University of Florida

College of Nursing

Student Handbook

Fall 2017

All students are responsible for reading and abiding by the information contained in this handbook as well as College of Nursing student policies.

College of Nursing
Office for Student Affairs

101 South Newell Drive
PO Box 100197
Gainesville, FL 32610-0197
(352) 273-6383
(352) 294-8086 Fax

May 1st, 2017

Dear UF Nursing Students:

It is a pleasure for me to welcome you to the College of Nursing. I know that you will find your educational experiences here to be challenging and rewarding. It is our hope that the information in this handbook will be helpful to you. Also, please remember to contact the Office of Student Affairs should you have questions or need any type of help during your program of studies.

The College's founder and first dean, Dorothy M. Smith, pioneered innovative approaches to nursing education and practice. She developed a school where knowledge-based clinical excellence was the norm for administrators, faculty members, staff nurses and students alike. This background has served the College well and provides a principled foundation for our current efforts and initiatives.

Today, the College's focus reaches far beyond the boundaries of traditional classroom walls. More than 700 students and over 60 faculty members are engaged in education, research and practice activities. The UF College of Nursing is one of the state's largest providers of new baccalaureate-prepared nurses and our graduates regularly achieve excellent pass rates on the NCLEX-RN licensing exam, and go on to provide excellent clinical care.

Our College has also pioneered Doctor of Nursing Practice and PhD level nursing education in Florida. Many of our BSN graduates go on to earn advanced degrees in Nursing. They become clinical experts, faculty members, researchers, experts and health care leaders in Florida and the nation.

I am very pleased to welcome you into a six-decade tradition of Gator Nurse excellence! Best wishes in your studies.

Sincerely,

Anna M. McDaniel, PhD, RN, FAAN
Dean and Professor

The Foundation for The Gator Nation
An Equal Opportunity Institution

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College of Nursing Overview

OVERVIEW

Founded in 1956, the College of Nursing is among six colleges in the UF Health Science Center (HSC), one of the most comprehensive academic health centers in the Southeast. The college collaborates with other HSC colleges as well as with the UF Health system hospitals and facilities, as well as many other community hospitals, clinics, and organizations.

The colleges of the HSC and their associated health care delivery networks provide students access to an integrated system of community hospitals and clinics, statewide home health care, a veteran's health system and quaternary health care at UF Health Shands. The College of Nursing maintains and participates in nursing and interdisciplinary clinical care for infants, children, and adults, with special emphasis on underserved and rural populations.

The College of Nursing is ranked in the top ten percent of nursing programs in the nation and is recognized for innovative education, dynamic programs of research and creative approaches to nursing practice.

OUR VISION

The College of Nursing aspires to be a model of excellence, recognized nationally and internationally, for innovative education, dynamic programs of research, and creative approaches to practice. We are committed to preparing nurses for leadership as clinicians, scientists and educators who reflect and care for a diverse society; foster interdisciplinary collaboration; and improve the health of individuals, families and communities.

PHILOSOPHY

The College of Nursing derives the broad outline of its purpose and functions from the philosophy, purposes, and policies of the University of Florida. As an integral part of the University of Florida Health Science Center, the faculty of the College of Nursing is accountable for implementing the triad of University functions; teaching, research, and service; and recognizes the interrelationships between these functions in the generation and dissemination of knowledge. The philosophy is a statement of faculty beliefs.

Each person is a holistic being who lives as an individual and as a member of society. Each person has rights, choices, and responsibilities. For each individual there is an interactive relationship between health and the environment.

The environment is an aggregate of social, cultural, economic, political, ethical, legal and physical factors that influence the life of the individual and of the group. Society, an enduring and cooperating social group whose members have developed organized patterns of relationships through interaction with one another, is part of the environment. The environment provides the context for the development of the individual, the identification of health needs, and the evolution

of the nursing profession. The environment and nursing influence each other through an ongoing, interactive process.

Health is viewed in its broadest context which includes variations in health states across the life span. Health is a dynamic state which is influenced by extrinsic and intrinsic factors. Health is the manifestation of characteristics and behaviors that are the results of mutual and simultaneous interactions of individuals, groups, and environment. Health is central to the discipline of nursing.

Nurses, as members of inter-professional healthcare teams, collaborate and communicate to mobilize healthcare resources. Professional nurses holistically meet the healthcare needs of clients. The goal of professional nursing is to help the recipients of nursing care attain a desired level of health through the promotion, maintenance, and restoration of wellness and the prevention and treatment of illness. Professional nursing practice is based on an evolving body of knowledge generated through research. This knowledge base is grounded in selected theories that support nursing practice. The art and science of nursing require use of cognitive, affective, and psychomotor skills in the application of knowledge from nursing science, psychology, social sciences, physical sciences, and the humanities. The discipline of nursing serves the health needs and interests of a global and diverse society.

Education is a process which involves diverse teachers and learners who pursue, generate, and share knowledge in an organized setting with planned activities resulting in desired educational outcomes. Learning is enhanced in settings that promote critical thinking, effective collaboration, and a spirit of inquiry. A goal of professional education is to prepare learners for life-long learning and professional development. The learner has inherent worth and dignity and the right and responsibility to achieve maximum potential through participation in the education process.

