



**DOCTOR OF NURSING  
PRACTICE**

**STUDENT  
HANDBOOK**

**2023-2024**



**Acknowledgment of the University of Miami's  
School of Nursing and Health Studies  
Substance Abuse Policy and Drug Testing Consent**

I understand that, while enrolled as a student in the University of Miami School of Nursing and Health Studies, I may be subject to alcohol and drug testing in accordance with the School's Substance Abuse Policy. A non-negative or positive drug test or refusal to submit to testing may result in dismissal from the Program. I also understand that I am responsible for the costs associated with alcohol/drug testing.

**BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE SCHOOL OF NURSING AND HEALTH STUDIES' SUBSTANCE ABUSE POLICY.**

**THIS DOCUMENT ALSO CONSTITUTES MY CONSENT FOR DRUG OR ALCOHOL TESTING BY A LABORATORY DESIGNATED BY THE SCHOOL. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULTS OF MY DRUG/ALCOHOL TEST TO THE PROGRAM DIRECTOR OR DESIGNEE.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

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## Dean's Message

Dear DNP (Doctor of Nursing Practice) Student,

It is with great enthusiasm and support that we welcome you to the 2023-2024 academic year here at the University of Miami School of Nursing and Health Studies. This promises to be an exciting year of challenging experiences and educational opportunities designed to provide you with the knowledge and skills to become a creative, competent, and compassionate graduate. At UM SONHS, we share the University's common purpose to transform lives through teaching, research, and service. We are glad you are a part of the student body and look forward to meeting you and facilitating your academic journey towards achievement of the DNP degree. Prepare for your life to be transformed!

This *Handbook* is designed as a guide to enable you to achieve your academic goals and to fully participate in student life at the University of Miami School of Nursing and Health Studies. This *Handbook* contains essential information including policies and procedures, expectations of students, program of study details and services for students that facilitate learning experiences.

Each student is responsible for reading this *Handbook*, understanding the content therein, and abiding by its policies and procedures. Failure to have adequate knowledge of the *Handbook* content is not an excuse for inappropriate actions. The *Handbook* can be accessed on-line at the School of Nursing and Health Studies website at [www.miami.edu/sonhs](http://www.miami.edu/sonhs).

As a student, you are expected to focus your energy on meeting the opportunities and challenges presented by the faculty and courses in your chosen program. A major task for you to accomplish is to balance academic demands with your responsibilities associated with work and home life. Keep in mind your learning is not confined to the classroom but encompasses a variety of experiences in health care institutions and other community health care sites. Learning is life-long, so "learning to learn" is important.

We have an outstanding faculty that are committed to your success in your chosen career as a DNP-prepared nurse who will envision the future of health care and nursing practice. You have our best wishes for a productive and successful year.

Welcome to the School of Nursing and Health Studies. Go Canes!

Cindy L. Munro, PhD, RN, ANP-BC, FAAN, FAANP, FAAAS  
Dean and Professor



Mary Hooshmand, PhD, MS, RN  
Associate Dean, Graduate Clinical Programs and Associate Professor of Clinical

## **OVERVIEW OF THE SCHOOL OF NURSING & HEALTH STUDIES**

The School of Nursing and Health Studies is an integral part of the University of Miami and shares in the responsibility to facilitate the development of humanistic and intellectual capabilities of individuals to meet the challenges of a world increasingly characterized by science, technology and resource conservation. The ongoing interaction between the School of Nursing and Health Studies community and the University community serves to complement the functions of each through the exchange of resources, including the collective abilities of faculty and students.

The School serves a multicultural, international community that affords a rich environment for the exchange of ideas necessary for the advancement of nursing knowledge and the promotion of global health. The faculty believes nursing educators have a responsibility to prepare students to act as culture advocates and brokers for clients and health care providers in a diverse community. The School is committed to academic excellence in teaching, practice, and scholarly inquiry for the advancement of nursing as a discipline and service to society through its baccalaureate, graduate and continuing education programs.

Each person is a unique, integrated, holistic human being who is influenced by the complex interaction of biological, psychological, developmental, sociological, economic and cultural variables. Each individual functions in continuous interaction with a constantly changing environment. Each person is an integral part of a family and community in a multicultural society.

Changes in the cultural, economic, technological, political, and sociological environment affect the health care delivery system as well as the health care needs and expectations of clients. Access to health care is a basic right. Health and health alterations are dimensions of life that form a continuum within each person, group and community. Health is defined as the quality of life as measured by an ever-expanding level of well-being. Health results when energy is mobilized for the promotion, maintenance, and/or restoration of well-being. The goal of health promotion and disease prevention is to facilitate the expansion of health regardless of level of functioning by acknowledgment of life-style choices, advocacy and decision-making.

Professional nursing is an integral component of the health care system and is vital to the delivery of health care to individuals, families, groups, and communities. Nursing care includes health promotion, health maintenance, illness prevention and treatment, rehabilitation, and palliation. Professional nursing knowledge rests on a foundation of arts and humanities, and natural and behavioral sciences that are developed outside or within the discipline of nursing. The faculty is committed to the advancement of knowledge. Nursing science is generated by ongoing development and testing of nursing theory.

Nursing science and nursing practice are reciprocal in nature, with each including independent and collaborative functions and actions. The professional nurse assumes a leadership role and is accountable to self, client, and society. Graduates of the School are expected to create innovative nursing roles within the changing health care system to meet emerging health care needs of clients across the life span.

Professional nursing requires a commitment to life-long learning, which results from interaction between the individual and environment. Faculty and students share responsibility to create a learning environment that stimulates intellectual curiosity, critical thinking, decision-making, and self-directed action. Students enter nursing education at various levels based on their personal backgrounds and career goals. Independent learning and flexibility are encouraged in meeting program objectives. Evaluation, as part of the teaching/learning process, promotes growth and provides direction for improvement of nursing practice, education, and research.

## **History**

Nursing education began at the University of Miami in 1948 with registered nurses admitted to the College of Arts and Sciences for the Bachelor of Science in Nursing (BSN). In 1952, the nursing program became a Department of Nursing within the College and began admitting generic nursing students. The BSN Program was approved in 1954 by the Florida State Board of Nursing and Registration. The BSN Program received initial national accreditation by the National League for Nursing in May 1956; the MSN Program was accredited by the NLN in 1982. In 1968, Nursing was transferred to the Medical Center and became a school, reporting to the vice-president for Medical Affairs. In 1976, seventeen students were enrolled in the new Master of Science in Nursing (MSN) Program. In 1980, the School of Nursing achieved the status of all other schools on the Coral Gables campus and the dean of the school began reporting directly to the provost and executive vice president.

In 2021, the Commission on Collegiate Nursing Education (CCNE) granted full 10-year accreditation to the University of Miami School of Nursing and Health Studies master's degree program in nursing, Doctor of Nursing Practice program, and post graduate APRN certificate program. The BSN-DNP Anesthesia program was re-accredited by the Council on Anesthesia in 2018 through November 2028.

In 1985, the PhD Program in Nursing admitted its first students. The program was one of only 25 doctoral programs in nursing at the time of its initiation. The M. Christine Schwartz Center for Nursing Education had its ground-breaking in October 2004. In 2005, the School of Nursing became the School of Nursing and Health Studies (SONHS) to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program. In 2009, the first DNP program cohort began their studies. The School celebrates its 75<sup>th</sup> Anniversary in 2023.

## **Mission Statement**

The School of Nursing and Health Studies is dedicated to transforming lives and health care through education, research, innovation and service across the hemisphere.

## **Accreditation**

The Doctor of Nursing Practice program at the University of Miami School of Nursing & Health Studies is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.



