

## Information Specifically for MSN Clinical Nurse Leader Students

### Section I

#### A. Degree Requirements

A minimum of 61 semester hours must be satisfactorily completed for the awarding of the Master of Science in Nursing degree with the Clinical Nurse Leader focus. These courses include:

##### Prerequisite Requirements

A baccalaureate or higher degree from an accredited institution of higher education and the following courses (or equivalents):

1. Statistics (graduate level within five years)	22S:101 or 102	3 s.h.
2. Biology	002:002	3 s.h.
3. Chemistry	004:007	3 s.h.
2. Microbiology	061:164	4 s.h.
3. Anatomy	060:001	3 s.h.
4. Psychology	031:001	3 s.h.
5. Pathophysiology	096:115	3 s.h.
6. Epidemiology	171:143	3 s.h.

##### Nursing Major Requirements (61 s.h.)

Pathophysiology: Organ Systems	096:114	3 s.h.
Pharmacotherapeutics in Nursing	096:124	3 s.h.
Parent-Child Nsg.	096:139	3 s.h.
Gerontological Nsg.	096:141	3 s.h.
Public Health Nsg.	096:153	3 s.h.
Psych-Mental Health Nsg.	096:155	3 s.h.
Clinical Reasoning	096:176	4 s.h.
Therapeutic Nursing Interventions I	096:177	4 s.h.
Therapeutic Nursing Interventions II	096:178	4 s.h.
Intensive Practicum I	096:180	3 s.h.
Intensive Practicum II	096:183	3 s.h.
Clinical Leadership I	096:188	2 s.h.
Intensive Practicum III	096:199	4 s.h.
Capstone Residency	096:200	4 s.h.
Leadership for Adv Nsg Practice	096:208	3 s.h.
Health Systems/Econ/Policy	096:209	3 s.h.
Research for Evidenced Based Practice I	096:211	3 s.h.
Informatics in Health Care	096:263	3 s.h.
Advanced Case Management	096:266	3 s.h.
Masters Portfolio	096:268	0 s.h.

## **B. Curricular Plan of Study**

This is a sophisticated and fast moving plan of study for motivated learners, designed to build on the prior education of the applicant. It combines coursework with practical experience and is followed by a comprehensive internship in an arranged health care setting.

*Due to the lock step nature of this program, a student may be unable to progress in the curriculum for a period of at least one year, if there is any interruption in the sequence of courses by dropping, withdrawing, unsuccessful completion of a course, etc.*

<i>1st Semester Spring</i>		
96:114 Pathophysiology	3 s.h.	
96:176 Clinical Reasoning (Health Assessment, etc.)	4 s.h.	
96:177 Therapeutic Interventions I	4 s.h.	
96:211 Research for Evidence-Based Practice I	3 s.h.	
<i>2nd Semester Summer</i>		
96:124 Pharmacotherapeutics	3 s.h.	
96:178 Therapeutic Nursing Interventions II	4 s.h.	
96:180 Intensive Practicum I (180 clin hrs.)	3 s.h.	
<i>3rd Semester Fall</i>		
96:139 Parent/Child Nursing	3 s.h.	
96:141 Gerontological Nursing	3 s.h.	
96:155 Psych/Mental Health Nursing	3 s.h.	
96:183 Intensive Practicum II (180 clin hrs.)	3 s.h.	
96:208 Leadership for Adv Nsg Practice	3 s.h.	
<i>Winter Session</i>		
96:153 Public Health Nursing	3 s.h.	
<i>4th Semester Spring</i>		
96: 199 Intensive Practicum III (225 clin hrs.)	4 s.h.	
96:209 Health Sys, Econ, & Policy	3 s.h.	
96:263 Informatics in Health Care	3 s.h.	
96:266 Advanced Case Management	3 s.h.	
<i>5th Semester Summer</i>		
96:188 Clinical Leadership I (Intro to CNL Role)	2 s.h.	
96: 200 Capstone Residency: CNL (315 clin hrs.)	4 s.h.	
96:268 Master's Portfolio	0 s.h.	

*\*\*Curricular Plan of Study is subject to change based upon available resources.*

**C. Computerized Testing Program**

The College of Nursing has contracted with Assessment Technologies Incorporated (ATI) to administer computerized testing throughout the curriculum to ascertain student knowledge and enhance preparation for the National Council Licensure Exam for Registered Nurses (NCLEX®). Computerized exams are directly associated with specific content areas in the curriculum. Course fees will be charged and directly appear on the student's U-Bill to cover the cost of these exams. In addition to the computerized testing, students will receive review materials for each content area where computerized testing is administered.

**D. Clinical Portfolio Requirements**

All students are required to work with their faculty advisor to complete a Clinical Portfolio as part of the requirements for graduation. Students in the Master of Science in Nursing: Clinical Nurse Leader program will be completing a MSN: Clinical Portfolio.

**Section II**  
**Grading and Related Matters**

**A. Incompletes (I)**

The grade of I is used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. An Incomplete is automatically converted to an F at the end of the next full semester (summer and winter sessions excluded), even if the student does not enroll after the session the I grade was posted. Due to the lock step nature of this program, students who earn a grade of "I" and do not complete the course work prior to the start of the next semester may be unable to progress in the curriculum.

**B. Mid Semester Reports**

Students enrolled in the Graduate College do not receive mid-semester reports. It is the responsibility of the student to communicate with each instructor regarding individual performance in a course. A professor may choose to notify the student of their grade at midterm; however, the professor is not required to do so.

**C. Scholastic Requirements**

1. The student must achieve a grade point of 2.0 (C) or higher in each of the required courses in the nursing major noted below to remain in good scholastic standing. These courses include:

Pathophysiology: Organ Systems	096:114	3 s.h.	
Pharmacotherapeutics in Nursing	096:124	3 s.h.	
Parent-Child Nsg.	096:139	3 s.h.	
Gerontological Nsg.	096:141	3 s.h.	
Public Health Nursing	096:153	3 s.h.	
Psych-Mental Health Nsg.	096:155	3 s.h.	
Clinical Reasoning (Health Assessment, etc.)	096:176	4 s.h.	
Therapeutic Nursing Interventions I	096:177	4 s.h.	4 s.h.
Therapeutic Nursing Interventions II	096:178	4 s.h.	
Intensive Practicum I (180 clinical hours)	096:180	3 s.h.	
Intensive Practicum II (180 clinical hours)	096:183	3 s.h.	
Clinical Leadership I (Intro to CNL Role)	096:188	2 s.h.	
Intensive Practicum III (225 clinical hours)	096:199	4 s.h.	
Capstone Residency: CNL (315 clinical hours)	096:200	4 s.h.	
Leadership for Advanced Nursing Practice	096:208	3 s.h.	
Health Sys., Econ., & Policy	096:209	3 s.h.	
Research for Evidence-Based Practice I	096:211	3 s.h.	
Informatics in Health Care	096:263	3 s.h.	
Advanced Case Management	096:266	3 s.h.	
Master's Portfolio	096:268	0 s.h.	

2. A student may repeat Non-Clinical Nursing Courses one time only. The following courses are considered Non-Clinical Nursing Courses:

Pathophysiology: Organ Systems	096:114	3 s.h.	
Pharmacotherapeutics in Nursing	096:124	3 s.h.	
Parent-Child Nsg.	096:139	3 s.h.	
Gerontological Nsg.	096:141	3 s.h.	
Public Health Nursing	096:153	3 s.h.	
Psych-Mental Health Nsg.	096:155	3 s.h.	
Clinical Reasoning (Health Assessment, etc.)	096:176	4 s.h.	
Therapeutic Nursing Interventions I	096:177	4 s.h.	4 s.h.
Therapeutic Nursing Interventions II	096:178	4 s.h.	
Clinical Leadership I (Intro to CNL Role)	096:188	2 s.h.	