Approaches to teaching and learning can and should vary with individual needs, abilities, and experiences. The faculty is responsible for creating and maintaining an environment for scholarly pursuits and for setting and maintaining standards of excellence through teaching, research, and service. The faculty teaches the evolving content and process of professional nursing, building upon the heritage of the past, the reality of today, and the needs of tomorrow.

The faculty generates new knowledge which informs evidence-based practice to improve health outcomes. Faculty members serve as role models in the provision of high quality, innovative healthcare to diverse clients in a variety of settings. They demonstrate leadership in the formation of local, state, national, and global healthcare policy. The faculty disseminates results of scholarship activities to advance nursing education, research, and practice.

Various levels of nursing education provide the bases for differentiated nursing practice. Baccalaureate education, the basic preparation for professional practice and life-long learning, prepares generalists to provide leadership in the design, coordination, and management of healthcare. Master's degree education prepares clinical nurse leaders, generalist clinicians who coordinate, manage, and evaluate care for groups of clients in complex healthcare systems. Doctoral education prepares nurse researchers and specialist clinicians for the highest levels of nursing practice. Doctor of Philosophy graduates are scholars and scientists who conduct research to expand the knowledge base that supports practice. Doctor of Nursing Practice graduates are scholars and experts in specialized advanced nursing practice who positively influence health outcomes for clients. Graduates are responsible for ethical and legal nursing practice and are expected to maintain and advance individual competence to contribute to professional nursing and to society overall.

Conceptual Framework

The conceptual framework of the College of Nursing is based on a holistic view of individuals and groups in varying health states and the belief that professional nursing is both an art and a science. The conceptual framework addresses the client, the environment, health and nursing as these provide the structure and focus for College of Nursing curricula. General Systems Theory, as presented by von Bertalanffy, is used as a broad, organizing theoretical framework to explain the relationships among the major concepts.

CLIENT

The consumer of nursing is the client, who may be an individual or a group such as a family, an organization, community, population, or society. The client is conceptualized as a complex, holistic system that is comprised of continually and dynamically interacting subsystems within ever-changing environments. Subsystems are defined in a variety of ways based on conceptualization of system and subsystem boundaries.

The constantly changing pattern and organization of the subsystems reflect wholeness and diversity. The functioning of the client is a manifestation of the integrated interaction of these subsystems. Therefore, the client's holistic nature is greater than and different from the sum of the subsystems.

As open systems, clients move towards order, organization, and integration. Individuals and groups progress through various developmental stages throughout their evolution, make choices, and possess a degree of self-determination. At times they require nursing care, which may include services such as direct care, teaching, counseling, advocacy, or coordination of health services.

ENVIRONMENT

The environment is the broader context in which the individual and group develop, health is defined, and nursing occurs. The environment is conceptualized as a system comprised of social, cultural, economic, political, ethical, and legal subsystems which interact with the client. Within the context of the environment, the individual or group becomes a subsystem in interaction with other subsystems.

Each client interacts with the environment based on objective and subjective experience. There is a continuous exchange of energy, matter, and information between the client and the environment which occurs simultaneously through all subsystems. The client-environment relationship is crucial in the determination of health. Perceptions of health, healthcare needs, and the utilization of the healthcare system are shaped by society and the environment. Identification of risks to health, access to healthcare, and the allocation of health care resources are determined by the individual, the group, and the environment through an ongoing, interactive process.

HEALTH

The health of individuals and groups is the major concern of nursing. In its broadest context, health includes variations of wellness and illness. Wellness is a state of being characterized by dynamic movement towards maximizing the potential of the system. Wellness results from successful promotion, maintenance, or restoration of balance and harmony within the client and in interactions between client and environment. Illness is a state of disequilibrium characterized by impaired movement toward maximizing the potential of the system and includes disease, injury, and disability. Illness may be caused by genetic factors, disease, health problems, and other factors which disrupt equilibrium. Environment, lifestyle, hereditary factors, and access to healthcare systems contribute to the health states of individuals and groups.

NURSING

Health is the focus of nursing. Nursing is concerned with people, but more specifically, with the health of people. As a part of the system of client, environment, and nursing, nursing influences and is influenced by the client and the environment. Nursing has responsibilities to individuals, groups, and the larger society in identifying current and future healthcare needs and in delivering services to meet those needs.

Practiced within the context of a helping relationship, professional nursing is a dynamic interactive process to promote, maintain, and restore wellness, and to prevent, monitor, and treat illness throughout the life span. Nursing provides individualized care independently and interdependently in collaboration with diverse clients, colleagues, and others. The nurse-client relationship determines the boundary of nursing and is responsive to culture, race, age, gender, spirituality, lifestyle and economic status. Nursing responds to societal needs through a mutually beneficial relationship between society and the profession. Nursing as a social force endeavors to influence health legislation and policy-making to better meet the needs of society.