## **University Policies**

The School of Nursing and Health Studies Student Handbook is a supplement to the University of Miami Bulletin and the University of Miami Student Rights and Responsibilities Handbook ([http://www.miami.edu/sa/index.php/policies\\_and\\_procedures/student\\_rights\\_responsibilities/](http://www.miami.edu/sa/index.php/policies_and_procedures/student_rights_responsibilities/)) Students are responsible for acting in accordance with the University and the School of Nursing and Health Studies regulations and policies set forth in these publications. The School of Nursing and Health Studies Student Handbook also provides additional information specific to the nursing program.

The School of Nursing and the Health Studies Student Handbook is reviewed annually and is as accurate and current as possible. Should there be changes in academic policies, procedures, or curriculum, they will be communicated to you via your official University of Miami email address. Students will assume responsibility for incorporating the changes into the Handbook. If you have a problem or a concern that is not adequately answered in the Handbook, please contact the Associate Dean of the Graduate Clinical Programs.

Please visit the School of Nursing and Health Studies Website for the most up-to-date information at: <http://www.miami.edu/sonhs>.

## **SONHS Doctor of Nursing Practice Program (DNP)**

The SONHS DNP program was launched in January 2009. The DNP program was designed to increase the number of practice-focused, doctoral-prepared nurses in Miami-Dade (County) and eventually, in the nation. The DNP curriculum is based on AACN's *Essentials for Doctoral Education* and uses innovative educational methods to create practice-focused experts to envision, design and implement practices and systems of care to assist with resolving health care disparities. In addition, a diverse pool of practice sites provide a comprehensive array of experiences for DNP practice immersion and Scholarly projects that are unique in the region.

The UM DNP program was one of the early programs offered at an Academic Health Center in South Florida, creating a comprehensive interdisciplinary educational environment unavailable at many other universities. There is an urgent need for doctoral-prepared, practice-focused nurses to lend their expertise to the health care systems in the County and assist with resolving health care disparities in the county, state, and nation.

Nurses who desire preparation at the DNP level as scholars and practice experts may enter this doctoral nursing program at the University of Miami after completing a Baccalaureate or Master's degree.

## **Purpose and Objectives**

The purpose of the DNP program is to prepare scholars and researchers to contribute to the growth of nursing practice and health care delivery through recognized methods of scholarly inquiry and dissemination of practice innovations. Additionally, graduates of this program will

be prepared to collaborate with PhD colleagues to provide innovative leadership to the profession and make the practice of nursing more effective. The program prepares students to:

- Integrate knowledge, theories, and concepts from the biophysical, psychosocial, analytical, and organization sciences to develop ethical health care systems and new frontiers for nursing practice which assist with the resolution of health care disparities.
- Evaluate research methods and findings to create an evidence base for nursing practice and health care delivery systems that are best practices and alleviate health care disparities.
- Synthesize knowledge gained from traditional and innovative learning methods to lead quality, cost effective health care collaborations addressing health care disparities.
- Demonstrate expert clinical judgment and knowledge of health care systems to design, deliver and evaluate evidence-based care interventions to reduce health care disparities.
- Model expert nursing practice and serve as a leader and mentor to assist other nursing colleagues achieve expert nursing practice.
- Employ knowledge of health care policy and economics to develop and evaluate programs to address health care disparities.

## ADMISSION REQUIREMENTS

Admission requirements for the individual DNP program specific admission requirements are available at the following sites:

- **MSN-DNP:** <https://dnp.sonhs.miami.edu/admissions/index.html>
- **MSL-DNP Joint Degree:** <https://www.sonhs.miami.edu/academics/doctoral-programs/msl-dnp-joint-degree-program/admissions/index.html>
- **BSN-DNP**
  - **Nurse Anesthesia:** <https://anesthesia.sonhs.miami.edu/admissions/index.html>
  - **Adult Gerontology Acute Care Nurse Practitioner:** <https://www.sonhs.miami.edu/academics/doctoral-programs/bsn-dnp-agnp-acute-care/admissions/index.html>
  - **Adult Gerontology Primary Care Nurse Practitioner:** <https://www.sonhs.miami.edu/academics/doctoral-programs/bsn-dnp-agnp-primary-care/admissions/index.html>
  - **Family Nurse Practitioner:** <https://www.sonhs.miami.edu/academics/doctoral-programs/bsn-dnp-fnp/admissions/index.html>

## **ACADEMIC REQUIREMENTS OVERVIEW**

### **Credits Required**

Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the Doctoral Program in nursing, pending approval of the SONHS faculty and Graduate School in accordance with policy.

### **DNP Plans of Study**

The individual DNP program Plans of Study are available at the following sites:

**MSN-DNP:** <https://dnp.sonhs.miami.edu/plan-of-study/index.html>

**MSL-DNP:** <https://www.sonhs.miami.edu/academics/doctoral-programs/msl-dnp-joint-degree-program/plan-of-study/index.html>

### **BSN-DNP:**

- **Nurse Anesthesia:** <https://anesthesia.sonhs.miami.edu/plan-of-study/index.html>
- **Family Nurse Practitioner:** <https://www.sonhs.miami.edu/academics/doctoral-programs/bsn-dnp-fnp/plan-of-study/index.html>
- **Adult Gerontology Acute Care Nurse Practitioner:**  
<https://www.sonhs.miami.edu/academics/doctoral-programs/bsn-dnp-agnp-acute-care/plan-of-study/index.html>
- **Adult Gerontology Primary Care Nurse Practitioner:**  
<https://www.sonhs.miami.edu/academics/doctoral-programs/bsn-dnp-agnp-primary-care/plan-of-study/index.html>

## **ADVISEMENT AND REGISTRATION**

Registration for summer and fall semesters typically opens in April. Spring registration opens in November. However, students should consult the University's academic calendar for the exact dates.

For various reasons such as financial cancellation, failure to submit a local address, non-compliance with the Office of Student Health Services, a student may be unable to register because a "STOP" has been placed on the student's record. The Graduate Advisor in the Office of Student Services will assist the student in determining the cause of the stop; however, the

student needs to exercise initiative in clearing the stop by contacting the appropriate UM office. A list of phone numbers of the various offices at UM can be found on pages 56 and 57.

Late registration fees go into effect on the second day of the semester. Dropping courses on the second day and thereafter results in a tuition refund or owing tuition which is prorated according to the *University of Miami Bulletin* (<http://www.miami.edu/bulletin>). Students should familiarize themselves with the *Bulletin* in order to be aware of the University's policies and procedures. Lock-step programs may not be subject to prorated refunds (See Lock-step Program Policy).

## TECHNICAL STANDARDS

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by the University of Miami School of Nursing and Health Studies at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level. To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

- Observation
- Communication
- Motor
- Conceptual-Integrative
- Behavioral-Social

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation, and as such is unacceptable.

### **Observation**

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

### **Communication**

Candidates must communicate effectively, using English in clinical and classroom settings. A candidate must be able to elicit information from patients; describe changes in mood, activity and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes

## **Motor**

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be able to perform nursing skills (e.g., IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

## **Conceptual-Integrative**

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

## **Behavioral-Social**

Candidates must possess the emotional health required for the full use of their intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the care of patients; and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress, both didactically and clinically. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

## GRADING POLICY

The SONHS adheres to the method of calculating the GPA as discussed in the *UM Bulletin*. <http://www.miami.edu/umbulletin>. All grades are included in the computation of the UM overall grade point average including those that are failed or repeated.

