal Editors (ICMJE, 2008) definition of authorship, which defines an author as an individual who has made significant contributions to the entirety of the document, including contributions to the conception, design, data collection, analysis and interpretation of data, and/or drafting or critical revisions of the document.

To ensure protection of faculty and student intellectual property this policy includes the following:

1. Publication with an instructor may be listed in the course syllabus as an option after completion of the semester's course work, but will not be listed as a course requirement in any SONDH course.
2. Co-publication of SONDH coursework in collaboration between course faculty and a student will be negotiated after course grade submission.
3. Faculty and students will negotiate and sign a Memorandum of Understanding (MOU) agreement at the outset of preparation for publication (see attached form).
4. For publication of an article that is a result of the student's coursework, the SONDH student will always be listed as first author.
5. To be listed as a co-author for student coursework, a faculty member must contribute to the publication effort substantively and over and above editing and manuscript revision that would be considered part of coursework. The faculty's contribution must include contributions to the conception, design, data collection, analysis and interpretation of data, drafting or critical revisions of the document (ICMJE, 2008).

6. Students coauthoring with faculty must be provided with information for a course of action to take should they need assistance with renegotiating a MOU with their faculty co-author. Options for this are to first speak with the faculty who is co-authoring the manuscript and if resolution cannot be reached then to contact their program director/advisor, Graduate Chair (if a graduate student) or Department Chair (if an undergraduate student) if assistance with negotiation is needed.

Procedures

At such time as a faculty member and student identify a potential publication project:

1. If the student is taking a course from the faculty member at the time the project is being considered, a timeline will be identified so that negotiation of the MOU takes place after the course grade has been submitted.
2. A Memorandum of Understanding will be negotiated and signed by both parties.
3. Prior to the time of MOU signing, the student co-author will be provided with a copy of the policy for student-faculty co-authorship and inform her/his faculty advisor about the plan to be a co-author.
4. The signed MOU is sent to the SONDH Department Chair and kept on file and a copy is sent to OSS to be part of the student's file.
5. Amendments to the MOU should be included in a re-negotiated MOU which is signed by the instructor and student and forwarded to the SONDH Department Chair.
6. Should disagreements or grievances arise related to the MOU, the Department Chair or his/her designee will serve as mediator for a renegotiation of the MOU.

SONDH Policy No: Research 1



UNIVERSITY
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MĀNOA

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
THE TEAM MEMBERS OF THE

Title of Project: _____

Date: _____

The purpose of this agreement is to clearly delineate authorship and contribution to project. The authors agree as follows:

This Agreement will be reviewed and updated at least annually by the authors until all dissemination products are completed.

Amendment

No amendment or addition to this Agreement shall be binding unless it is in writing and signed by all authors.

Authorship: Authorship is designated as follows in accordance with ICJME

First Author: _____

Second Author: _____

Third Author: _____

Fourth Author: _____

Specific project activities are agreed upon as follows:

First Author:

Second Author:

Third Author:

Fourth Author:

The student involved in this project has received a copy of the Student-Faculty Publication policy from the project's most senior faculty member and has informed her/his faculty advisor about the proposed manuscript development and submission:

Senior Faculty Member signature: _____

Student signature: _____

Student' Advisor: _____

Entire Agreement.

This agreement constitutes the entire agreement of the team members with respect to the subject matter of this Agreement and supersedes all previous contracts of agreements, whether written or oral, with respect to the subject matter hereof. In witness whereof, the team members have executed this Memorandum of Understanding on _____(date).

Signatures:

First Author: _____ Date: _____

Second Author: _____ Date: _____

Third Author: _____ Date: _____

Fourth Author: _____ Date: _____

Appendix D



SCHOOL OF NURSING & DENTAL HYGIENE
UNIVERSITY of HAWAII at MĀNOA
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Policy on Essential Functions Required by the Nursing Program for Student Admission, Continuation, Graduation, and Disability Accommodation*

Purpose

The School of Nursing and Dental Hygiene (SONDH) is committed to training competent, caring nurses through quality undergraduate and graduate education. To ensure that SONDH also meets its ethical responsibility to society to protect the safety and welfare of patients and pay careful and individual attention to the needs of each student, the Department of Nursing (DON) has established a list of essential functions criteria.

It is the policy of the University of Hawai'i to provide equity of opportunity in higher education in the educational mission. The University of Hawai'i and the SONDH are committed to comply with all federal and state statutes, rules, and regulations that prohibit discrimination.