Leadership for Advanced Nursing Practice	096:208	3 s.h.
Health Sys., Econ., & Policy	096:209	3 s.h.
Research for Evidence-Based Practice I	096:211	3 s.h.
Informatics in Health Care	096:263	3 s.h.
Advanced Case Management	096:266	3 s.h.
Master's Portfolio	096:268	0 s.h.

3. One clinical nursing course may be repeated. If a student receives lower than a 2.0 (C) in a second clinical course, he/she will be dismissed from the college. The following courses are considered Clinical Nursing Courses:

Intensive Practicum I (180 clinical hours)	096:180	3 s.h.
Intensive Practicum II (180 clinical hours)	096:183	3 s.h.
Intensive Practicum III (225 clinical hours)	096:199	4 s.h.
Capstone Residency: CNL (315 clinical hours)	096:200	4 s.h.

4. The student must maintain a 2.75 or higher cumulative GPA each semester to remain in good academic standing in the College of Nursing and Graduate College.

#### D. Pre-Requisites and Course Requirements for Progression in Curriculum

<u>Course # Title</u>	<u>Pre- and Co-requisites</u> (Courses are Pre-Requisite unless noted)
096:114 Pathophysiology: Organ Systems	Admission to the MSN: CNL Program Successful completion of 096:115
96:211 Research for Evidence Based Practice I	Admission to the MSN: CNL Program Graduate Level Statistics course
96:176 Clinical Reasoning	Admission to the MSN: CNL Program
96:177 Therapeutic Interventions I	Admission to the MSN: CNL Program
96:178 Therapeutic Interventions II	Successful completion of first semester course work
96:180 Intensive Practicum I	Successful completion of first semester course work 96:178 is co-requisite
96:124 Pharmacotherapeutics	Successful completion of 96:114 and 96:115 for <u>MSN: CNL</u> students
96:139 Parent Child Nursing	Successful completion of 96:178, 96:180 and 96:124
96:142 Gerontological Nursing	Successful completion of 96:178, 96:180 and 96:124
96:155 Psych/Mental Health Nursing	Successful completion of 96:178, 96:180 and 96:124
96:183 Intensive Practicum II	Successful completion of 96:178, 96:180 and 96:124
96:208 Leadership for Advanced Nsg. Practice	Successful completion of 96:178, 96:180 and 96:124
96:153 Public Health Nursing	Successful completion of 96:139, 96:142, 96:155, 96:183 and 96:208
96:209 Health Sys, Econ, & Policy	Successful completion of all course work in the first four sessions of the program
96:263 Informatics in Health Care	Successful completion of all course work in the first four sessions of the program
96:266 Advanced Case Management	Successful completion of all course work in the first four sessions of the program
96:199 Intensive Practicum III	Successful completion of all course work in the first four sessions of the program
96:188 Clinical Leadership I (Intro to CNL)	Successful completion of all course work in the first five sessions of the program
96:200 Capstone Residency: CNL	Successful completion of all course work in the first five sessions of the program
96:268 Master's Portfolio	Successful completion of all course work in the first five sessions of the program

## **E. Probation**

1. A student who fails to meet any of the previously stated scholarly requirements will be placed on probation.
2. A student placed on probation will be notified of his/her probationary status prior to the first day of classes for the session immediately following the semester in which the deficit in scholastic requirement occurred. The student may choose to use his/her academic advisor or other teaching faculty to assist him/her in exploring concerns, identifying problems and planning actions to meet his/her goals. A formal recommendation delineating appropriate activities may be specified for the student. The student will be informed in writing of the action which must be successfully completed to be returned to good scholastic standing.
3. The student shall be returned to good academic standing and will be so notified in writing when he/she has:
  - a. achieved a cumulative GPA of 2.75, or
  - b. achieved a 2.0 or higher in the specified required nursing course as designated.
4. The maximum probationary period is one calendar year with the following exceptions:
  - a. Should the student need and not be able to re-enroll in a required nursing course within the calendar year, the earliest semester the student is allowed to re-enroll in the course will be considered the probationary period.
  - b. Determination of when or whether a student is allowed to re-enroll in a required course sequence of the program is dependent upon the course faculty recommendation, projected course enrollment and approval of the Associate Dean.
  - c. In the MSN: Clinical Nurse Leader Program, a student placed on probation may be unable to progress in the curriculum. The student is required to meet with the designated Program Director to discuss potential available options.

## **F. Dismissal for Poor Scholarship**

1. Student on probation:

The student who does not achieve a 2.75 cumulative GPA in the area upon which probation was based within the probation period will be dismissed from the College. In addition, failure to follow formal recommendations regarding scholastic achievement may result in dismissal from the College of Nursing. After the period of probation, however, the student may petition for an additional year on probation. The petition should be submitted in writing to the chairperson of the Academic Council. When acting on the petition, recommendations concerning extension of probation will be sought whenever possible from appropriate faculty in the area of probation and the Scholastic and Scholarship Committee. The student will be notified in writing of the decision made concerning the request for an extension of probation.

2. Student on probation - specific required nursing course:

The student who does not receive a minimum of a 2.0 in the designated required course will be dismissed from the College after the period of probation.

3. A student on scholastic probation who cancels registration at any time without good cause will be considered as having been dismissed for poor scholarship.

### **G. Re-Admission Policies**

The student dismissed from the College due to poor scholarship may petition the Academic Council in writing for permission to be re-admitted to the College of Nursing. The request must be submitted prior to May 1 of the year the student desires to be readmitted to the program. The petition must present evidence that changes have occurred which indicate that the student has improved his/her chances for scholastic success in the College of Nursing. A student granted re-admission will be re-admitted on probation for one semester.

### **H. Re-Entry into Clinical Nursing Course Policies**

For the student who drops, fails, or interrupts the sequence of courses in the program:

1. At the time of withdrawal from the sequence of courses in the program, faculty must provide specific information regarding evaluation of the student's potential to succeed and recommendations concerning re-entry into the appropriate clinical nursing course. Clinical course status forms must be filed by course faculty on all students whether they leave for academic or other reasons.

The clinical course status form with the course faculty recommendation regarding re-entry must be filed in the Office of Student Services. This form must also be signed by the Associate Dean.

2. **If faculty recommendations are favorable and space is available in the appropriate course(s), the student would re-enter the appropriate nursing course sequence beginning in the session one year from the interruption.** Four months prior to the anticipated re-entry the student must confirm in writing to the Office of Student Services an intent to enroll. At the same time, the student must provide written documentation that actions have been taken to comply with any recommendations made at the time the student dropped, failed, or interrupted the sequence of courses in the program. Failure to provide documentation or comply with the recommendations may delay or cancel re-entry. Students must be informed of the course faculty recommendation(s) in an exit interview. If course faculty recommendation is favorable, the student must indicate at the time of the exit interview a desire to return.

### **I. Classroom Misconduct**

In accordance with the The University of Iowa "Code of Student Life", ( <http://student-services.uiowa.edu/students/policies/index.php> ) the following applies to dismissal from the classroom.

Misconduct in a classroom or other instructional setting, is willful failure to comply with a reasonable directive of the classroom instructor or other intentional conduct that has the effect of disrupting University classroom instruction or interfering with the instructor's ability to manage the classroom. When disruptive activity occurs, a University instructor has the authority to determine classroom seating patterns and request that a student exit the classroom, laboratory, or other area used for instruction immediately for the remainder of the period. Instructors who impose a one-day suspension are asked to report the incident to appropriate departmental, collegiate, and Student Services personnel.