### Grade Symbols:

The SONHS adheres to the definition of grading symbols as described in the *UM Bulletin 2023-2024* for the graduate program. <https://bulletin.miami.edu/graduate-academic-programs/nursing-health-studies/>

**Grading Scale:** The SONHS grading scale is as follows:

Numeric Grade	Letter Grade	Quality Points	
98-100	A+	4.00	
93-97	A	4.00	
90-92	A-	3.70	
87-89	B+	3.30	
83-86	B	3.00	
80-82	B-	2.70	Below Graduate Standards
78-79	C+	2.30	
75-77	C	2.00	
73-74	C-	1.70	
71-72	D+	1.30	
68-70	D	1.00	
▼ -67	F	0.00	
I-Incomplete			
IP-In Progress		0.00	
NG			
W			

## PROGRESSIONS POLICY

- a. A grade of B- or lower for a course is below graduate standards (a failed course) Students must repeat failed courses. The same course may only be repeated once. Students, including those on stipend, are responsible for paying tuition and fees for repeated courses.
- b. Students who are not making satisfactory academic progress will receive an academic alert/ notification at mid-semester, mid-course, or at any time.
- c. All grades are included in the computation of the cumulative grade point average including those that are failed or repeated.

- d. Students who have a cumulative GPA < 3.00 in their program-specific track (i.e., acute care, anesthesia, family, primary care, psychiatric mental health)/ plan of study will be placed on academic probation. They can be on academic probation for no more than 1 semester in their program specific/ track plan of study. Students must have a cumulative GPA in their program-specific plan of study of 3.00 or above in order to graduate. The University mandates that cumulative GPA's cannot be rounded.
- e. A student may enroll in a required graduate course (for which credit is granted only once) no more than two (2) times. Withdrawal from a course(s) is counted towards the number of enrollments in the course(s). Withdrawals from a specific course that are associated with an **Approved Leave of Absence** will not be counted towards the number of enrollments in that course. Repeated course enrollment is based on space availability in the course.
- f. Students may repeat only one failed course (B- or lower) in their program-specific plan of study. Failure to achieve a grade of 'B' or higher in the repeat attempt will result in dismissal from the SONHS.

### **Lock-step programs policy & Block Tuition**

The DNP program is lock-step and students must successfully complete a semester to progress to the next semester. The tuition is per semester and block tuition rate. If a student withdraws from a course or fails a course, he or she will not receive a refund of his or her tuition. When the course is repeated, the student must pay the University's published per credit rate.

### **COURSE AND CLASSROOM REQUIREMENTS**

#### **Syllabi**

In each course, a course syllabus is distributed and the content reviewed. The syllabus stipulates course policies, grading standards, and academic expectations of the course. Syllabi contain class objectives, assignments, and required readings. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experiences. Many courses incorporate student presentations into the teaching-learning process, and students are expected to assume duplication costs when necessary. Copy machines are available in the Richter Library. Students are encouraged to keep copies of their syllabuses forever.

#### **Textbooks**

Required and recommended textbooks for each course are listed in the syllabus. Some nursing textbooks are used for more than one designated course and/or serve as reference resources throughout the nursing program.

## **Attendance**

Punctual attendance is required at all classes and related experiences as assigned by faculty. Faculty believe that attendance at scheduled classes, examinations, conferences, and assigned experiences is essential in meeting course and program objectives. Students must achieve all class objectives provided by faculty.

## **Religious Holy Day Policy**

The SONHS abides by the University of Miami Religious Holy Day Policy. Please refer to:

<https://culture.miami.edu/resources/religious-holiday-2023-2024.html>

## **Reference Manual for Writing Papers**

All written work for courses in the School of Nursing and Health Studies must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association Manual*. Washington DC: American Psychological Association.

## **LEAVES OF ABSENCE AND READMISSION**

Graduate students must formally request a Leave of Absence (LOA). If a student misses a full semester (fall or spring), they may be required to apply for readmission. This policy is administered on a case by case basis by the Associate Dean for the DNP Program. The application for readmission is reviewed by the Graduate Academic Standing and Admissions committee and a recommendation made to the Associate Dean for the DNP Program.

**The SONHS adheres to the UM policy regarding withdrawal and readmission from the graduate program. See the *UM Bulletin* at: <http://www.miami.edu/umbulletin>.**

1. Students may request a leave of absence by submitting a written request to the Associate Dean for the DNP Program. This request is to include the reason(s) for temporarily leaving UM and/or the SONHS. The Associate Dean for DNP Program will make a decision on the request and recommendation.
2. A leave of absence is traditionally taken for up to one year, but normally not more than two years. After absence of a semester or longer, a former student must apply for readmission to the UM and SONHS. Readmission to the graduate program is not automatic. The readmission application and any requested material must be reviewed and approved by GASAC and the Associate Dean for DNP Program. The current admission/curriculum requirements will be used when processing a student's request for readmission. Students on medical leave must complete the Healthcare Provider Return to School/Clinical Verification form prior to registration (see Appendix B).



## **ACADEMIC HONESTY POLICIES**

### **Ethics**

Nursing students have special concerns with ethics because of the unique participation in the lives of others that the profession of nursing entails. The School of Nursing and Health Studies follow the American Nurse's Association's (ANA) Code of Ethics. Questions concerning the ethics of particular situations should always be handled in consultation with a faculty member.

### **Honor Code**

The School of Nursing and Health Studies supports the Graduate Honor Code found at <https://umshare.miami.edu/web/wda/deanstudents/pdf/GraduateStudentHonorCode.pdf>.

### **Accessing the Electronic Health Record**

The Electronic Health Record (EHR) should be accessed in accordance with the University's Honor Code. Students are provided a secure and unique electronic signature, access code, and verification code to be used when accessing the EHR. By clicking on "Yes" in the box that appears previous to accessing a record (see below), the student agrees to adhere to the Honor Code. A student who accesses the EHR to cheat, plagiarize, or for purposes of collusion or academic dishonesty may be held in violation of the Honor Code. Students are only authorized to access their own portfolio and assigned patients.

In addition to the policies set forth in the Honor Code, the School's faculty has adopted the following policy on plagiarism:

### **Plagiarism**

The School of Nursing and Health Studies, as does the University of Miami, has strict penalties against plagiarism. If a student is suspected of plagiarism, then the matter will be reported to administration.

The following paragraphs explain what constitutes plagiarism:

Plagiarism can be defined essentially as the deliberate act of taking the writings and/or ideas of someone else and representing them as your own. Plagiarism commonly takes three forms.

The most blatant form of plagiarism is the direct lifting of a passage from another book (encyclopedia, reference book, literacy criticism, and/or other printed sources) and including it in your paper as if it were your own work without using any quotation marks and/or without providing a proper citation. In addition, another direct and blatant form of plagiarism is that of obtaining information from electronic sources and submitting it as your own work.

A second form of plagiarism involves paraphrasing. Essentially, when you paraphrase, you take a passage from another book and change some of the words, altering the phrasing but not the meaning. Although some of the writing is now your own, paraphrasing differs only in degree from

direct lifting a passage. Anytime you paraphrase material which is not your own, you should indicate it with a reference in which you identify the source used.

A third kind of plagiarism involves taking the major ideas from another book and incorporating them into your paper as if they were the products of your own thinking. Even though you may not have taken any lines directly from the source material, it is still considered plagiarism to use another's ideas while representing them as your own.

### **Sanctions for Plagiarism**

Plagiarism is considered a serious offense in academic settings. In general, when plagiarism is discovered by a faculty member, any one or more of the following responses are considered appropriate:

1. Failure on the assignment
2. Failure in the course
3. Referral to the Honor Council
4. Dismissal from the School/University and forfeiture of the degree

If plagiarism is discovered after a course or program has been completed, the following responses may be recommended:

1. Failure of the course, retroactively
2. Failure of the program, retroactively
3. Withdrawal of degree, retroactively

### **Distance Learning User Verification Policy**

It is critical that students in the University of Miami School of Nursing and Health Studies who are enrolled in distance education courses adhere to university and school policies related to academic integrity. It is vital that students who enroll in distance education courses and programs are the same students who complete work and assignments in those programs or courses. Violation of this policy will be considered a serious breach, and will be dealt with according to University and School policies for violation of the academic integrity policies including academic dishonesty, cheating, and plagiarism.