This DON policy and procedure reflects the University of Hawai'i faculty and institution policies, and federal and state laws on essential functions required for the SONDH Nursing program that must be met for admissions, continuation, graduation, and disability accommodation.

In accordance with University of Hawai'i policies and federal and state statutes, rules, and regulations, reasonable accommodations will be made to facilitate the progress of the otherwise qualified candidate, where such accommodations do not require fundamental alteration of the nature of the program, significantly lower or effect substantial modifications of standards, or significantly affect the rights of other students.

The KOKUA Program is the designated office to serve and work with students with disabilities on the Mānoa campus of the University of Hawai'i. Students with disabilities must self-identify to the KOKUA Program and complete the intake process before receiving disability access services (commonly referred to as accommodations, academic adjustments and auxiliary aides). To ensure prompt and effective provision of services, students should contact KOKUA as early as possible for initial intake and before the start of each term thereafter. (<https://www.hawaii.edu/kokua/> or call (808-956-7511 Voice or TTY).

*Approved by the UHM Department of Nursing Student Affairs Committees: Undergraduate (UGSA) 3/15/18; Graduate (GCESA) 5/7/18

Policy

1. Identification of Essential Functions

The SONDH has an ethical responsibility for the safety and welfare of patients with whom nursing students will come into contact both before and after graduation. Therefore, patient safety is a major factor in establishing these essential functions, and the SONDH faculty retains the freedom and ultimate responsibility for the selection of students; the design, implementation, evaluation of its curriculum; evaluation of students; and the final determination of granting a degree in nursing. Admission, progression, continuation and graduation decisions are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to ensure that the candidate can fulfill the following essential functions of the academic programs required for graduation. Technical skills are basic cognitive, communicative, sensory, psychomotor and psychosocial skills and abilities that are required for beginning generalist nursing practice. To complete the nursing curriculum all students must possess abilities and skills in classroom, simulation, and a variety of clinical settings within the areas below.

- a. Sensory Perception. Students must possess auditory, visual, tactile and sense of smell sufficient for patient assessment and delivery of nursing care. Examples of sensory perception include but are not limited to:
 - Auditory: Hear verbal communication, hear auscultatory sounds via stethoscope, hear auditory signals from monitors.
 - Visual Acuity: Students must possess visual ability sufficient for observation and assessment necessary to provide nursing care such as the assessment of skin wounds, dressings, and drainage of body fluids, reading monitors, visually assessing patients and observing patient behavior.
 - Tactile/ Sensory: Students must demonstrate tactile ability sufficient to perform physical assessment of patients and to perform procedures necessary for nursing care such as palpation, percussion, assess texture, shape, size, temperature, vibration, and perform therapeutic functions such as inserting a catheter, change dressings or giving medications.
 - Sense of smell: Students must be able to detect odors that may indicate a change in the patient's condition or environment, including bodily fluids, smoke, chemicals or other olfactory indicators.
- b. Communication Skills. Students must be able to communicate effectively in English, using both oral and written communication skills with patients, their families, and with all members of the health care team. This includes expressive and receptive modes of verbal, nonverbal, and written communication. Examples include but are not limited to:
 - Documenting nursing assessment, nursing action and client/family responses.
 - Reading patient documentation and important medical literature.
 - Interacting with clients/families and the health care team.
 - Giving an accurate report of patient information to other members of the health care team.
 - Interacting professionally with health care team members, patients and their support system.
 - Communicating via telephone and electronically.
- c. Motor Skills. Students must have sufficient motor function, neuromuscular strength and coordination to effectively perform the activities required of a nurse. Such activities