### **J. Professional Misconduct:**

All students in the College of Nursing are expected to comply with professional and ethical standards in all aspects of student life – in classes, clinical experiences, as advisees, toward their peers, and toward faculty and administration. As such they will honor commitments, keep confidences, make and keep appointments, fulfill assignments in a timely manner, avoid academic misconduct, and be honest in interactions with faculty, students, and co-workers. Professional conduct thus includes demonstration of the following:

1. Appropriate interpersonal skills
2. Adherence to confidentiality
3. Appropriate behavior in clinical agencies and the College of Nursing
4. Respect for differences among patients and colleagues
5. Competent, compassionate and respectful patient care

Failure to demonstrate these attributes on one or more occasions can constitute grounds for potential suspension or dismissal from the College of Nursing.

**Section III**  
**Clinical Course and Health Science Student Requirements**

**A. Core Performance Standards**

Applicants to the College of Nursing are expected to have the capability to complete the entire nursing curriculum and achieve the degree of Master of Science in Nursing. The nursing curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative, and interpersonal skills. Therefore, College of Nursing students must meet the following performance standards:

- Possess and use critical thinking skills sufficient for clinical judgment. Example\*: identify cause-effect relationships in clinical situations, develop nursing care plans.
- Demonstrate interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Example: establish rapport with patients/clients and colleagues.
- Communicate sufficiently for interaction with others. Example: explain treatment procedures; initiate health teaching; observe patient/client responses; document and interpret nursing actions and patient/client responses.
- Administer cardiopulmonary procedures and other clinical procedures necessary for nursing care; calibrate and use equipment, position patients/clients.
- Possess\*\* tactile abilities sufficient for performing physical assessment. Example: perform palpation functions of physical examination and those related to nursing interventions.

Applicants who may not meet these standards are encouraged to contact the Associate Dean for Academic Affairs. Personal interviews may be requested.

\*Examples not all-inclusive.

\*\*Possess is defined as having the ability with or without an assistive device.

## **B. Health Screening Requirements for All Health Science Students**

The following requirements must be completed prior to enrollment in the first clinical nursing course:

### 1. Health Screening Requirements:

Reports of the following must be on file at Student Health Service (Westlawn) 10 days prior to opening of classes:

- a. the results of a physical examination
- b. urine analysis
- c. immunizations for tetanus, diphtheria, and poliomyelitis
- d. tuberculin skin tests
- e. hepatitis B vaccine series and titre

NOTE: The physical examination and immunizations must have been completed or brought up to date within six months prior to enrollment in the first semester of the program.

In addition to the above, Student Health Service and The University of Iowa Hospitals and Clinics require that students in the health science programs must have reports of the results of the following on file at Student Health prior to clinical experience at The University of Iowa Hospitals and Clinics:

- a. rubella testing for males and females (Those individuals not immune will be required to accept immunization or have no contact with patients)
- b. chest x-ray if previously positive tuberculin test or a new reactor
- c. annual tuberculin screening

### 2. CPR Certification: May be obtained from a number of local or home community agencies.

All students are required to be certified in CPR before they begin the program. This certification must be for the professional rescuer, and must include all of the following: one person and two person CPR for adult and infant/child.

Students can use the American Red Cross or the American Heart Association classes to fulfill the CPR requirement. These two associations have different offerings. If you take a class from the American Red Cross, you must complete CPR for the Professional Rescuer to receive your certification. The Johnson County American Red Cross is located at 120 N. Dubuque St., Iowa City, Iowa. Phone: (319) 337-2119

To be certified through the American Heart Association, students must take either Module C, which is one person and two person CPR for adults and child/infant or they must take a combination of Modules that equal this.

**CPR certification requires annual renewal.** Students may take CPR courses in their home communities through a local chapter of the American Red Cross or the American Heart Association as long as the courses meet the content and certification requirements identified above. Annual renewal is required by the College of Nursing and many hospital/agencies that provide clinical experiences for nursing students. **Although your card may reflect a two-year valid period, the College of Nursing and our associated agencies require yearly renewal.**

**Students without current CPR certification will have blocks placed on registration until proof of certification is submitted to the Office of Student Services.**

3. First Aid Certification: All students are required to be certified in First Aid, within 6 months of beginning the program. Please note, that although the Red Cross Standard First Aid course includes CPR, it is one-person rescue only. It does not include infant/child or two person CPR and is therefore insufficient for the CPR requirement.

To obtain First Aid Certification contact:

Your local chapter or the Johnson County American Red Cross at:  
120 N. Dubuque St.  
Iowa City IA 52240  
(319) 337-2119

**OR**

The University of Iowa, Department of Exercise Science offers a 2 semester hour course (027:056 First Aid and CPR).

Failure to meet this qualification will result in cancellation of registration of clinical courses in the College of Nursing.

4. Professional Liability Insurance: All students in the College of Nursing must have coverage for professional liability insurance with coverage of at least \$1,000,000 single occurrence limit. This requirement serves as an act of professionalism and to protect students' personal assets. Professional liability insurance covers error, negligence, or omission that may occur during the practice of nursing. It pays for court costs and legal fees whether or not individuals are liable for the charges made against them.

The College of Nursing student body voted and approved for a fee based structure for professional liability insurance effective with the start of the Fall 2006 semester. The College of Nursing will purchase a group policy and cost for the insurance will be charged each spring to the student U-Bill.

5. Hepatitis B Vaccine: The following are ways that students may obtain the vaccine:

The series consists of 3 injections and a titre and may be obtained at cost, at Student Health Service. This applies to all University of Iowa health science students. It is recommended that immunity status be determined after the third dose. A fourth dose may be necessary.

Students who are employed at UIHC in a patient contact area are eligible to receive the vaccine at no charge through Staff Health Screening Service in Boyd Tower Clinic D (phone 356-3631). Students who are employed by a research project at The University of Iowa that involves contact with human blood and tissue may be able to receive the vaccine at no charge through University Employee Health Clinic, Clinic A, 1<sup>st</sup> Floor Boyd Tower (356-3631). Note: Arrangements to receive the vaccine must be made in advance. Currently the wait for a new appointment is several months, but all attempts will be made to provide initial Recombivax on as timely a basis as possible by working people in for short appointments.

The vaccine is not covered under the student insurance plan.

6. Mandatory Health Insurance: All students in the College of Nursing must show annual verification that they have obtained and currently hold health insurance for health professions students, underwritten by Blue Cross and Blue Shield of Iowa, or equivalent to it, providing \$250,000 lifetime benefit covering required immunizations, hospitalization, surgery, maternity, emergency illness or injury, and well-baby care (to age 7). Entering students in the College of Nursing are provided information about this requirement.
7. Influenza Vaccine: As you know, health care workers are considered to be a group that can transmit influenza to high-risk persons. Because of this, the Student Health Service and the University of Iowa Hospitals and Clinics now require health science students who have patient contact to receive the influenza vaccine. The vaccine is available at Student Health Service. Cost for the vaccine is the student's responsibility.

8. Joint Commission of Accreditation of Healthcare Organizations (JCAHO) Requirements: JCAHO is the regulatory body which governs requirements for some of the health care organizations where our students participate in their clinical experiences. Effective Summer of 2004, JCAHO established requirements that all students who have/will have patient contact are required to have a criminal background check as well as other documentation of orientations and training relative to patient safety. A fee covering the cost of this process will be placed on the student's U-bill. The criminal background check will be completed upon enrollment in the College of Nursing.