Verification of students in distance education programs and courses will be initially conducted using IDs and passwords. As more sophisticated approaches for verifying the identity of students become available, these approaches will be considered and incorporated into regular program and course procedures. For example, approaches to be considered in the future by the *School of Nursing and Health Studies Academic Technology Committee* might be:

- Web video recordings
- Challenge Questions
- Face-to-face proctored assignments and exams
- Video proctoring

## **PROFESSIONAL BEHAVIOR**

Nursing is a profession which has earned the public's trust. The importance of student integrity, trustworthiness and honesty are serious concerns, in part due to the implications for patients' safety. Doctoral students are professional registered nurses. Students are expected to exhibit professional behavior in all interactions with UMSONHS faculty members, staff, fellow students, and patients. Violations of the ANA code, SONHS Professional Behavior Standards, or University of Miami Students Rights and Responsibilities Handbook (<https://umshare.miami.edu/web/wda/deanstudents/pdf/20132014SRR.pdf>) are grounds for probation or dismissal (see Probations Policy on page 28).

Excerpts from the ANA Code for Nurses defining professional behavior:

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## **SONHS Standards for Professional Behavior**

The SONHS has high expectations and standards for its graduate students. In addition to the University's policies, the SONHS has adopted these guidelines for professional behavior.

1. Respect for others. Examples include:
  - Arriving to class on time
  - No cell phone use in class or in clinical experiences
  - Being accountable for preparation for class and clinical experiences
  - Exhibiting care for others in an empathetic manner
  - Participating in honest, open, and assertive (not aggressive) communication
  - Maintaining the confidentiality of all patient information
  - Respect for the experience of faculty members and preceptors
  - Respect for fellow students
  
2. Exhibiting professional appearance and image at all times. Examples include:
  - No jeans at clinical experiences
  - No open toed shoes at clinical experiences
  - Professional white lab coat required at clinical experiences
  - Skirts must be knee length
  - No spaghetti straps or revealing tops
  
3. Manifesting constructive verbal and non-verbal behavior (hostile or confrontational attitudes are not commensurate with professional behavior).
  
4. Demonstrate safe, ethical nursing practice in all clinical experiences.

## **PROBATION POLICY**

**Probation** is defined as a time-limited opportunity to help a student identify and correct academic, clinical, and/or violations of professional behavior as defined in the respective student handbook.

### **Grounds for Probation**

Reasons for placing a student on probation include:

- Overall program GPA < 3.00 in program specific track/plan of study (i.e., anesthesia, acute care, primary, family nurse practitioner, psych/mental health) at any point in the program. Graduation for students in all graduate programs is contingent upon a minimum 3.00 cumulative GPA. The University mandates that cumulative GPAs are not rounded up.

- Failing to meet academic and/or clinical performance objectives.
- Repeated difficulty relating/recalling didactic information in clinical experiences.
- Preceptor or clinical site coordinator requests the removal of a student from a clinical site.
- Preceptor or faculty has concerns regarding clinical judgment or competency.
- Student is involved in critical clinical incident.
- Repeated errors in clinical judgment.
- Inability to select appropriate action in response to a critical clinical event.
- Repeated inadequate/unsafe technique or clinical skills.
- Actions or inactions that may compromise patient safety.
- Persistent tardiness or lateness in the clinical area.
- Unexplained absence from clinical.
- Leaving clinical area without notifying supervising staff.
- An act of insubordination is defined as failure or refusal to follow a directive of a faculty member, preceptor, or other persons of authority.
- Violations of SONHS Standards for Professional Behavior (listed on pg.7).
- Falsification of documents including, but not limited to, Typhon System, medical records, controlled substances documentation, clinical evaluation forms.
- Failure to prepare for or participate in course related assignments e.g., journal club, seminar, clinical anesthesia conference, professional conferences, self-evaluations, care plans, accurate case record tracking and Typhon record keeping, clinical, didactic, faculty evaluations or other materials assigned by faculty.
- Inappropriate use of social media: (see [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf) and <https://www.nursingworld.org/social/>).

### **Terms of Probation:**

1. While on probation, the student must meet weekly with program faculty to review progress towards correcting deficiencies. The student is responsible for scheduling these meetings.
2. While on probation the student must attend the clinical sites determined by the course coordinator chosen for quality of clinical instruction and/or clinical case availability.
3. Students enrolled in Graduate Clinical Programs may not take elective time off while on probation.

#### 4. Probationary Timeline

- a. **Students who have an overall GPA < 3.00** in their program-specific track/plan of study will be placed on academic probation. The probation period for students with GPA < 3.00 will be one full semester. Students can be on academic probation for no more than one semester in their program track/specific plan of study.
- b. **For students with overall GPA  $\geq 3.00$** , the initial probation period will be 30 calendar days. At the end of such 30-day period the student's progress will be evaluated by faculty. If the faculty determines that the conditions in the probation form have been met and/or the deficiencies satisfactorily corrected, then the probation will be terminated.
  - i. If the student has not met the probationary terms, but is making significant progress as determined by the faculty, the probationary status may be extended for up to an additional thirty calendar day period. During either the initial or additional probationary period, any serious violation of professional behavior standards or occurrence of behaviors that are listed as grounds for probation can result in recommendation for immediate dismissal of the student from the Program or from the SONHS.
  - ii. If the student fails to make significant progress at the end of 30 calendar days (as determined by the sole discretion of program faculty), or correct the identified deficiencies or meet requirements by the end of the probationary period, the Course Coordinator and Program Director/Lead Faculty shall forward recommendation of dismissal to GASAC. The student has access to appeal through the Academic Appeals process.

#### **DISMISSAL POLICY**

The Graduate Faculty member brings to the Graduate Academic Standing and Admissions Committee (GASAC) a request to dismiss a student, based on one or more of the grounds set forth below. GASAC will review the faculty member's request for dismissal and will then make the recommendation to the Associate Dean. Upon receipt of the recommendation, the Associate Dean will then notify the student of the recommendation and schedule a meeting with the student. At the meeting, the student will be allowed to provide any information or documentation in response to the recommendation provided to the Associate Dean. After meeting with the student, reviewing any information or documentation provided by the student, and reviewing any other pertinent materials, the Associate Dean will make a decision as to

whether the student should be dismissed and will notify the student, in writing, of such a decision.

The student may appeal the Associate Dean's decision to the Dean of the SONHS. The appeal must be submitted in writing to the Office of the Dean within five business days of the Associate Dean's decision and must set forth the reasons for the appeal. Upon receipt and review of the appeal, the Dean, at her/his option, may choose to meet with the student prior to issuing her/his decision. On appeal, the Dean may uphold, modify or reject the Associate Dean's decision to dismiss. The Dean's decision on the appeal is final.