- require independent mobility, gross and fine motor neuromuscular skills, as well as coordination, balance, and equilibrium. Examples include but are not limited to:
- Navigating safely in classroom, simulation, and clinical settings.
 - Transferring patients from one location to another with equipment such as wheelchairs, beds, and/or stretchers.
 - Lifting up to 50 pounds, push/ pull maximum greater than 30 pounds per square inch, bend, stoop, twist, reach, balance, walk, carry, climb, and/ or stand for extended periods of time.
 - Obtaining information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, and other bodily assessments.
 - Responding to emergency situations and initiating patient management such as performing CPR.
 - Administering medications (including but not limited to intravenous, injections, oral).
- d. Cognitive Abilities. Students must have sufficient cognitive abilities and learning skills to integrate knowledge to establish clinical judgment. Examples include but are not limited to:
- Using judgment to prioritize competing demands in both clinical and didactic course work.
 - Demonstrating critical thinking skills in the classroom, simulation, and clinical settings.
 - Interpreting collected information correctly.
 - Making accurate clinical decisions concerning safe and quality care.
 - Synthesizing information from multiple sources in planning care for a variety of patient situations.
- e. Behavioral Health. Students must possess the ability to establish and maintain appropriate interpersonal /professional relationships and behavior. Examples include but are not limited to:
- Demonstrating the fundamental attributes of ethical and professional behavior including honesty, integrity, civility, ethical conduct, accountability and apply legal and ethical standards.
 - Demonstrating compassion, honesty, integrity, concern and respect for others.
 - Maintaining effective, mature, and sensitive relationships with clients/ patients and their support systems, students, faculty, staff and other professionals under all circumstances.
 - Demonstrating self-discipline, desire and motivation to learn, and respect for the academic process.
 - Recognizing their biases, the biases of others, and accept differences.
 - Delivering culturally appropriate care.
 - Maintaining regular, reliable, and punctual attendance in classes, simulation, and clinical activities.
- f. Emotional Health. Students must possess emotional health, stability, and maturity required for full utilization of their intellectual abilities. Examples include but are not limited to:
- Using good judgment to prioritize competing personal and professional demands.
 - Exercising good judgment and critical thinking in the care and treatment of patients.
 - Accepting primary responsibility for learning, performance, and self-improvement.

- Functioning effectively under stress with the ability to work long hours in demanding environments.
- Demonstrating flexibility to cope with changing situations.

2. Accommodations

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals must provide documentation of the disability to assist with the provision of appropriate reasonable accommodations.

The Department of Nursing will provide reasonable accommodations. However, it is not required to substantially alter the requirements of the program, the nature of the program, nor provide accommodations that inflict an undue burden on the SONDH. Admission is contingent upon the ability to perform all the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The DON reserves the right at any time to require an additional medical examination at the student's expense, to assist with the evaluation of the student's ability to perform the essential functions.

The DON recognizes its obligation to provide overall program accessibility for persons with disabilities in compliance with federal and state statutes, rules, and regulations. To ensure it meets its responsibilities to society, the DON also has the responsibility to consider the safety and welfare of patients and others. Should an applicant or student have a condition that would place patients or others at significant risk, the condition may be the basis for denial of admission or dismissal. Otherwise, every effort will be made to provide accommodations to facilitate the progress of the disabled candidate where such accommodations do not require fundamental alteration of the nature of the program; significantly lower or effect substantial modifications of standards; or significantly affect the rights of other students.

Procedure

1. Responsibility

Responsibility for the implementation and application of this policy and procedure rests with the Department of Nursing Chair in partnership with the Director of the Office of Student Services. Any questions regarding the policy or procedure should be directed to the Director of the Office of Student Services.

2. Ensuring DON Essential Functions Policy Dissemination

- Each candidate will receive a copy of this policy along with his/her acceptance letter and will be asked to sign an Acceptance and Notification of Essential Functions Form acknowledging its receipt and the signed form will be filed in the student record.
- A copy of this policy will also be placed in the DON Undergraduate and Graduate Student Handbooks provided to entering students and available at www.nursing.hawaii.edu.

3. Assessment of Student Admission, Progression, Retention and Graduation

All applicants and students will be assessed by the same academic and professional criteria for admission, progression, retention and graduation. The school may require, at the appropriate time, that an applicant or student undergo evaluation for determining whether he/she is able to meet the essential functions, with or without accommodations.

- a. Applicants. During the admissions process, qualified candidates will be considered without regard to their (dis)ability status by the respective DON Student Affairs Committee. After acceptance, all students will be required to sign the Acceptance and Notification of Essential Functions Form to indicate that they have read and understood their responsibility for meeting the essential functions as outlined.
- b. Students. Disabilities occurring after matriculation will be dealt with on an individual basis by the KOKUA Program and/or the appropriate DON Committee in accordance with the Essential Functions Guidelines to best meet the needs of the student and the school.

4. Requesting Accommodations

- a. Certification: In compliance with federal non-discrimination law, the University of Hawai'i has charged the KOKUA Program with the responsibility for certifying students with disabilities to academic and other campus units with documentation thereof in restricted securement at the KOKUA Office. Self-identified students must contact and submit the documentation directly to the KOKUA Program, which in turn will provide the certification to the Office of Student Services along with recommendations for appropriate accommodations.
- b. Direct requests for reasonable accommodations to the SONDH Office of Student Services. The Director of Student Services, in partnership with the Department of Nursing Chair may consult with the respective DON Student Affairs Committee regarding the requested accommodation(s), and, provided it meets the definition as stated in II.C, shall coordinate the request, which must be submitted by the student for each course and/or exam.