**C. Mandatory Reporter Training in Recognition and Reporting of Abuse**

This content is provided and documented through a module in 414:198:001 UIHC Compliance Training Course delivered via ICON which is completed during the first semester of enrollment in the program.

**D. Past Felony Conviction**

**ANY INDIVIDUAL WHO HAS EVER BEEN CONVICTED OF A FELONY SHOULD NOTIFY THE IOWA BOARD OF NURSING IMMEDIATELY.**

Chapter 147.3 of the Iowa Code provides for a licensing board to consider past felony convictions of applicants. Previous conviction does not automatically bar an individual from eligibility for licensure. However, the board must determine if the felony relates directly to the practice of the profession before a license is issued.

Individuals considering enrollment or currently enrolled in nursing education programs preparing registered nurses or licensed practical nurses should contact the Iowa Board of Nursing if they have had a prior felony conviction or are unsure of their status. Early action on the part of the individual allows the board to determine eligibility for licensure in a timely manner.

Questions pertaining to felony convictions may be directed to the Iowa Board of Nursing Enforcement Unit at 515-281-6472.

**E. Professional Conduct - College of Nursing Professional Conduct Policy (Effective 5/03)**

Increased education, participation in professional activities, research, and professional demeanor in practice and in public all help contribute to the image of nurses as professionals. The University of Iowa College of Nursing prepares nurses for professional nursing practice and as leaders. Thus professional conduct is an essential component of nursing education at the University of Iowa.

Rationale

Professional conduct includes behavior, attire, and grooming. Although personal taste and the cultural milieu in which individuals live and work influence all three attributes, a professional nurse "professes" special knowledge that only the nurse can provide for clients/patients (hereafter client). Personal taste and conduct of a professional reflect concern and respect for the client and inspire confidence in the professional's special knowledge and skills. Unkemptness, eccentric personal appearances, conduct, or dress that is too casual may provoke unease, lack of confidence, or even a negative image of nurses as workers who have nothing special or important to contribute to the client's health care.

Nurses are intimately involved with clients during the healthcare process, providing a very personal physical and emotional service as well as interacting collegially with other members of the health care team. Everything possible must be done to gain the confidence of clients, their families, and colleagues. While this is true for the profession in general, it is the expectation at the College of Nursing that a student must assure clients and colleagues they have the necessary skills to provide care and input. It is, therefore vital for members of the College of Nursing to maintain appropriate conduct and a professional appearance.

Policy Dissemination and Expectations

1. The faculty, students, and staff alike are responsible for maintaining a professional climate consistent within the College of Nursing and in all practice and laboratory environments.

2. The faculty will assume primary responsibility for the dissemination and oversight of the policy and serve as role models for all students.
3. All students will receive the Professional Conduct Policy at orientation and are expected to comply with its principles.

Policy Principles and Rationale: Dress and Decorum

1. There is no requirement that students at The University of Iowa College of Nursing adhere to a uniform dress code (except for the Uniform Policy for undergraduate students). Students, however, are to dress appropriately, be well groomed, and behave in a manner that is consistent with expectations of students and members of a professional discipline. Appropriate dress and behavior are expected to vary with the location and nature of the student's educational activities.
2. Students should be recognized as students of nursing in all settings and consider their adjustments in dress, grooming and behavior thoughtfully in each setting. In every setting (patient care area or associated area), students represent themselves as students of the College of Nursing and of a professional discipline that is one member of the interdisciplinary healthcare team.
3. When students are assigned to clinical activities in the community, outside of UIHC or the VAMC, they are representatives of The University of Iowa College of Nursing. Hence, attire and behavior should promote a positive impression for the individual student, the specific course, and the institution. Specific dress requirements may be set by community-based clinical activities. These requirements typically will be included in written course materials, but if any doubt exists, it is the responsibility of the student to inquire.
4. When students interact with clients/patients, families, and health care professionals, "traditional" attire and identifying clothing, such as a white coat with a name badge, are appropriate. Uniforms will be worn in accordance with the uniform policy. Students are expected to identify/introduce themselves as nursing students at all times and must assume responsibility for clarifying their role to clients. Name badges that identify the individual as a nursing student facilitate appropriate recognition and must be worn in clinical settings.
5. The Nursing Clinical Education Center (NCEC) is located within The University of Iowa Hospitals and Clinics (UIHC) complex. Because of this location, specific standards of dress/appearance are required as follows:
  - a. When attending class in the NCEC classroom and conference rooms (outside the simulation and laboratory rooms), students are to wear clothing that is clean, neat, and not suggestive or disrespectful of others (no shorts, nor shirts with inappropriate logos or messages). Tops should cover the midriff and should not reveal cleavage, sweat pants are not acceptable nor are flip flops. Student should have their College of Nursing ID Badge on and visible.
  - b. When attending and participating in classes in the simulation rooms or laboratory rooms in the NCEC, no jeans or open toed shoes are permitted in addition to the above standards.
6. Clients should be addressed with the appropriate title (Mr., Mrs., Ms., Miss, etc.) and surname unless they request to be addressed by a first name.
7. It is expected that students in clinical areas will address faculty members by their surname by the appropriate abbreviation of marital status or credential (Professor, Mr., Ms., Dr.); however when in non-clinical areas, students may address faculty members in accordance with preferences of individual faculty members.
8. Students should also be aware that faculty judgments about the appropriateness of attire will prevail.

**F. Uniform Policy**

1. Personal Appearance

All professional contacts regardless of setting require attire and conduct that enhances the nursing students' ability to carry out specific functions, and gain the trust and confidence of the patient/client. Students should recognize that eccentric attire may interfere with their ability to establish proper working relationships with patients/clients. The personal taste of professionals must reflect concern for their clients. Several surveys indicate that patients/clients react negatively to things such as, but not limited to, jeans and untrimmed hairstyles. When employed, The University of Iowa College of Nursing student shall not wear the student uniform nor any symbols which identify the wearer as a student of the University, sign his/her name as a student, or hold himself/herself out to be practicing as a nursing student.

- a. Grooming - Hairstyle shall not interfere with patient/client welfare.

- b. Long hair must be pulled back for hygienic purposes.
  - c. Hair must be neat, clean, and groomed.
  - d. Facial hair must be neatly trimmed or shaven.
  - e. Jewelry
    - 1. Students may wear only one single set, small, plain, post earrings in the ear lobes.
    - 2. Only one band type finger ring without gemstones may be worn.
    - 3. No other visible body piercing jewelry is acceptable. No visible tattoos.
  - f. Nails
    - 1. Nails should be manicured, clean and short.
    - 2. No nail polish shall be worn.
  - g. The fragrance of cologne, perfume, aftershave lotions, hair spray, or other scented cosmetics should be unnoticeable by patients/clients.
2. Professional Attire - The College of Nursing uniform will consist of the following:
- a. A yellow polo shirt (short or long sleeve) with the embroidered University of Iowa College of Nursing logo.
  - b. White tailored slacks/pants (a below knee length skirt is an approved option)
  - c. A white lab coat
    - 1. The hem of the pant should touch the top of the shoe and extend no longer than the top of the sole.
    - 2. Only designated approved uniform color and style may be worn.
    - 3. A white T-shirt or long-sleeved turtleneck may be worn under the polo shirt. This should not have any commercialized symbols or screen-printing visible on it.
      - a. The official College of Nursing photo ID badge should be worn on the left side, directly opposite and in line with the patch.
      - b. Plain white or light hose must be worn with clean, polished white leather shoes. White socks may be worn with the pants.
      - c. Clogs are permissible; however, any shoe resembling an athletic shoe/ tennis shoe/ sneaker is not permissible.
        - 1. A lightweight, matching color or white washable cardigan sweater may be worn as an option with the uniform, provided the sweater does not interfere with the care given to the patient/client. ID badge should be worn on the left side of the sweater.
        - 2. A lab coat may be worn with appropriate dress when the student is in patient/client areas. The lab coat is optional while wearing the student uniform. The name pin (photo ID) should be worn on the left side of the lab coat.
        - 3. Examples of inappropriate dress would be:
          - a. Jeans
          - b. Shorts
          - c. T-shirts
          - d. Sweatshirts
        - 4. Maternity uniform policy
          - a. Student will wear the appropriate size College of Nursing approved uniform dress or tunic.
          - b. This maternity uniform shall meet all criteria as previously stated.
3. Changes in uniform requirements may be made by site clinical instructors in accordance with clinical agency policies.