The following circumstances are grounds for dismissal from the student's specialty program or the SONHS:

1. Failure to comply with UM SONHS regulations, policies and/or procedures
2. Violation of the ANA's Code of Conduct for Nurses
3. Refusal to follow instructions of the faculty
4. Bullying or harassing behavior toward any faculty, staff, student or patient
  - Repeatedly ignoring a person or subjecting them to unwelcome attention, intimidation, humiliation, ridicule or offense
  - Physical threats or violence
  - Oral, written, or electronic threatening communications
  - Threatening gestures
  - Use of vile, intemperate or abusive language
5. Negligence resulting in damage to or defacement of UM SONHS property or of property belonging to, or located at, a clinical agency site
6. Destruction of, falsifying, or omitting information on University or clinical agency records
7. Illegal or immoral conduct on or off University premises which would bring unfavorable attention to the University
8. Unauthorized possession, use, access, copying, or reading of University or clinical agency records or unauthorized disclosure of information contained in such records to persons without a direct need to have this information
9. Unauthorized access or use of University or clinical agency computing and communication equipment
10. Possession of any weapons, firearms, or explosives while on University or clinical agency premises

11. Unauthorized use, possession or distribution of intoxicants, illegal drugs, designer drugs, or controlled substances; use of or possession of other drugs which have adversely affected student performance on University or clinical agency premises
12. Reporting for, or being in the school or clinical site, while under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession and/or use of a controlled substance in the workplace or clinical agency
13. Failure to comply with a request for Drug and Alcohol Screening
14. Restricted or encumbered nursing license
15. Failure to report any criminal charges or licensure, complaints, and/ or investigations to the Program Director and/or Associate Dean within three business days.
16. Unauthorized removal or theft of University property or that of other facilities, students, or staff
17. Unauthorized use, disclosure, viewing, or accessing of patient information and/or protected health information as defined in applicable state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), or as dictated by the University's privacy policies and procedures.
18. Plagiarism
19. Graduate Students
  - a. Two failed courses or failure of any individual course twice.
  - b. Withdrawal from three courses (three grades of W) or withdrawal from the same course twice. Withdrawals from a specific course that are associated with an **Approved Leave of Absence** will not be counted towards the number of enrollments in that course and will not be counted towards a dismissal recommendation.
  - c. Violation of the terms of probation and/or the failure to emerge from probationary status with a cumulative GPA of 3.00 or greater is grounds for dismissal. The University mandates that cumulative GPAs cannot be rounded.

## **II. RESOLVING ACADEMIC DISPUTES AND SOLVING PROBLEMS**

### **Doctor of Nursing Practice Program:**

A student who wishes to resolve an issue, dispute, and/or a problem related to his or her role as a student, may make an appointment to meet with the Associate Dean of Graduate Clinical Programs at the School after attempting to resolve the dispute with the course instructor. Examples of these include, but are not limited to, grade disputes, the progression policy,



completion of incompletes, accusations of honor code violations, charges of unsafe practice or unprofessional behavior, dismissals, overrides for registration, retroactive course drops, completion of terms of an independent study contract, acknowledgement of transfer credits, issues with transcripts, course prerequisites, course waivers or special circumstances regarding changing programs or withdrawing from classes. If attempts to resolve such issues, disputes, and problems are unsuccessful after intervention by the Associate Dean, the student has the right to avail him or herself of the academic appeals process. Further, the Associate Dean will advise the Dean of the School of his or her findings as appropriate and make recommendations to the Dean of any actions that should be taken.

## **GRADUATE STUDENT ACADEMIC APPEALS POLICY:**

### **Grade Resolution Process:**

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom. **The student should discuss all grade disputes with the instructor and make all efforts to resolve the grading issue prior to filing a formal appeal.**

If a grade dispute is not resolved through interactions with the instructor, then the student should attempt to resolve the grade dispute by discussing the dispute with the following people, in this order, **before filing a formal appeal:**

1. The Course coordinator (if applicable)
2. The Program Director (if applicable)
3. The Associate Dean of the student's program.

**Grounds for Appeal.** It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are limited to:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, or any other characteristic set forth in the University's Non-Discrimination Policy;
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established for the course.

### **Written Formal Appeal:**

If, and only if, a dispute or problem is not resolved through interactions or discussions as noted above, then the student may file a formal written appeal to the Vice Dean of the SONHS.

Written appeals must be filed within 30 calendar days of the occurrence of the academic action resulting in the appeal, and prior to the completion of all degree requirements or withdrawal from the University. The Vice Dean may, at his/her sole discretion, decide to hear an appeal filed after the preceding time periods have elapsed, and reserves the right to decide whether or not to hear the appeal presented by the student.

**Materials for the Appeal.** When bringing a matter for appeal the student must place in writing issues she/he wishes to have considered with respect to the grounds for appeal stated above. The appeal must include:

1. The conditions as seen by the student, offering a rationale for appeal, and any other supporting documentation relevant to the appeal
2. Whether or not the student wishes to make a personal appearance to discuss the appeal, and the reasons why.
3. Documents of support (e.g., examinations, tests, papers, syllabi, evaluations, provide documentation of illness, or any other documents relevant to the appeal).
4. All written decisions of individual faculty/administrators.
5. If the appeal is based on or related to a disability, the student should provide a copy of the Letter to Professors received from Accessibility Resources (AR) and describe any other information pertinent to the question of disability.

If the Vice Dean decides to hear the formal appeal, the documents related to the letter appeal will be sent to the Graduate Academic Standing and Admissions Committee (GASAC) within 30 working days of receiving the written appeal from the student. The GASAC will review the student's written appeal, and confer with the appropriate faculty, administrators, and/or other appropriate individuals as necessary to make a recommendation to the Vice Dean. In the process of making its recommendation, the Committee may request that:

1. The student who filed the appeal provides additional information or access to records or appears before GASAC.
2. The faculty and/or administrator(s) involved in the appeal provide(s) additional information or access to records or appear(s) before GASAC.

GASAC will communicate its findings and recommendations to the Vice Dean of the SONHS within 30 working days of receiving the appeal from the Vice Dean. The decision with respect to the appeal will be made by the Vice Dean and communicated to the student by the Vice Dean.

**University/Graduate School Appeals Process.** After decision has been rendered by the SONHS, and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University/Graduate School appeals process. To initiate the process, students must submit a formal request in writing to the Dean of the Graduate School within 30 days of the appeal determination. Detailed information is located in the University's Academic Bulletin at <http://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>. Students may consult with the Ombudsperson see <https://ombuds.studentaffairs.miami.edu/who-can-help/meet-the-ombudspersons/index.html>

## **GRADUATE SCHOOL GRIEVANCE GUIDELINES**

### **INTRODUCTION**

These University of Miami Graduate Grievance Procedures provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These

Graduate Student Grievance Procedures supersede all prior such procedures in effect or formerly utilized at the graduate level. They do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students. These guidelines can be found in the current Academic Bulletin <http://bulletin.miami.edu/>

## CLINICAL EXPERIENCE GUIDELINES

The following requirements are necessary for all students involved in clinical courses. The School of Nursing contracts with agencies which require Health Clearance, CPR/BLS Certification, Liability Insurance, Background Checks and Drug Screening. **Failure to comply with these requirements will result in exclusion from clinical experiences.** Verification of compliance must be supplied annually to the Office of Student Services prior to July 1st each year.

### U.S. RN License

All DNP students are required to be registered nurses and maintain a valid registration throughout their educational experience in the DNP program. RN license verification must be on file in the student's folder located in the Office of Student Services. A valid Florida license is required for clinical experiences in Florida hospitals and clinics.

### Physical Examination

A complete physical examination is required prior to admission and must be signed by the physician on the immunization form provided.