The discipline of nursing is both an art and a science. The art of nursing requires the creative application of nursing sciences, other sciences, and the humanities. The art of nursing integrates the qualities of caring, nurturing, and comforting. The science of nursing is the application of systematic methods of inquiry to assess health patterns, derive diagnoses and identify problems, formulate objectives and plans, implement interventions, and evaluate outcomes. Following the identification of actual and potential problems and the generation of diagnoses, evidence-based nursing interventions are directed toward resolution of problems, promotion of positive health states, and rehabilitation to optimal levels of functioning. Nursing requires critical thinking and judgment in clinical decision-making.

The professional nurse possesses knowledge and expertise, has autonomy, and manifests integrity, responsibility, and accountability. The nurse demonstrates respect and empathy for the client's autonomy, integrity, dignity, and values and recognizes each client's' rights and responsibilities in healthcare. The nurse functions within the legal guidelines of society and the ethical standards of the profession. Nursing is committed to defining and redefining the appropriate balance between individual rights and group rights to healthcare access in an era of diminishing resources.

BSN Program Overview

The pre-licensure BSN program is four semesters in length and provides learning experiences in a variety of clinical settings, including community health agencies, clinics, hospitals and homes. Nursing courses include classroom and laboratory activities correlated with supervised clinical practice experiences. Students have the opportunity to analyze a variety of issues in professional nursing practice and health care. Students are also introduced to a basic understanding of how evidence is developed, including the research process and clinical judgment in nursing.

The RN BSN program is 5 semester in length and provides learning experience in an on line environment to assist students in completing the baccalaureate degree to advance their career or continue their education.

Baccalaureate graduates are prepared to practice as generalists across the lifespan and in a variety of settings. Students will understand and respect variations in care and increased complexity across continuums of care. The transition course is the culminating clinical practice experience in the program and provides opportunity for integration and synthesis of previous concepts and professional role behaviors.

The College's baccalaureate program is approved by the Florida State Board of Nursing and accredited by the Commission on Collegiate Nursing Education. The college is a member of the Council on Collegiate Education for Nursing of the Southern Regional Education Board and the American Association of Colleges of Nursing.

The BSN Program Purpose is to prepare graduates to provide holistic care that addresses the healthcare needs of diverse individuals, families, communities, and populations across the lifespan.

BSN PROGRAM OUTCOMES

1. Integrate knowledge, skills, and values derived from a solid base in liberal education to deliver quality care to individuals and groups across the life span and across healthcare environments.
2. Provide leadership in the delivery of safe, high quality healthcare to diverse individuals and groups across the lifespan and across healthcare environments.
3. Utilize current evidence to improve healthcare outcomes for clients.
4. Utilize information management and healthcare technology to improve the quality of care.
5. Analyze processes through which healthcare policies are developed and changed to influence professional nursing practice and healthcare systems.
6. Communicate and collaborate as members of inter-professional teams to deliver safe, high quality healthcare.
7. Utilize wellness promotion and illness prevention strategies with individuals and groups to improve population health outcomes across the lifespan.
8. Integrate professional values in the delivery of safe, culturally-sensitive care to clients across the lifespan.

DNP Program Overview

The goal of the BSN-DNP degree program is to prepare nurses for advanced competencies in complex practice and leadership. The program includes both didactic work and clinical practice experience. Each student completes the graduate-nursing core including health promotion, nursing theory and research; and a DNP core consisting of informatics, leadership, quality improvement, and health policy. The advanced practice core includes pathophysiology, health assessment, pharmacology and with content and experiences relevant to the advanced practice area of study. Specific clinical content includes health care technology, diagnostic evaluation, health supervision and clinical decision-making.

The post-MSN DNP program offers advanced skills in leadership, informatics, quality improvement, and health policy for nurses who are already certified in an advanced practice nursing role.

The DNP program is accredited by the Commission on Collegiate Nursing Education (CCNE). The college is a member of the Council on Collegiate Education for Nursing of the Southern Regional Board and the American Association of Colleges of Nursing. Graduates are eligible for the relevant national certification examination of each area of clinical specialization and for State of Florida certification as nurse practitioners and clinical specialists.

PURPOSES & OUTCOMES

The purposes of the curriculum leading to the degree Doctor of Nursing Practice are to:

1. Prepare the student to acquire advanced competencies in increasingly complex practice and emerging leadership roles.
2. Provide the student with a significant and comprehensive knowledge base that supports scientific skepticism and the incorporation of new knowledge in advanced nursing practice.
3. Provide the student with enhanced knowledge for the acquisition of leadership skills used to improve nursing practice and patient outcomes.

Upon completion of the doctoral program, the graduate will be able to:

1. Evaluate scientific bases from extant and emerging areas of knowledge for advanced nursing practice.
2. Evaluate decision support systems to solve clinical problems for individuals, aggregates and systems.
3. Develop advanced leadership and collaborative skills to mobilize interdisciplinary teams to solve highly complex clinical problems.
4. Develop expertise to formulate health policy and provide leadership in establishing clinical excellence and creating new models of cost-effective health care delivery.
5. Critically assess, plan, intervene and evaluate the health experiences of individuals, aggregates and systems to provide safe, evidence based care.
6. Synthesize knowledge of cultural diversity and global perspectives in delivering health care and in critiquing nursing systems.