### **G. Photo Identification Badges**

College of Nursing photo identification badges are ordered by the Office of Student Services prior to the first day of class in the College of Nursing. These photo ID badges will be distributed during the College of Nursing Orientation. Students must wear their photo identification badges at all times while engaged in direct or indirect patient/client care activities as a student of the College of Nursing as well as when participating in classes held in the Nursing Clinical Education Center (NCEC). If original badge is lost or name is changed requiring a new badge, a \$5.00 fee will be charged.

**H. Clinical Orientation Items – Quick Reference**

Although the information below applies specifically to students, faculty may also find it helpful in planning learning experiences related to clinical.

Orientation Item	Faculty/Student Responsibility
1. CPR Certificate	Students are responsible for getting this and renewing it every year. It is "tracked" through the Office of Student Services and recorded on ICON for each student.
2. First Aid Certificate	Students are responsible for getting this. It is "tracked" through the Office of Student Services and recorded on ICON for each student.
3. Professional Liability Insurance	The College of Nursing purchases professional liability insurance for all students. Charges for this expense are assessed to the student U-Bill.
4. Health Screening Requirements	If an agency requires additional health screening such as blood or urine testing for drugs, the faculty is responsible for notifying the student and tracking the compliance. The student may be required to pay for these additional exams.
5. Mandatory Reporting of Child/Dependent Adult Abuse	This training is offered via ICON. All students will enroll in 414:198:001 to receive this training. Training is valid for five years.
6. Safety Training, Fire, Chemicals, Back Safety	Most acute care facilities require this YEARLY. Faculty are responsible for arranging and tracking this training for their students. Training is available on ICON.
7. Standard Precautions	This training is offered via ICON. All students will enroll in 414:198:001 to receive this training.
<p data-bbox="185 1125 711 1157">8. Blood &amp; Body Fluid Exposure Reporting</p> <p data-bbox="233 1556 558 1682">----- Student Health Service (SHS) University of Iowa 319/335-8392 (Triage Nurse) Fax 319/335-7274</p>	<p data-bbox="721 1125 1453 1220">Review the Student Health website for reporting procedures if there is an occurrence @UIHC or off campus. <a href="http://www.uiowa.edu/~shs/exposure.htm">http://www.uiowa.edu/~shs/exposure.htm</a></p> <p data-bbox="721 1251 1453 1556">Health Science Students Protocol for Reporting Blood &amp; Body Fluid Exposure</p> <ul data-bbox="721 1314 1453 1556" style="list-style-type: none"> <li>• Clean wound thoroughly</li> <li>• Identify source (patient)</li> <li>• Inform supervisor</li> <li>• Call SHS Triage Nurse @ 319/335-8392</li> <li>• If SHS is closed, call UIHC ETC 319/356-2233 and ask to speak to Staff Physician</li> <li>• Obtain medical care as advised</li> <li>• Accept responsibility for follow-up</li> </ul> <p data-bbox="721 1587 1453 1808">----- <b><u>NEED TO KNOW</u></b> Your Social Security Number Name &amp; phone number of your supervisor Nearest Fax #, if off-campus Information on incident For complete protocol, see SHS homepage <a href="http://www.uiowa.edu/~shs/exposure.htm">http://www.uiowa.edu/~shs/exposure.htm</a></p>



9. Electronic Charting	<p>At UIHC the INFORMM system orientation is provided by UIHC staff for all students in advance of the clinical experience. Faculty receive this schedule one week prior to the start of the semester.</p> <p>Faculty must inform the College of Nursing security officer, Jan Zinkula, 37 NB, of UIHC clinical sites they plan to utilize at least 3 weeks before clinical experiences begin. Faculty utilizing other agencies are responsible for determining orientation requirements for electronic charting.</p>
10. Medication dispensing systems	Faculty are responsible for arranging orientation in each agency using such systems, including the Pyxis system at UIHC.
11. TB masks/respirators	Faculty are responsible for notifying students of potential for exposure on clinical units. Mask "fit testing" will be arranged through student health as appropriate. Students will be responsible for costs associated with fit testing.
12. Latex allergy	<ol style="list-style-type: none"> <li>1. The College of Nursing student should identify any latex allergies that a student has to the Nurse Manager on the clinical unit prior to a clinical rotation.</li> <li>2. The College of Nursing student will provide written documentation of the latex allergy and any related requirements</li> <li>3. Students should be tested in a timely manner if an latex allergy is suspected but unverified. Any allergy testing expenses will be incurred by the student/student insurance.</li> <li>4. Once the student's latex allergy status is determined, and documentation is provided, the department of nursing (clinical unit) will supply gloves and/or other precautions during the student clinical rotation. We recognize that there may be situations when an allergy is suspected and the student is in process of being evaluated but needs to be on the clinical unit. UIHC will provide gloves, etc. during an interim period in which the student is being tested.</li> <li>5. For questions call the Director of Nursing Education, Department of Nursing at UIHC at 356-3959</li> <li>6. Students at agencies other than UIHC need to contact nurse managers before clinical experience begins.</li> </ol>
13. Agency contracts/agreement	Faculty are responsible for checking whether or not the College of Nursing has a current contract with each agency used for student experiences. This information can be obtained from the Office of Academic Affairs prior to beginning clinicals.
14. Accident on the clinical site	Students who are injured in the clinical area at UIHC should report to Student Health for follow-up/treatment. In general, all students need to report injuries to Student Health, even if accident occurred at an off campus clinical site.
15. Statement of Confidentiality	Signed during Orientation for New Students and kept in student file in the Office of Student Services
16. Student Code of Conduct	Affirmation signed during Orientation for New Students and kept in student file in the Office of Student Services.
17. Criminal Background Check	All students who have or will have patient contact will be required to have a criminal background check. Cost for the background check will be assessed as a miscellaneous fee charged to the student's U-Bill.

**Section IV**  
**Special Opportunities for Nursing Students**

**A. The University of Iowa Association of Nursing Students (UIANS)**

The University of Iowa Association of Nursing Students (UIANS) is the student professional organization of the College of Nursing. Two faculty members serve as advisors to the organization.

UIANS offers nursing students the opportunity to develop leadership, management, and professional skills. The organization sponsors a number of activities each year including: Progressive Nursing Day, Student Host Program, equipment and uniform sales, sportswear sales, Fall Kick-Off, and regular newsletters. Members are also involved in policy-making decisions within UIANS, the College of Nursing and the University.

UIANS meetings are held bi-monthly. Meeting notices are posted on the UIANS bulletin board in the ground floor well area and on second floor clinical nursing course bulletin boards. UIANS meetings are open to all and students are strongly encouraged to get involved.