### Clinical Requirements

For personal safety, for safety of clients, and to meet the mandatory safety requirements of clinical agencies, all students entering the University of Miami School of Nursing must meet the requirements listed below. **Failure to comply with the required documentation will result in registration delays or inability to attend clinical agencies. Inability to attend required clinical experiences might result in dismissal from and subsequent failure of the course.**

The requirements are:

1. Provide proof of current immunizations, including influenza vaccine and COVID-19 vaccine as required by clinical partners.
2. Provide report of a complete physical examination.
3. Verification of current CPR/BLS certification.
4. Successful completion of a Background Check and two Drug Screening tests through American DataBank, once a year <http://www.umbackcheck.com/>

### Background Checks (American DataBank)

The Joint Commission on Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has

set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As you may be aware, a background investigation must be completed prior to your beginning of clinical course work in the DNP program at the University of Miami. The SONHS may also require that you undergo an additional background check if it learns that subsequent to your enrollment, you have engaged in conduct that could result in a criminal conviction or exclusion from receiving a nursing license in the State of Florida. Such an additional background check would follow the same procedures outlined in this policy. American DataBank has been asked to perform background checks for University of Miami nursing students. Students are responsible for paying for their individual background investigation that will be conducted by American DataBank. Once you pay for your background check, American DataBank will administer the paperwork via mail to the student for drug screening and the FBI Fingerprinting. The fees associated with the background search are nonrefundable. American DataBank can be contacted at 1-800-200-0853 with any questions concerning your background screening.

To initiate your background clearance, go to the website <http://www.umbackcheck.com/> and follow the steps as indicated process. The profile information you input will be sent directly to the school upon completion. If you have any questions, please contact the Office of Student Services at 305-284-4325.

The following searches are required for students attending facilities for clinical rotations through University of Miami:

1. Criminal History Record Search
2. Nationwide Sex Offender Registry
3. FBI fingerprint Screening
4. Impaired Student Screening Policy

There will be an additional charge for students with maiden/alias names for the criminal history search, as the maiden/alias name will also be checked.

Student background checks are kept separate from the students' academic file. All student background checks are secured in the Office of Student Services.

The University of Miami School of Nursing and Health Studies has established a background check policy based on consideration of the following factors when determining whether admission to its programs should be precluded:

- the criminal, or the alleged criminal, conduct at issue;
- the danger(s) associated with the criminal, or alleged criminal, conduct;
- the duties, responsibilities, and risks associated with a student enrolled in the SONHS;

- whether the criminal conduct, or alleged criminal conduct, would interfere and/or preclude the student or applicant from completing a required component of the educational program; and
- contractual agreements with clinical partners.

### **First Step: Background Check**

The SONHS has developed a three-step process with regard to background checks. All SONHS students and applicants must complete the first step of the process which consists of a criminal background check conducted by an outside third party agency. In utilizing the services of a third party agency, the SONHS complies with all applicable laws and regulations.

The background check will provide the SONHS and the student or applicant with the following information:

- Details as to any past criminal arrests, convictions or other criminal activity regardless of resolution; and
- Details as to the resolution of the past criminal activity.

### **Second Step: In-Depth Analysis/ Individual Assessment**

Upon receipt of a background check with past criminal activity of any kind (including arrests and dismissed charges), the SONHS will review the information to determine if it is potentially incompatible with the duties, responsibilities, and risks of a nursing student and/or if the information would result in the student/applicant being unable to participate in and/or complete a required component of the educational program. If such a preliminary assessment reveals a possible exclusion from the SONHS, then the affected student/applicant will be notified as such and provided with the opportunity to have the matter reviewed in depth before a final decision is rendered.

As part of the in-depth analysis/individual assessment the affected student/applicant may provide additional information regarding:

- The accuracy/inaccuracy of the facts set forth in the background search;
- The facts and circumstances surrounding the criminal conduct/offense at issue;
- The individual's age at the time of the criminal conduct/offense at issue;
- The individual's efforts at rehabilitation and restitution since the criminal conduct/offense;
- The individual's educational and employment history since the criminal conduct/offense; and

- Any other information the individual believes is relevant to his/her ability to successfully complete the educational program at the SONHS.

### **Third Step: Ultimate Determination**

The SONHS will review the information disclosed by the background search along with any of the information submitted by the student/applicant to make an ultimate determination as to whether the past criminal conduct/activity (regardless of resolution) is incompatible with the duties, responsibilities, and risks associated with a nursing student at the SONHS and/or whether the past criminal conduct/activity (regardless of resolution) would preclude the student from participating in and/or completing any of the required components of the relevant educational program.

As a general rule, all individuals with the following prior offenses (regardless of resolution) will be excluded from attending or continuing to be a student at SONHS:

- Any offense regarding violence or a violent act (e.g., assault, battery);
- Offenses involving children and vulnerable populations (e.g., elderly, disabled individuals, and individuals with mental health disorders);
- Offenses involving the possession, sale, or distribution of narcotics and/or controlled substances;
- A felony conviction, regardless of the underlying crime.

The Dean's decision with regard to exclusion as a result of a background check is final.

### **Cardiopulmonary Resuscitation (CPR) Certification**

All students need to be CPR certified. The certification required is the Basic Life Support for Health Care Providers (adult, child and infant). A Heart Saver course is not acceptable. Please go to <http://www.americanheart.org/> and click on the link on CPR & ECC. Please fax us or send a copy of the CPR with the immunization form.

### **Immunizations**

Student must submit the immunization forms completed by their physicians located at [Immunization Information | University of Miami](#) to **both** the School of Nursing and Health Studies and to the University of Miami Student Health Services Office. The UM Student Health Services office will accept a fax at 305-284-6463. Students must provide proof of current immunizations including influenza vaccine and COVID-19 vaccine as required by clinical partners.

- **Tuberculosis - PPD Skin Test**

Required yearly. If positive, a chest x-ray is required within the last 12 months.

- **Hepatitis B Series**

A series of three injections is given over a period of six months. Students may decline the Hepatitis B vaccination series for certain medical reasons; however, a Hepatitis B Virus Vaccination Declination Form must be submitted.

- **Varicella (Chicken Pox)**

Titer required if individual was vaccinated; if not, vaccination is required.

- **Measles, Mumps and Rubella**

Documentation of vaccination on or after first birthday or laboratory evidence of immunity by antibody titer.

- **Tetanus/Diphtheria** Booster required every 10 years. Some of these immunizations are available at low cost through the Student Health Service, (305) 284-5927, 5513 Merrick Drive, who can also test for and verify existing immunity. Students living on campus will also be asked to document receipt of the meningococcal meningitis vaccine.

- Influenza Vaccine- Required annually

- COVID-19 Vaccine – Full vaccination required per clinical partners

## **Drug Screening**

A 10 panel drug screen is required at the time of admission, prior to starting classes. A positive drug screen report may result in the student's admission being withdrawn and notification of the positive result to the Board of Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act).

## **Clinical Agency Requirements**

Our clinical agencies' contracts require that students practicing in the clinical setting comply with Federal OSHA and JCAHO regulations. Students may not participate in clinical activities until they provide evidence of compliance. Absence from clinical laboratory experiences due to a student's lack of compliance with this requirement will be considered as an unexcused absence and may not be made up.

## **Clinical Attire**

Approved nursing attire must be worn during all clinical experiences. The student represents not only himself/herself, but the School of Nursing and Health Studies and the University of Miami, as well as the nursing profession. The student is expected to present a clean, well-groomed appearance. For purposes of infection control, hair must be worn off the collar. Uniforms should be purchased with comfort and professional appearance in mind. A University of Miami name

pin must be worn on the uniform and the lab coat at all times.

### **Accessories**

A watch with a second hand is required. A stethoscope is required. A blood pressure cuff is strongly recommended. Jewelry should be chosen with cleanliness, safety, and professionalism in mind. A watch is the only arm jewelry allowed; rings should be limited to one per hand; earrings, if worn, are to be small; neck chains, if worn, must be covered by the uniform. Nose or tongue rings are unacceptable.