PhD Program Overview

The PhD program prepares scientists, scholars and leaders in nursing. Comprehensive research preparation is achieved by pairing students with faculty researchers. A core curriculum includes knowledge development, theory, ethics, a selected non-nursing minor, and advanced research. Individually directed dissertation research is a major aspect of the PhD program. Courses in nursing and other science constitute a major portion of the first half of the program. With progression, increasing time is devoted to dissertation research.

PURPOSE & OBJECTIVES

The purpose of the doctoral program is to prepare the graduate with the knowledge and skills necessary to generate new nursing knowledge and to become a leader and advocate in advancing health care.

Upon completion of the doctoral program, the PhD graduate is expected to engage in the following activities:

1. Research: Synthesizes and generates knowledge for the discipline of nursing.
2. Scholarly Activity: Disseminates findings to researchers, practitioners, and other stakeholders in health care.
3. Leadership: Assumes leadership and advocacy positions to advance health care
4. Ethics: Synthesizes ethical issues and standards related to science and knowledge development.
5. Collaboration: Develops and engages in interdisciplinary teams within the scientific and health care practice communities.

Policies and Services applicable to Students

Undergraduate

Academic Success

All baccalaureate students at the University of Florida College of Nursing are encouraged to utilize their academic assignments and activities to assist with development of critical thinking and decision making skills. These skills are necessary for successful completion of course requirements and preparation for the National Licensure Examination (NCLEX-RN). Each student must achieve an acceptable score on the Health Education Systems Incorporated (HESI) RN Exit Examination by the tenth week of semester eight for the traditional nursing specialization and semester four for the accelerated nursing specialization. This is a requirement for graduation.

Students earning a grade less than 74% on any nursing examination or assignment will schedule an appointment with their Course Faculty and the Director of Academic Success for assistance. Students who earn a grade of "C" in any nursing course or whose nursing GPA falls below 2.9 are required to seek assistance from their Academic Advisor, Director of Student Success, or the ADSA to discuss academic progress and plan for improvement.

The College of Nursing offers peer tutoring for students enrolled in nursing courses. Students are assigned to an enrolled nursing student with high academic performance. Tutors work with students in groups or one-on-one sessions to assist with clarification of concepts related to classroom assignments. Please contact the Director of Student Success for more information on becoming or obtaining a tutor.

Attendance

Students are expected to be present for all classes, other learning experiences and examinations. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor prior to the scheduled class, lab or clinical, or as soon as possible thereafter. Instructors will then make an effort to accommodate reasonable requests. A grade penalty may be assigned for the late assignments, including tests. Make-up exams may not be available in all courses.

For clinical practice courses, students are expected to be present for all scheduled labs, clinical practice experiences and seminars. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor prior to the scheduled clinical practice experience or seminar. Instructors will then make an effort to accommodate reasonable requests. A grade penalty may be assigned for unexcused labs, seminars, and/or clinical absences. The faculty member will advise the method of notification for absences to the clinical site e.g. phone, email, and notification of facility.

Attendance is required for all clinical experiences and may be scheduled during days, evening, and weekends. Students need to be prepared to travel outside of Gainesville as clinical experiences also occur in a variety of settings. Students are expected to adjust personal, family and work schedules to meet clinical assignments.

Professional Attire & Attitude

It is an expectation that students enrolled in the College of Nursing will dress and act in a manner that is reflective of a professional health care student. Casual clothing is appropriate for the classroom. Appropriate attire for the clinical settings will be discussed for each course.

For the first 3½ semesters of the program, students in the laboratory, simulation, or acute care clinical settings are required to wear navy scrub pants with the CON custom navy scrub top. Shoes for clinic settings must be white or black, closed toe, closed heel, nonporous, and clean. In community, outpatient, or mental health settings, students wear khaki pants with a navy or white CON custom polo shirt. Shoes for community settings must be closed toe, closed heel, nonporous, and clean. For the last half of the final semester, students in Transition to Professional Practice are also permitted to wear colored scrubs if allowed by the clinical site.

Students are identified at all times with Health Science Center Gator1 ID badge. Clinical agencies may require an additional badge. Any student, who does not adhere to this requirement, will NOT be permitted to attend or participate in laboratory, clinical, and community activities or enter the testing lab.

- Students' overall appearance should convey a professional image and attitude.
- Personal hygiene and grooming should insure safety and comfort of all clients.
- Hair must be pulled back and not fall into face.
- Facial hair must be clean shaven or short, neat beards only
- Nails must be clean and short. No polish, artificial nails or nail products are permitted.
- Perfumes, colognes, or scented lotions are not permitted
- Tattoos or body art should not be visible or must be covered
- Jewelry is limited to one wedding ring and one small pair of studded earrings to be worn on the ear lobes. No other visible jewelry or piercings are permitted, this includes facial or mouth piercings
- No tight, cropped, hip-huggers or low-rise pants/slacks/scrubs are to be worn in the clinical area.
- Students should arrive in clinical areas with all the required equipment (e.g. Stethoscope) necessary for client care. This includes a watch with a second hand.
- Activated cell phones may be used in the clinical setting at the discretion of the faculty member. Pagers are not allowed in either the clinical or classroom setting. Cell phone usage or texting is not permitted during class time.

Student Lounge

A professional student lounge is located on the ground floor in the Communicore and is available to BSN students. The lounge is open 24 hours.