For more information contact a UIANS officer, council member, or Faculty Advisor. UIANS Office: Room 33, Nursing Building, 335-7002

**B. Association of Graduate Nursing Students (AGNS)**

Graduate students have the opportunity to participate in the College of Nursing Association of Graduate Nursing Students (AGNS). AGNS meetings and events are held throughout the academic year to discuss issues and provide mentoring and share ideas. AGNS nominates student representatives to serve on the College of Nursing Academic Council and on the University Graduate Student Senate. Students are also eligible for membership in a variety of professional and specialty nursing organizations at the state and national level.

**C. Minority Student Nurse Association (MNSA)**

The Minority Student Nurse Association is comprised of students who are committed to enhancing opportunity for underrepresented groups in nursing. The University of Iowa College of Nursing defines diversity as creating an accessible, supportive environment for individuals from racial/ethnic groups and cultural backgrounds historically under-represented within the nursing community, including but not limited to, men, persons of color, individuals with disabilities, and those educationally and/or socio-economically disadvantaged. The organization meets monthly and coordinates the monthly Cultural Café and numerous other activities to support nursing. More information can be found in the Office of Student Services.

**D. National Student Nurse Association**

The University of Iowa College of Nursing participates in Total School Membership in the National Student Nurse Association (NSNA). Students begin immediately to earn the benefits of belonging to professional organizations as well as receive discounts on liability insurance and receive updates on current issues for students in nursing as well as the profession. \$30.00 will be billed annually to the student's U-Bill for this membership. Any student may petition the Dean of the College of Nursing to not participate in NSNA and the Total School Membership Program. This must be done in writing and within one week of the beginning of classes.

## E. Listservs

### 1. Graduate Student listserv –agnsnet

College of Nursing Graduate Students have a listserv where announcements and discussions of various issues relating to graduate education take place. **All students must subscribe. The Graduate Programs Office will only communicate information about courses, positions, graduation, etc., through agnsnet.**

To Subscribe:

Send message to [listserv@list.uiowa.edu](mailto:listserv@list.uiowa.edu) and in the body state: subscribe agnsnet

Upon graduation simply send a message stating unsubscribe agnsnet in the body.

### 2. UIANS listserv

As a Pre-licensure student you will also need to subscribe to the UIANS list serve.

- 1) Send an e-mail to [listserv@list.uiowa.edu](mailto:listserv@list.uiowa.edu)
- 2) Leave the subject line blank!
- 3) In the body of the e-mail type the following: (in all caps) SUBSCRIBE UIANS
- 4) Click "Send"

You will then receive an e-mail requiring you to confirm your subscription by clicking a link. (You will then see a page indicating that you have succeeded with subscribing!!!)

## Section V Preparing for Commencement

### **A. Forms Required for Graduation**

APPLICATION FOR DEGREE - submitted to the Registrar, 1 Jessup Hall. This form must be signed by your advisor and submitted to the Office of Student Services. It is available at:

<http://www.registrar.uiowa.edu/forms/gradapplication.pdf>

PLAN OF STUDY SUMMARY SHEET, current grade report, current registration slip, must be submitted together. The Office of Student Services will supply grade report and registration.

GRADUATE COLLEGE PLAN OF STUDY SUMMARY FORM - submitted to the Graduate College, 205 Gilmore Hall. Note that the prerequisite Statistics course and any credit over 10 years old cannot be applied toward your degree. A current grade report and a current registration slip must accompany this form. The Office of Student Services will complete and submit the Summary Sheet.

REPORT ON FINAL EXAM, PROJECT OR PORTFOLIO This is a College of Nursing form, which must be signed by committee chair and committee members and returned to the Office of Student Services.

IRB FORM

CHAIR APPROVAL FORM for Master's Project, Thesis or Portfolio. Available in the Office of Student Services and must be completed prior to starting Clinical Portfolio.

### **B. Transcripts**

The Iowa Board of Nursing will require an official transcript. Transcript request forms will be available at the Senior meeting that addresses licensure requirements. Transcripts are requested from the Office of the Registrar. *The College of Nursing does not issue transcripts.*

### **C. NCLEX® Examination and Licensure Information**

All graduating students who plan to write the NCLEX® examination in Iowa will receive information about both the exam and required licensure procedures throughout their final semester. Students complete all necessary applications for licensure and the NCLEX® examination at a special meeting.

The NCLEX® examinations are offered at Pearson Professional Centers. Successful completion of the NCLEX® examination and graduation from a State-approved nursing program are requirements for licensure as a Registered Nurse in Iowa.

Students writing the NCLEX® examination outside of the State of Iowa need to contact the Board of Nursing in the state where they wish to become licensed. Specific requirements and procedures vary from state to state. Links to this information is available on the web under Senior Information in the ICON Student Services Course (Pre-Licensure).

Students are encouraged to enroll in a formal NCLEX® review course prior to taking the NCLEX® examination.

### **D. Graduation Profile**

Faculty in 96:200 Capstone Residency: Clinical Nurse Leader prepare the Graduation Profiles for each graduating student at the end of the semester. The primary purpose of the Graduation Profile is to rate performance at graduation relative to the curriculum outcome goals. When the College of Nursing is requested to supply information to a prospective employer or to a graduate program, a copy of the Graduation Profile is sent. A transcript from the Registrar's Office must be specifically requested if this information is needed. The College of Nursing does not release GPA's or issue transcripts. A copy of the graduation profile follows on the next page.

*The University of Iowa College of Nursing*

**MSN: CNL GRADUATION PROFILE**

**Program Completion Date: (Date of Graduation)**

Name:

Student ID:

PERFORMANCE RATING (Circle the number indicating level of performance)

1 = Competent – satisfactory performance, safe, meets expectations

2 = Exceptional – exceeds expectations

This graduate demonstrates:

1	2	Use of nursing process and knowledge of human response to illness, perceptions of health and health problems.
1	2	Use of nursing skills to promote the health of individuals, families, groups and communities.
1	2	Application of theoretical and scientific knowledge from nursing, humanities, biological, and behavioral sciences.
1	2	Caring attributes in nurse-client and colleague relationships.
1	2	Consideration of sociocultural and environmental factors affecting an individual's health.
1	2	Legal, ethical and professional accountability to recipients of health care, one's self and one's colleagues.
1	2	Collaboration with others in the delivery of health care.
1	2	Use of research findings as a basis for decision making in clinical practice.
1	2	Knowledge of significant historical, societal, ethical, legal, economic, and political forces affecting nursing.
1	2	Leadership behaviors essential to function as a member of professional nursing groups.

Comments:

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Faculty Signature

Title

Date

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Student Signature

Date

**Section VI**  
**College of Nursing Policies and Competencies**

**A. Guidelines for Taking Exams for ESL Students**

Students with English as a Second Language (ESL):

1. Students may request and be given up to 1 1/2 times the scheduled exam time to complete the exam (e.g., 3 hour for a 2 hour exam). Requests for additional time need to be made in writing to the instructor during the first two weeks of the semester.
2. Native language dictionaries may be used during the exam with prior approval of the instructor.

**B. College of Nursing Policy on Academic Accommodations**

Faculty in the College of Nursing are required to comply with University policies and procedures regarding the provision of academic accommodations to students with disabilities. This includes, but is not limited to, making an announcement at the beginning of each term and including similar language in the course syllabus inviting students seeking accommodations to contact the instructor directly. If a student identifies himself or herself as having a disability and requests accommodation, generally it is the instructor's responsibility, in connection with the College of Nursing, to ensure that the learning environment is accessible and that appropriate accommodations are provided. Faculty members seeking guidance and assistance in determining appropriate accommodations should contact the Office of Student Services. Students are encouraged to register with the University Office of Student Disability Services. Faculty members may also contact the Office of Student Disability Services as to general questions about academic accommodations.