### **Latex Allergy Policy**

With the increased use of gloves made from natural rubber latex, allergy to natural rubber latex has become more common and better recognized. During clinical experiences throughout the BSN program exposure to natural rubber latex will be frequent and commonplace. Exposure to latex direct contact as well as indirect contact, such as occurs when an allergic person is in the same room where other staff are putting on and off powdered latex gloves and airborne particles, produce a hazardous exposure. **Any student who has a latex allergy will need to take specific precautions to prevent any allergic reaction that could result from the exposure to the natural rubber latex.**

1. If a student has a known allergy to natural rubber latex, then the student must obtain a signed physician's statement of the diagnosis of the allergy and any recommendations concerning that allergy. The physician's statement must be submitted to the Office of Student Services and will be placed in the student's file.
2. Students are responsible to notify their clinical instructors of their latex allergy and determine the methods that will be necessary for them to avoid exposure to latex. Such methods may include notifying staff on the units where the student is assigned of the student's allergy to latex.
3. Students are responsible to provide and carry with them non-latex gloves for their use in the clinical settings. Students may also need to provide non-latex gloves to staff who are working in the same room with the student.

### **Medical Center Identification**

A University of Miami identification card (with photograph) is required in order to use Calder Medical Library. This identification must be worn by students whenever they are on the Medical campus. Calder Library is located on the medical campus at 1601 NW Tenth Avenue and contains many health-related sources that are not available at Richter. Students must present their University of Miami ID cards when checking out materials.



## **Transportation to Clinical Sites**

Students are responsible for arranging their own transportation between the Coral Gables campus, the Medical campus and various clinical facilities. Car pools are encouraged when possible. Metrorail passes may be purchased on the Coral Gables campus. Each student is encouraged to plan accordingly for transportation in order to avoid being late for classes and/or clinical experiences.

## **Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA information and policies are located at the University of Miami's Office of HIPAA Privacy and Security website at <http://www.med.miami.edu/hipaa/public/>.

## **Student Substance Abuse Policy**

### **Purpose**

The University of Miami School of Nursing and Health Studies prohibits the use or the possession or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original container, by students on University property or while on University business.

The purpose of this substance abuse policy is to provide information related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol, and to ensure that individuals who provide patient care are not under the influence of any substances that can impair their ability or judgment. To that end, the School of Nursing and Health Studies (SONHS) at the University of Miami enforces a zero tolerance policy with regards to student impairment from drugs or alcohol at clinical sites or while in class, and thus **any unlawful possession, use, manufacture or distribution of controlled or illegal substances or alcohol by any student while on campus or at a clinical site shall be considered substance abuse or possible dependency and will constitute cause for termination from the program.** UM SONHS students are expected to read and comply with this Student Substance Abuse Policy. A signed copy of the policy is indication that the policy has been read and understood.

### **Drug Testing Policy**

All students will undergo drug testing as a part of their admission and continuing enrollment in the nursing school. A minimum of two 10 panel drug screens are required through American Data Bank. Due to the length of the program, SRNA students will have three 10 panel drug screens. The first test will be conducted at the time of admission, prior to starting classes, and at least one more test will be done during the students' tenure at the university. The drug screening

process involves the collection of urine, blood, or hair sample to detect the presence of substances which may cause impairment.

When a student receives an e-mail from the School of Nursing and Health Studies directing him/her to be drug tested, the student must submit his/her specimen at a designated American Data Bank collection site or other designated drug screening location within 24 hours of notification. Students failing to submit a sample within this time frame may be withdrawn from clinical courses and subject to further disciplinary action, up to and including dismissal.

Students will be responsible for the cost of the drug screenings which are part of the background check that must be completed prior to admission, as well as for the cost of any future drug tests as requested by the school.

### **Reasonable Suspicion Testing**

Students enrolled in the School of Nursing and Health Studies must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if the student is suspected to be impaired from drugs or alcohol, at the discretion of a faculty member, clinical preceptor, clinical instructor, or school administrator.

### **Faculty and Clinical Preceptors Reporting Substance Abuse**

A faculty member suspecting possible substance abuse by a student must report the suspicious behavior immediately to the Director or designee verbally and by submission of the **Faculty Report of Suspicion of Drug/Alcohol Use reporting form**.

A student who is suspected of drug or alcohol impairment during didactic or clinical activities will be escorted to a testing center by an assigned representative of the SONHS. If a student becomes argumentative, resistant or violent with school or hospital representatives assigned to escort the student to the testing center, the escort (defined as a clinical coordinator/clinical instructor/preceptor/faculty member) can choose to notify the police department and the student will be dismissed from the grounds where the incident occurs. The Director or Associate Dean of the program in which the student is enrolled has the authority to temporarily suspend the student from clinical participation pending the final results of any tests.

If a student refuses to comply with the request from a faculty member, preceptor, instructor, or school administrator to undergo drug or alcohol screening, or refuses to participate in any of the steps listed below, the student may be dismissed from the University of Miami School of Nursing and Health Studies immediately.

### **Random Testing Procedure Steps**

- If not already completed, the student will sign the program's consent form. These are distributed when the student enrolls in the program, and the testing site will have them available as well.

- From the time that a student is suspected of being impaired or diverting medications, a clinical coordinator/clinical instructor/preceptor/faculty member at the facility will stay with the student. If the student leaves the facility or goes to the bathroom, the test will be invalid because the chain of custody has been broken and the student may be dismissed from the program.
- If the student in question is an SRNA student, the escort will notify the CRNA faculty member on call. For all other students, the escort will notify the Associate Dean in charge of the student's program. A faculty member or administrator will go to the facility to pick up the student and transport him/her to UMH. Again, someone must be with the student at all times.
- The student will be tested at UMH. The student may be asked to provide a witnessed sample of urine, hair, blood, or saliva, which may be frozen for further testing. The student will have to provide a photo ID (driver's license or UM ID) and will have to provide his/her social security number. The student and the escort will go to Occupational Health during regular business hours (Monday-Friday, 7 AM-5:30 PM). After regular business hours, the student and the escort will go directly to the lab (305- 689-5446).
- The student will sign the chain of custody forms and any other documents provided by the testing laboratory.
- The sample will be screened for controlled substances or any other non-controlled substances suspected of being used or abused by the student.
- The student will disclose any prescribed or over-the-counter medications as well as any dietary habits that could modify testing results at the time of the testing, as requested by laboratory documents.
- The student must fully comply with the testing laboratory's methods and procedures for collecting samples.
- If a **non-negative** result is reported from the testing laboratory, the student may choose to admit to controlled substance misuse, in which case the student will be referred to appropriate treatment options, and be subject to disciplinary action.
- If a student disputes a non-negative test, and requests a retesting of samples by the laboratory, then the student will need to pay for the retest.

### **Drug Testing Outcomes**

All **non-negative** drug tests will be reported to the SONHS by American Data Bank, UMH, or other similar agencies/ institutions partnering with the School of Nursing and Health Studies.

Tests which are reported as **inconclusive, adulterated** or **diluted** may be considered as a **non-negative** test by the School of Nursing and Health Studies. A **non-negative** drug screen report at the time of admission may result in the student's admission offer being withdrawn and notification of the non-negative result to the Board of Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act). If the student is already a registered professional nurse, they will be referred to the

IPN program. If the student is not a registered professional nurse, they will be provided with a list of local treatment centers. The cost of any treatment will be borne by the student.

Students that have a **non-negative** drug test will be removed from all clinical courses and may be subject to further disciplinary actions, up to and including dismissal.

### **Students Reporting other Students' Substance Abuse**

A University of Miami School of Nursing and Health Studies student who suspects or has knowledge of possible substance abuse or policy violation by another student while in the clinical setting has the responsibility to report this information to the Program Director, Associate Dean, or Dean. The identity of the individual making the report will be kept confidential to the extent possible, consistent with the need to investigate the report and subject to legal requirements.