DNP and PhD Programs

Attendance

Students are expected to be present for all classes, other learning experiences and examinations. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor prior to the scheduled class or clinical lab, or as soon as possible thereafter. Instructors will then make an effort to accommodate reasonable requests. A grade penalty may be assigned for the late assignments, including tests. Make-up exams may not be available in all courses.

For clinical courses, students are expected to be present for all scheduled clinical practice experiences and seminars. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor prior to the scheduled clinical practice experience or seminar. Instructors will then make an effort to accommodate reasonable requests. A grade penalty may be assigned for unexcused seminar and/or clinical absences. The faculty member will advise the method of notification for absences to the clinical site e.g. phone, email, and notification of facility. Students are responsible to submit a written calendar of planned clinical dates and times to the course faculty prior to beginning the clinical rotation. Any changes to the calendar (dates or times) must be submitted in writing to the course faculty before the change is planned to occur. Clinical hours accrued without prior knowledge of the faculty will not be counted toward the total number of clinical hours required for the course.

Students enrolled in the on-line DNP program may be expected to attend on-campus or synchronous classes periodically. Students are expected to participate in the activities and discussions as listed in the course syllabus and on the course web-site. Timeframes for the posting and receiving materials are listed in the course materials on the course web-site.

Clinical Assignments

Clinical experiences may be scheduled during days, evening, and weekends. Students are required to attend these scheduled times as assigned. Clinical experiences also occur in a variety of settings that require students to travel within and beyond campus area. Students are expected to adjust personal, family and work schedules to meet clinical assignments.

Courses that have a clinical component require hours and settings outside of the regularly scheduled classroom and meeting time. Clinical hours are calculated at a 3:1 ratio based upon a 16-week semester. Clinical placements are arranged in collaboration with students

Progression in advanced practice nursing tracks requires supervised and precepted experience in specialized clinical settings. Students admitted to APN tracks are advised that they may be required to travel to clinical sites for these experiences, and that if they are unable to their progress in the curriculum will be delayed.

Graduate Student Lounges

A professional student lounge is located on the ground floor in the Communicore and is available to DNP students. The lounge is open 24 hours.

A PhD student lounge/study area is located on the second floor of the PHHP building. Lockers available for daily use, you must bring your own lock and remove it at the end of each day. The lounge is open for the use of students during regular business hours.

Required Equipment

DNP students are required to purchase the following equipment for their program:

- Cardiology quality stethoscope

Personal Liability Insurance

Students of the University of Florida Health Science Center are protected for general and professional liability by the University of Florida Health Science Center Self Insurance Program (UFSIP) when they engage in clinical coursework or practicum requiring patient/client care experiences. The UFSIP protects the individual student in the amounts of $100,000 per claim and $200,000 for all claims arising from the same occurrence.

Professional Attire & Attitude

It is an expectation that students enrolled in the College of Nursing will dress and act in a manner that is reflective of a professional health care student. Casual clothing is appropriate for the classroom. Appropriate attire for the clinical settings will be discussed for each course.

Proctor U

The College of Nursing utilizes ProctorU, a live proctoring service, for major examinations in some graduate web-based online courses to ensure a secure testing environment. There is a per exam cost to the student for each exam, refer to course syllabus for specific details. Student computers must contain a web cam, microphone, and speakers for remote monitoring.

SPSS

For students taking the College of Nursing statistics courses, you will need to bring a laptop to class with SPSS each week. Students should buy the graduate pack SPSS from the bookstore. You should purchase SPSS version 17.x. The student version of SPSS is not adequate and should not be purchased. In Gainesville, you can purchase the program at the Health Science Center bookstore. In Jacksonville, you can purchase by mail from the UF Health Sciences Center bookstore, (800) 400-1239. In Tallahassee and Pensacola, you can purchase at the University Bookstore. You will need something to identify you as a student.

General Expectations and Guidelines for All Students

Further expectations and guidelines for students are listed on College of Nursing website under [Student Policies and Handbooks](#).

Accommodations Due to Disability

Students who wish to obtain individual accommodations due to disability must first register with the University of Florida Disability Resource Center (DRC). The DRC may be contacted at 352-392-8565. The DRC will work in conjunction with the College to determine what accommodations can be provided. Each semester, students are responsible for requesting a memorandum from the Disability Resource Center to notify faculty of their requested individual accommodations. Students are responsible for requesting and delivering a memorandum to the faculty member in each of their courses where accommodation is requested. This should be done at the start of the semester. No accommodations will be made without documentation from the DRC.

Absences Associated with Outside Professional Activities

Students in good academic standing are encouraged to participate in outside professional activities. Students who elect to attend professional meetings/conferences/activities that conflict with class or clinical hours should request an excused absence(s), prior to the event, from the relevant faculty. Students in good academic standing will discuss with the faculty member means to accommodate the excused absence and/or meet the objectives of the course/clinical.

Books

The [University of Florida Student Self Service](#) lists course schedules with textbooks for each course. Textbooks and supplies may be purchased in the [Health Science Center (HSC) Bookstore](#). The HSC Bookstore is located on the ground floor of the H wing along the east-west corridor of the Communicore by the Post Office. The bookstore is usually open from 8:00 a.m. to 5:00 pm, Monday through Friday.