Faculty members who provide accommodations for students with a disability must refer the students to the Program Director. The Program Director will also be available to assist the faculty member and student as needed in identifying appropriate services within the College and greater University community. It is the Program Director's responsibility to document that accommodations have been provided.

A student, who is dissatisfied with the outcome of either a formal or informal complaint filed under the College's complaint procedure involving the accommodation of a disability, may file a complaint with the Office of Affirmative Action.

## SECTION VII

### University Policies

#### A. Student Disability Services

##### 1. Equal Access to Education

Section 504 of the Rehabilitation Act of 1973 states that "no otherwise qualified handicapped individual shall, solely by reason of the handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Compliance with this law requires that academic institutions like the University of Iowa provide the same opportunity for students with disabilities to achieve success in the classroom that it provides to other students.

In other words, equal access to education is achieved when physical and instructional barriers to learning are removed and the student is allowed to compete on the basis of his or her academic abilities alone. The Americans with Disabilities Act of 1990 (ADA) recently reinforced the provisions of the Rehabilitation Act by requiring that all public facilities, services, and communications be accessible to persons with disabilities and that auxiliary aids and services be provided unless an undue burden would result.

##### 2. Reasonable Accommodations

Reasonable accommodation is the term used by the ADA for modifications made to the learning environment, which help to create equal educational opportunity. It does not require that students with disabilities be given special advantages in order to help them pass nor does it require that they be graded on a scale different from their classmates.

On the contrary, it refers to steps that can be taken without significant difficulty or expense to allow otherwise qualified students to fulfill course requirements by limiting as much as possible the effects of their disabilities on their performance. If reasonable accommodations are not evident, effort must be made to look for accommodations.

3. The Office of Student Disability Services (335-1462), in addition to the student with the disability, can be an invaluable resource to instructors looking for accommodation techniques. The following are examples of accommodations that may be necessary to ensure equal access to education:
  - a. providing alternative ways to fulfill course requirements,
  - b. developing and implementing innovative teaching techniques,
  - c. providing supervised tutorial assistance and adaptive technology,
  - d. tailoring course requirements to individual needs, and
  - e. modifying testing procedures to ensure accurate measurement of a student's academic abilities and not his or her disability.
4. The ADA defines an individual with a disability as a person who:
  - a. has a physical or mental impairment that substantially limits one or more of the major life activities of that person,
  - b. has a record of such an impairment, or
  - c. is regarded as having such an impairment.

Major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, and working. This definition can cover a broad range of disabilities, and an instructor should contact the Office of Student Disability Services if there is any question about the nature or extent of a student's disability.

5. What are the responsibilities of the instructor?

If a student identifies himself or herself as having a disability and requests accommodation, generally it is the instructor's responsibility to ensure that the learning environment is accessible. Due to the very personal and private nature of some disabilities, it is important that instructors create an atmosphere in which students feel comfortable about coming forward to discuss any special needs they may have.

It is strongly recommended that the instructor make arrangements to meet with students who choose to identify themselves in order to discuss in detail the particular accommodations that will be necessary.

At a minimum, an instructor should:

- a. make sure the student is aware of services available from the Office of Student Disability Services by including a statement about the services in the course syllabus and bringing the attention of the students to this statement at the first class meeting,
- b. inquire into the extent of the disability as it relates to fulfilling course requirements,
- c. discuss the possible accommodations that may be made, and
- d. contact the Office of Student Disability Services if the instructor has any further questions.

An instructor should also look to his or her academic department for assistance in providing accommodations.

6. What are the responsibilities of the student with a disability?

Although it is an instructor's responsibility to create an accessible learning environment, there is a point at which the responsibility shifts from the instructor to the student. Generally, a student is responsible for:

- a. registering with the Office of Student Disability Services (SDS)
- b. identifying himself or herself as disabled if the disability is not obvious,
- c. arranging for orientation to campus through SDS,
- d. ordering special materials for class such as taped or brailled textbooks or large print material through SDS,
- e. arranging for in-class note takers and interpreters or tape recording lectures through SDS,
- f. initiating contact with readers and tutors through SDS,
- g. finding, training, and employing attendants if necessary, and
- h. requesting special testing procedures in advance.

More information on responsibilities and concerns of a student with a disability can be obtained from SDS.

7. What are some possible accommodations?

A broad range of disabilities can affect a student's performance in the classroom. It should be remembered that each student is an expert concerning his or her own specific disability and in some cases has a lifetime of experience at creating accommodations. Communication with the student is therefore essential to discovering methods of accommodation. In thinking about necessary accommodations, an instructor should consider a student's physical accessibility to the classroom as well as the student's ability to fully participate in all course activities. Accessibility and communication are key to providing an environment where a disabled student can realize his or her academic potential.

[Adapted with permission from Assisting Students with Disabilities - A Guide for Instructors, prepared by the Indiana University Office of Affirmative Action in association with Indiana University Office of Disabled Student Services, April 1994]

**B. Nondiscrimination Statement**

The University of Iowa prohibits discrimination in employment and in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Affirmative Action, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.

**C. Fair Information Practices Act**

The University of Iowa requests personally identifiable information for the purpose of maintaining student records. No persons outside the University are routinely provided this information, except for items of directory information such as name and local address. Responses to all appropriate items are required. If you fail to provide the required information, the University may not be able to advise you properly.

**D. Policies and Regulations Affecting Students**

All students who enter the College of Nursing are responsible for obtaining a current copy of the University document entitled Policies and Regulations Affecting Students. The Daily Iowan makes this document available to all students during the first week of the fall semester. Please refer to this document for questions regarding student rights, student responsibilities, and student organizations at The University of Iowa. See the “Code of Student Life” at the following web site: <http://www.uiowa.edu/~vpss/policies/policies.html>

**E. Policy on Sexual Harassment and Consensual Relationships**

Outlined in each copy of the Policies and Regulations Affecting Students is The University of Iowa policy regarding Sexual Harassment and Consensual Relationships. Information on the procedure for filing a complaint about sexual harassment is available to students in the Office of Student Services and in the Associate Dean's office at the College of Nursing. See the “Code of Student Life” at the following web site: <http://www.uiowa.edu/~vpss/policies/policies.html>

**F. Research Policies on Human Subjects**

All students are required to receive “Approval for Protection of Human Subjects” if they do research on human subjects. The applications related to human subjects are provided in the Research Office, 407 NB.

## SECTION VIII

### Resources for Nursing Students

#### **A. Office of Student Services - 37 Nursing Building, 335-7016 or 335-7015**

The Office of Student Services provides numerous services to College of Nursing students. The Student Services staff is available to meet with students regarding academic affairs on an appointment basis.

#### **B. Ombuds Services – C108 Seashore Hall, 335-3608**

The Office of the Ombudsperson serves students, faculty, and staff and offers informal resolution, mediation, and/or negotiation to constituents. The Ombudsperson explains and clarifies University policies and procedures and urges complainants to follow the regular policies and procedures of the University as outlined in University publications (Operations Manual, Policies & Regulations Affecting Students, staff and faculty handbooks, etc.).

#### **C. Computing Resources -**

The College of Nursing and ITS (Instructional Technology Services) maintain an ITC (Instructional Technology Center) in room 40 on the ground floor of the Nursing Building. The ITC has both Macintosh and Windows desktop computers, laser and dot matrix printers and ethernet access to various electronic resources (including the libraries, course registration, databases, internet and e-mail). Dot matrix printing is provided at no cost to the user while laser printing costs ten cents per page. The lab monitors in the Nursing ITC can often answer many questions regarding basic computer operation.