Adapted from:

Salisbury University Department of Nursing. (2014). *"Fit for duty" and technical standards verification*. Retrieved from https://www.salisbury.edu/.../Fit%20for%20Duty%20w%20Demands_6_5_2014.docx

The Alabama College System Nursing Programs Essential Functions. (2016) Accessed April 20, 2018.

<http://www.jeffersonstate.edu/wp-content/uploads/sites/108/2015/04/Nursing-Essential-Functions-2016.pdf>

University of Hawaii John A. Burns School of Medicine. (2016). *Policy on essential functions required for the MD program for admissions, continuation, and graduation and disability accommodation*. Honolulu, HI.

Appendix E



NURSING
UNIVERSITY of HAWAII at MĀNOA
Leadership • Excellence • Innovation

Department of Nursing Undergraduate Program ACADEMIC LEARNING AGREEMENT*

Student Name: _____ Instructor: _____

Date(s): _____ Didactic Course/Sec. No.: _____

Subject: Potential or actual academic jeopardy for exam average or course grade at 74% in Fall or Spring _____

Exam:____ Written Assignment:____ Professional Behavior:____ Other:_____

The purpose of this academic learning agreement is to explicitly clarify expectations and identify what is required of the student to be successful.

Description of event(s): (objective report of current status with exams or written assignments required for obtaining passing exam average or course grade in a didactic nursing course)

Required steps for student success:

Deadline for evaluation of academic status:

Student Comments:

I have read the above and have discussed it with my instructor, and I received a copy.

Signature of student Date

Signature of instructor Date

Original: Faculty

Copy: Student, course coordinator, Dept. chairperson

* Accepted by UGSA Committee on 4/16/18

Appendix F



NURSING
UNIVERSITY of HAWAI'I at MĀNOA
Leadership • Excellence • Innovation

Department of Nursing Undergraduate Program CLINICAL LEARNING AGREEMENT*

Student Name: _____

Instructor: _____

Date(s): _____

Didactic Course/Sec. No.: _____

The purpose of this learning agreement is to explicitly clarify expectations and identify what is required of the student to be successful.

Description of event(s): (objective report of setting, circumstances of the event(s), student behavior and responses, **identify which clinical course objective(s) or student learning outcome(s) are not being met**)

Required steps for student success:

Deadline for first re-evaluation _____ (1-2 weeks from event)

Signature of instructor

Date

Student Comments:

I have read the above and have discussed it with my instructor, and I received a copy.

Signature of student Date

Signature of instructor Date

Original: Faculty

Copy: Student, course coordinator, Dept. chairperson

Date of first evaluation of student _____

Evaluation of specific recommendations for clinical improvement: (note satisfactory or unsatisfactory per clinical objective or student learning outcome that was evaluated; if clinical objective or student learning outcome is still unsatisfactory, please include statements of behavior(s) observed by clinical faculty or reported by RN staff)

Clinical objectives and recommendations still under review due to unsatisfactory status :

(If the student is not able to show improvement on the second re-evaluation, the student will receive a NC or failing grade for the course. After a satisfactory second evaluation, if the student has a recurrence of a previously identified unsatisfactory behavior, the student will also receive a NC or failing grade for the course.) (If a student earns a “NC” (no credit) in the clinical lab course prior to the end of the semester, the student must withdraw from the affiliated content course.)

Required steps for student success after first evaluation completed:

Deadline for second re-evaluation_____ **(1-2 weeks from first evaluation)**

I have read the above and have discussed it with my instructor, and I received a copy.

Signature of student Date

Signature of instructor Date

Student Comments:

Date of second re-evaluation of student _____

Evaluation of specific recommendations for clinical improvement: (note satisfactory or unsatisfactory per clinical objective or student learning outcome that was evaluated; if clinical objective or student learning outcome is unsatisfactory, please include statements of behavior(s) observed by clinical faculty or reported by RN staff)

I have read the above and have discussed it with my instructor, and I received a copy.

Signature of student Date

Signature of instructor Date

Student Comments:

* Accepted by UGSA Committee on 9/26/13, 4/24/15; Revised 8/30/13, 9/20/13, 4/24/15