Bloodborne Pathogen Exposure

Students with bloodborne pathogen exposure are to call the Needle Stick Hotline at (866) 477-6824 immediately for instructions. Students MUST contact their faculty member immediately to initiate the College of Nursing and agency procedures. Any student at risk for exposure to a blood borne pathogen must have risk factors and possible treatment options immediately assessed by the clinical agency and at the Student Healthcare Center.

Copyright Materials

All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing copyrighted materials, including computer software. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also again the University policies and rules, disciplinary action will be taken as appropriate. Quizzes and examinations are the property of the University of Florida.

Electronic Devices/Equipment

All smart phone, laptop computers, and other electronic devices/equipment are to be silenced during class. Sounds caused by these devices are disruptive to other students and faculty, and prevent full attention from being given to the learning experience.

Evaluation of Teachers and Courses

Student evaluation of the faculty and courses is a very important part of your role as a student. Evaluation takes place at the end of each semester. Students are encouraged to complete the evaluation forms carefully and thoughtfully. Responses are anonymous.

Faculty Office Hours

Offices for all faculty are located on the second, third and fourth levels of the College of Nursing. The Office for Nursing Research is located in 2201. Faculty will list office hours and location on course syllabi. A listing of faculty members with phone and email addresses can be found at http://nursing.ufl.edu/faculty/.

GatorLink

Gatorlink is an individual's computer identity at the University of Florida. Every applicant, student, faculty and staff member is expected to have a Gatorlink ID. You must establish a Gatorlink account; you can create an account from the sign on page of the myUFL Portal and click on GatorLink Account Creation' to create your account. If you have any problems creating your account, please call the UF's computer help desk at (352) 392-HELP. The college will be using Gatorlink email as its main source of communication to students; therefore, you will be expected to check your email on a regular basis. We will send messages to Gatorlink accounts only. Current HIPAA compliant privacy policies PROHIBIT email forwarding outside the ufl.edu domain. Therefore, faculty, staff and students of the Health Center and its affiliated entities may NOT use the auto-forward function of the UF email system because of the likelihood it will result in an unauthorized disclosure.

Grading Scale

A	95-100	(4.0)	C	74-79*	(2.0)
A-	93-94	(3.67)	C-	72-73	(1.67)
B+	91-92	(3.33)	D+	70-71	(1.33)
B	84-90	(3.0)	D	64-69	(1.0)
B-	82-83	(2.67)	D-	62-63	(0.67)
C+	80-81	(2.33)	E	61 and below (0.0)	

* 74 is the minimal passing grade

Health Services

Student health fees support health services in the Student Health Care Center (SHCC) . UF student health insurance will pay for those services provided at the SHCC. HSC students may also access primary health care under the same student health fees at Student Health at Shands in room D2-49 (Dental Tower) of the HSC. More information on the SHCC may be found here: https://shcc.ufl.edu/

Health Science Center Library

The Health Science Center Library has reference librarians and staff available to assist you with access to electronic resources, database selection and searching, and other research questions. The library is located in the Communicore building in the University of Florida Health Science Center. Hours of operation, scheduled holidays, and other basic information are available on the library website. You can reach the library by phone at (352) 273-8408 or by using the "Ask a Librarian" email form on the library homepage. For a complete description of library services, electronic resources, or online assistance, please visit the library website at http://www.library.health.ufl.edu/.

ID Badges

Students will need to secure a Health Science Center Gator1 ID badge and pouch after they have received a letter of admission from the College of Nursing. Both the badge and the pouch are required. These badges can be obtained through ID card services at the UF Bookstore and Welcome Center. There is a fee for the badge, and proof of acceptance into the College of Nursing is needed. Visit Gator One Central for more information. It is important to remember that students must identify themselves as College of Nursing/Health Science Center students to receive the correct ID badge.

Network Access

The HPNP complex does provide wireless internet access. Students will need a laptop with wireless capability in order to access the network. In order to set up your laptop you will need to follow the instructions for wireless login here: http://getonline.ufl.edu/. If you have any questions you may contact the UF College of Nursing Computer Help Desk at (352) 273-6429 or e-mail CONITSUPPORT@HEALTH.UFL.EDU.

Personal Health Insurance

Students are required to have and provide proof of personal health insurance for the duration of the program. The University of Florida has a university sponsored health insurance plan provided by United Health Care. For more information, refer to https://www.uhcsr.com/ or call (800) 996-4698. Professional health care that results from an injury incurred in a clinical setting must be paid by the student's own health Insurance.

Standards of Professional Behavior and Conduct

Students in nursing and other health professions curricula are held to standards of conduct that both differ from and exceed those usually expected of university students. Consequently, nursing students are required to demonstrate clinical competency, including reasonable skill, safe practice, and professional behavior at all times, in the care of clients. Students may be removed from program experiences at any time for unsafe or unprofessional behavior.

Further, students are required to adhere to the standards of acceptable conduct outlined in the American Nurses Association Code of Ethics, and the Florida Nurse Practice Act. Students can be removed from the nursing curriculum and/or any college sponsored programs or organizations based on violation of professional conduct. Breaches of conduct are referred to the Health Science Center Student Conduct Committee and may include expulsion from the program.