##### Nursing ITC

The Nursing ITC (room 40 NB) is open Monday – Thursday, 8:00 a.m. – 9:00 p.m. and Fridays, 8:00 a.m. until 6:00 p.m. Students who require additional access can go to any of the other 26 ITCs on the campus. A map in the Nursing ITC identifies all other ITCs. On the west side of the river these include Hardin Library for the Health Sciences, College of Pharmacy, Hillcrest and Quadrangle residence halls and the College of Law. The ITC at WEEG Computer Center located at the corner of Burlington and Madison St. is open 24 hours every day.

##### Mini Courses and Computer Purchases

ITS offers a number of workshops and short courses ranging from basic word-processing to database creation. ITS also maintains the Personal Computing Support Center at the Lindquist Center Building where students can purchase computers and obtain loans through the University to do so. The Personal Computing Support Center is open weekdays from 9:00 a.m. until 4:30 p.m.

#### **D. Student Health Service – 4189 Westlawn, 335-8370**

The outpatient clinic at Student Health Service is available to all currently enrolled on-campus students. Visits are free, but charges are made for laboratory procedures, x-rays, accident examinations, and minor surgery. Student Health Service also houses the Health Iowa Program, which provides educational information to students regarding eating disorders, AIDS, and drug and alcohol consumption.

#### **E. University Counseling Service - 3223 Westlawn, 335-7294**

The University Counseling Service staff of professional psychologists, social workers, and advanced doctoral students offers educational (learning disability assessment), career, and personal counseling and therapy in individual, couple, or group sessions. It also offers programs, workshops, and consultation activities. Most services are available to students without cost. There is a minimal fee for psychological testing.

**F. Student Disability Services – 133 Burge Hall, 335-1462**

The University of Iowa is committed to making its facilities, services, and programs fully accessible to people with disabilities. Student Disability Services (SDS), located in Burge Residence Hall, provides services to students with both visible and non-visible disabilities. People with a wide range of disabilities are served, including those with hearing and speech impairments, learning disabilities, mobility restrictions, visual impairments, and others. The goal of SDS is to help students with disabilities enjoy the same rights and assume the same responsibilities as do other students. SDS works closely with University faculty and staff to ensure that students receive the maximum benefit from their experience at The University of Iowa. Assistance is provided in the areas of admission, orientation, academic and career planning, academic support services, financial aid, housing, transportation and parking, aide and attendant care, and health services.

**G. Office of International Programs – 1111 University Capitol Centre, 335-2700**

The Office of International Programs provides services and facilities and organizes extracurricular programs for both foreign and domestic students and faculty. It maintains a library with references on study, work, and travel in other countries, including information about foreign universities and study abroad programs open to UI students. It helps students select study abroad programs to complement their on-campus academic programs and helps assure that they receive the correct credit for such activities. Students also may obtain information and applications for the Presidential Awards for Study Abroad and the Fulbright, Marshall, and Tubingen awards at the Office of International Programs.

Foreign student advisers provide information, counseling, and services related to orientation, immigration regulations, financial aid, and liaison with foreign governments and sponsoring agencies, and help with problems and questions in most areas except academic advising. They sponsor or support educational programs, such as the Friends of International Students, the Conversational English Partners, and lunchtime discussions that foster constructive interaction between students and scholars from other countries and their domestic counterparts.

**H. Veteran's Services - 1 Jessup Hall, 335-0219**

The Office of Veterans Services is part of the Office of the Registrar. It serves veterans, dependents of veterans, servicemen, and servicewomen in matters relating to Veterans Administration educational benefits, University registration, and study at the University.

**I. Cultural Centers**

Afro-American Cultural Center - 303 Melrose Ave., 335-8296

Latino Native American Cultural Center - 308 Melrose Ave., 335-8298

The University operates the Afro-American Cultural Center and the Latino Native American Cultural Center as places where students can meet to share experiences, find mutual academic and personal support, relax, and develop social programs in an atmosphere that emphasizes their cultural heritage. University students run both centers.

The Afro-American Cultural Center sponsors discussion groups, orientation programs, movies, and class sessions. The house is decorated with art by African and Afro-American artists and has study areas, a kitchen, and a library of publications by African, Afro-American, and Third World authors.

The Latino Native American Cultural Center sponsors conferences, lectures, and workshops on cultural themes. The center also houses a library of special interest books and periodicals and displays wall murals painted by students and guest artists.

**J. Career Development Services – C310 Pomerantz Center, 335-1023**

The center provides programs on resume preparation, job hunting, interviewing, and offers information on employers, salaries, and employment trends. It contains hundreds of resource materials on labor market trends, career options, academic requirements for specific careers, work environments, places of employment, salary ranges, advancement opportunities, and geographical regions of the country. The center also maintains information on developing strategies for finding jobs; research organizations and nonprofit agencies; defining job objectives and writing resumes and cover letters; and improving interviewing skills. An adviser is on duty to help students use the material. No appointments are necessary. <http://www.uiowa.edu/~careers/>

**K. Office of Student Financial Aid - 208 Calvin Hall, 335-1450**

The Office of Student Financial Aid is available to all University of Iowa students. The office is responsible for counseling students regarding eligibility for aid, for offering general information and applications for financial aid, for processing financial aid applications, and for distributing aid. The office also provides information and listings of part-time employment and College Work Study. Students who have questions regarding financial aid should contact the Office of Student Financial Aid.

**L. Office of the Registrar - 1 Jessup Hall, 335-0238**

The Office of the Registrar determines the residence status of each student, issues University identification cards, supervises registration procedures, assesses fees, and maintains all students' academic records. It issues official transcripts and verifications and assists students in determining graduation requirements, processing applications for degrees, and interpreting college and University academic regulations. The office also provides assistance to students concerning Selective Service and military service matters, and helps student veterans with University application and enrollment procedures and receipt of Veterans Administration benefits.

Transcript Requests - 1 Jessup Hall, 335-0230

Students who have completed work at The University of Iowa can obtain an official transcript of that work upon request to the Office of the Registrar. Fees are \$10.00 for each transcript. An official transcript cannot be issued for a student who has a past-due University account.

**M. Women's Resource and Action Center(WRAC) - 130 N. Madison, 335-1486**

The WRAC provides services to meet educational, cultural, social, and personal needs of University and community women. WRAC advocates the removal of all barriers to equal access and self-determination, including barriers of racism and classism as well as those based on physical ability, sexual preference, and gender. Through its feminist programs and services, the WRAC staff is committed to empowering Iowa women through providing information, skills, and support.

The WRAC provides a resource for many women's organizations; sponsors a Brown Bag Luncheon program; offers evening and weekend workshops, lectures, films, and classes; provides a wide variety of support and discussion groups for women; offers one-to-one problem-solving sessions for women; and publishes a newsletter nine times a year.

The WRAC houses the Sojourner Truth Women's Resource Library of books and periodicals on a wide range of women's topics. For persons dealing with sexual harassment and other forms of discrimination, WRAC acts as an advocate and provides emotional and informational support. WRAC maintains an information and referral system, a speakers bureau, and an active volunteer program.

**N. Rape Victim Advocacy Program (RVAP) – 320 S. Linn St., 335-6001**

The RVAP maintains a 24-hour emergency telephone line providing information, support, and advocacy for victims of sexual assault or abuse. RVAP works to educate the public about the causes and prevention of sex crimes.