Academic honesty and integrity are fundamental values that the College of Nursing upholds. Any incident of cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication will be handled according to the guidelines of the University of Florida Office for Student Conduct and Conflict Resolution. Additionally, any individual who is aware of violations of the Honor code is bound by honor to take corrective action. See College of Nursing Policy S-1.12.

Nurses, including student nurses, are health care role models for all of society. Students are expected to wear a federally approved, appropriately fitting, securely fastened helmet when utilizing a personal transportation device (including but not limited to a scooter, motorcycle, bicycle, skateboard, or skates) particularly when wearing a UF College of Nursing logo on their person such as the uniform, jacket, backpack, etc. Each student should consider health promotion and disease prevention behaviors and his or her role in exemplifying these behaviors to others.

Student Organizations

Nursing College Council (NCC)

The Nursing College Council is a self-governance organization of the student body. The purposes include orientation and mentoring of incoming students, fostering of communication between students and faculty, membership on College committees, professional development and enhancing student life through extracurricular social and service activities.

University of Florida Nursing Student Association (UFSNA)

The University of Florida Nursing Student Association is a pre-professional organization affiliated with the Florida Nursing Student Association, FNSA, and the National Student Nursing Association, NSNA. Its purpose is to prepare nursing students for the assumption of professional responsibilities. Participants develop leadership skills as they work on projects that have an impact on the profession of nursing. Members also plan community projects that provide needed services to the community while giving participants invaluable learning experiences.

Graduate Student Council

The Graduate Student Council is a self-governance organization of the student body. The purposes include orientation and mentoring of incoming students, fostering of communication between students and faculty, membership on College committees, professional development and enhancing student life through extracurricular social and service activities.

Student Policies

All College of Nursing policies pertaining to admissions, advisement, progression and evaluation are available for student access on the College of Nursing web site. All students are responsible for reviewing and abiding by these policies, Prior to each semester students should review the College of Nursing Student Policies and Handbook page for any updates to policies relevant to their program of study. Contact the Office of Student Affairs for any questions related to these policies.

Student Safety Statement

Patient care areas may have the potential for exposure to hazardous substances such as radioactive materials. Students who require protection beyond those of all staff are to notify faculty prior to any clinical assignments. If at any time students believe the clinical setting is unsafe, students should take appropriate steps to protect themselves and their patients, including leaving the setting if necessary. If this occurs, students should contact the course instructor or the Office of the Associate Dean for Student Affairs immediately.

Transportation & Parking

UF parking decals must be ordered online at www.parking.ufl.edu. Shands Healthcare shuttle buses are available from the Archer and Hull Road lots only and operate throughout the day and evening. Buses run every 10 to 15 minutes at peak times. Car-pooling is highly recommended as parking is at a premium. UF students, faculty and staff may ride RTS public transportation fare-free by presenting their Gator 1 card. RTS offers multiple bus routes on campus with service to every area of the University, as well as routes to all points of the City of Gainesville. For maps and information on bus routes, go to http://www.go-rts.com/ or call (352) 334-2600 for general schedule information.

UF Honor Code

In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code:

"We, the members of the University of Florida Community, pledge to hold our peers and ourselves in the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Source: https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

UF Portal

The UF Web Portal ONE.UF will provide a single point of entry for University information. It will be tailored to the individual and it will provide access for students to registration, records, and student organization information. You will need to set up a Gatorlink ID and password in order to access the UF Portal.

Web-based Course Materials

Many courses have a web component and some are completely web based. The College of Nursing uses the UF e-Learning System which can be accessed via e-Learning. You will need your Gatorlink ID and password to access your courses.

Written Scholarly Papers

Several courses in the nursing curricula require the student to complete a written paper. All papers must follow the most current APA format. The *Publication Manual of the American Psychological Association* is available in the bookstore. Students should be aware that written papers may be submitted to anti-plagiarism programs, such as TURNITIN to check for plagiarism.

Jacksonville Campus

Books & Supplies

Textbooks and supplies may be purchased in the Health Science Center (HSC) Bookstore by calling (800) 400-1239. Books will be shipped to you within 3-4 days. A shipping charge will be added to the total purchase price. The UF Student Self Service lists course schedules with textbooks for each course.

ID Badges

In addition to the Gator 1 card, Jacksonville Students are required to obtain ID badges from the UFJHI Human Resources office. Students must wear their badges when they are in the Jacksonville Health Science Center building and on the UF Health-Jacksonville (UFH-J) campus.

- Complete the Identification Badge Receipt and Acknowledgement form (available from the Jacksonville campus College of Nursing Office).
- Go to the 4th floor of the Faculty Clinic (it is in the Health Science Building), pay the $10.00 fee and receive a receipt
- Call the UFJHI Human Resources Department at: (904) 244-9064 and make an appointment to have your ID photo taken.
- At the appointed time, take your receipt and completed form to the Human Resources office on the 5th Floor of Tower 2 to have your ID badge made. Tower 2 is across 8th Street from the Health Science Building.

Library

For a complete description of library hours, services, electronic resources, or online assistance, please visit the library website at http://www.borland.ufl.edu.

Simulation Lab

The CSESaR Center Simulation Lab is located in the UFH-J PAVILION. From I-95 onto 8th street, go past UFH-J main hospital entrance and turn left onto Jefferson St. Turn right into LOT C [students may not park in lot C]. Enter the PAVILION though its Main Entrance. Straight ahead, take elevators to the second floor. When you get off of the elevator, follow the corridor bearing toward the right. This is a long corridor with windows on your left. Follow this corridor almost to the end. Look ahead for the last exit sign. Immediately BEFORE you reach the exit sign turn right through the double doors. Walk past the elevator bank, turn slightly left and you'll see a set of double doors marked CSESaR OR Rooms. Enter through the double doors and go straight back down the corridor. The nursing lab rooms are the last rooms in this corridor.

Faculty Office Hours

Faculty members post cards on their office doors, which list class and clinical schedules as well as office hours when they are available to students. In addition, faculty office hours are listed in each course syllabus. Students are encouraged to meet with faculty during the hours posted. A listing of faculty members with phone and email addresses can be found at http://nursing.ufl.edu/faculty/.

Transportation & Parking

UFH-J requires all students to obtain parking permits for their vehicles parked on campus. Please take proof of insurance and automobile registration information to the North Parking Garage Office (244-4187) located behind the UFH-J Clinical Center. The North Garage is on the left. At the Parking Office complete an application and receive a decal for your vehicle. Parking office hours are: 6:30 a.m. – 5:00 p.m., Monday – Friday. You must have a decal to park on the UFH-J campus. It is important that the Security office have contact information in case something happens to your vehicle.

Students may park in any lot designated as *General Parking* (indicated in red on the UFH-J Campus map). Do not park in the North or South Garage (even if you are willing to pay the daily fee) or in areas designated for patients and visitors. Students who are employed by UFH-J must park in their employee assigned space. A campus map is available on the campus web site.

Voice Mail

The main phone number to the College of Nursing is (904) 244-3245, which may be used to leave messages before and after office hours. Faculty members have direct lines which are noted on course syllabi or may be obtained through the main number. All lines switch over to voice mail after 3 rings if unanswered. Voice mail is checked by the College of Nursing faculty and staff regularly and your phone calls will be answered as soon as possible. Faculty members teach classes, attend meetings, have clinical commitments, etc. They may be unable to return your call immediately, but will do so in as timely a manner as possible.

UF Health-Jacksonville Security

The Security Department provides private Uniformed Security Operations and Law Enforcement Services to the campus around the clock. These officers actively patrol our campus structures, parking lots, multi-story parking facilities, and the campus grounds by foot patrols, security cart patrols, and marked security vehicle patrols. Off-duty Jacksonville Sheriff's Officers work closely with our Uniformed Security Operations and patrol the campus grounds in marked law enforcement vehicles. These dedicated Private Security and Public Law Enforcement Officials are focused on preserving a safe and secure campus environment. You may request a security escort to your car. Be sure to call the Security Office at (904) 244-4211 30-40 minutes before you need to leave the building.

Frequently Called Numbers

Office of Student Affairs

Dr. Kim Curry, Associate Dean, Students Affairs   (352) 273-6409
- Student related issues including admission, advising, and progression.

Lyndsay Ulmer, Administrative Support Assistant   (352) 273-6436
- Appointments for Dr. Curry

Dr. Sharon Bradley, Director Student of Student Success   (352) 273-6436
- Student mentoring and tutoring.

Kenneth Foote, Academic Advisor   (352) 273-6383
- Traditional BSN and RN to BSN Student Registration/Advisement

Mailing Pauzauskie, Academic Advisor   (352) 273-6331
- Graduate Student Registration/Advisement

Kenneth Wynn, Academic Advisor   (352) 273-6411
- Accelerated BSN Student Registration/Advisement

Marina Bezesky, Admissions Assistant   (352) 273-6428
- Enrollment Requirements

Office of Academic Affairs

Office of Academic Affairs   (352) 273-6520

    Kelly Reid, Administrative Assistant   (352) 273-6375

Dr. Susan Schaffer, Director, DNP Program   (352) 273-6366

Dr. Jennifer Elder, Director, PhD Program   (352) 273-6356

    Mary Lamantia, Administrative Assistant to Drs. Schaffer and Elder   (352) 273-6393

Department Chairs

Dr. Ann Horgas: Biobehavioral Health Systems   (352) 273-7622

Dr. Versie Johnson-Mallard: Family, Community, and Health System Science   (352) 273-6330

College of Nursing Campus Numbers

Gainesville   (352) 273-6400
Jacksonville   (904) 244-3245

University of Florida Numbers

University Information   (352) 392-3261
Dean of Students   (352) 392-1261
Disability Resource Center   (352) 392-8565
Counseling and Wellness Center   (352) 392-1575
Student Health Care Center   (352) 392-1161
University Police   (352) 392-1111
Financial Aid   (352) 273-6202
Office of the Registrar   (352) 392-1374

ACTION	RESPONSIBILITY
REVIEW/REVISE	ADSA
CONSULTANT	PDs, ADAA
APPROVE	DEAN

Revised: May 2017