### **Prescription and Over the Counter Medication Reporting Requirements**

There are circumstances in which students may need to take over the counter or prescribed medications that may impair their ability to function safely in the clinical environment and thereby endanger patients and the student. As such, all students are responsible for being aware of the effects these medications may have on their ability to function safely in the clinical practicum. If a clinical preceptor or faculty member establishes that the student is affected by the use of such prescribed medications, thereby creating a potential threat to patient care, the preceptor or faculty member will advise the student to leave the clinical area. Inability to perform all clinical functions safely while under the effects of prescribed medications will result in re-evaluation of student's ability to participate in clinical training and the student will be encouraged to request leave from clinical studies. **Students must notify the director regarding the use of any prescribed medication, other than antibiotics, within 72 hours of prescription**, and any over the counter medication which could impair performance prior to entering the clinical environment. If the student does not comply with this disclosure and has a subsequent non-negative drug screen, the student may be dismissed from the program.

### **Controlled Substances Handling and Accountability, Suspicion of Drug Diversion**

Accurate accounting of controlled substances and adherence to hospital, pharmacy and departmental policies are of utmost importance to all students. Common methods of drug diversion include setting aside drugs for personal use and falsifying the use of these drugs in the patient's record, recording a medication's vial as broken or wasted in the medication dispensing systems, and/or sending a substitute of the drug (placebo) back to the pharmacy as leftover medication. The SONHS nurse anesthesia program faculty members or clinical coordinators will conduct periodic audits of patient documentation, and students' management of typical anesthesia drugs utilized in the clinical area. This audit may include a chemical analysis of returned and wasted drugs, and or inspection of students' lockers and personal belongings in the

clinical area. Frequent incidents of controlled and non-controlled substances mishandling, medication charting errors, or any other behaviors suspicious of drug diversion will be treated as reasonable suspicion for drug diversion and potentially lead to dismissal from the program.

**Dismissal and Appeal:**

Dismissal and appeal policies for the School of Nursing and Health Studies are contained in the Student Handbooks. Please refer to the appropriate document for specific details.

**Impaired Student Policy:**

For the safety of our students, patients, clients, and community, nursing students are subject to random drug testing. The following information is presented in response to compliance of regulations of “Drug-Free Schools and Campuses.” Regulation: Sec. 1213 “Drug and Alcohol Abuse Prevention”.

**Section 1213 Subpart B.a.1.** requires annual distribution to each student and employee of: “standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.”

All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse is in conflict with the University’s purpose. To mitigate abuse, the University has established policies and regulations which adhere to applicable federal laws, including the U.S. Federal Drug Free Workplace Act and Florida statutes regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all students, guests, and visitors on University property or as part of any University activity. The responsibility for knowing and abiding by the provisions of the University’s beverage and drug policies rests with each individual.

**Section 1213 Subpart B.a.2.** requires: “a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.” The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statutes, which are found in Titles 21 and 27 of the United States Code. The University of Miami adheres to Florida Statutes, Chapter 562, which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. Penalties include: (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines of up to \$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

The Florida Statutes, to which the University of Miami adheres with regard to drug abuse, are found in Florida Statutes, chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties. A violation of State Law, which results in a conviction, will result in additional disciplinary action by the University.

According to Section 893.13 (1) Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution. Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of “imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.994.275 prior to serving such minimum sentence.”

**Section 1213 Subpart B.a.3.** requires “a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.”

The following health risks are related to alcohol and drug abuse:

### **Alcohol**

Alcohol is a psychoactive or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol depresses the central nervous system. Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness. Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancer of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach and duodenal ulcers, colitis, and irritable colon; impotence and infertility; birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities; premature aging; and a host of other disorders such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

### **Marijuana**

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In

fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome – for example, low body weight and small head size.

### **Cocaine**

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether or not he or she will become addicted or whether the next dose of cocaine will prove to be fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV infection if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rises. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate.

Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. “Freebase” is a form of cocaine that is smoked. Freebase is produced by a chemical process whereby street cocaine (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the cutting agents. The end product is not water soluble, so the only way to get it into the system is to smoke it. The cocaine reaches the brain within seconds, resulting in a sudden and intense high. However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation. “Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term “crack” refers to the crackling sound made when the mixture is smoked (heated).

### **Heroin**

Heroin is an illegal opiate drug. The addictive properties of heroin are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug

leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user’s loss of control and the drug’s habit-forming action.

Heroin is a drug that is primarily taken by injection with a needle in the vein. This form of use is called intravenous injection. This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), the use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of veins, and cardiac disease (sub-acute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Heroin is responsible for many deaths. Needle sharing by IV drug users is one of the causes of HIV infection.

The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

## **PCP**

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation. It is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP induced effects may lead to serious injuries or death to the user while under the influence of the drug.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

## **Designer Drugs**

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. Ecstasy for example, is a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know however, that it also kills certain kinds of brain cells.



**Section 1213 Subpart a.4** requires “a description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.” A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Center for Alcohol and Other Drug Education located in Building 21-E, <http://www.miami.edu/sa/index.php/pier21/>. Additional programs may be listed in the local and other area telephone directories.

**Section 1213 Subpart B.a.5** requires “a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by Section 1213 Subpart B.a.1.”

The University will impose sanctions for violation of the standards of conduct consistent with local, state, and federal laws, student and employee handbooks, and University policies. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Students enrolled in the School must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if he/she is suspected to be impaired from drugs or alcohol, at the discretion of a faculty, clinical preceptor, clinical instructor, or school administrators. **If a student refuses to comply with the request from a faculty, clinical preceptor, clinical instructor, or school administrator to undergo drug or alcohol screening, the student may be dismissed from the University of Miami School of Nursing and Health Studies. A positive drug screen can result in dismissal from the University of Miami and the School of Nursing and Health Studies.**

#### **Policy for Safe Practice in Clinical Settings**

As registered nurses, students are expected to practice safely and ethically adhering to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act which is located online at <http://floridasnursing.gov/resources/>

#### **Precautions to Prevent Transmission of HIV and other Blood-borne Pathogens – CDC Universal Precautions**

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by the Center for Disease Control (CDC), and referred to as "universal blood and body-fluid precautions" or "universal precautions" should be used in the care of all patients. Detailed information on the CDC's Universal Precautions is found at: <http://www.cdc.gov/niosh/topics/bbp/universal.html>

### **Exposure Control Policy**

The University of Miami's School of Nursing and Health Studies is committed to providing a safe and healthy environment for our students. All students at the School of Nursing and Health

Studies having exposure to blood or other potentially infectious materials in a clinical capacity are covered under this policy. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this Exposure Control Policy (ECP).

### **Exposure Control Plan**

Students covered by this policy will receive an explanation of this ECP during their initial training session. It will also be reviewed before each clinical rotation.

### **Universal Precautions**

All students will utilize universal precautions as indicated above.

### **Engineering Controls and Work Practices**

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood-borne pathogens. The specific engineering controls and work practice controls used such as use of "Sharps with Engineered Sharps Injury Protections (SESIPs)." These are defined as "a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident." This term encompasses a broad array of devices that make injury involving a contaminated sharp less likely.

They include, but are not limited to:

- Syringes with guards or sliding sheaths that shield the attached needle after use.
- Needles that retract into a syringe after use; shielded or retracting catheters used to access the bloodstream for intravenous administration of medication or fluids.
- Intravenous medication delivery systems that administer medication or fluids through a catheter port or connector site using a needle that is housed in a protective covering, blunt suture needles.
- Plastic (instead of glass) capillary tubes.
- *Sharps disposal containers* are inspected and maintained or replaced by the Health Care Agency to prevent overfilling. Students should not attempt to dispose of sharps in an overfilled container.
- Students will be instructed in the proper use of safety devices prior to their use.

### **Personal Protective Equipment (PPE)**

PPE is provided to our students at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the clinical faculty member or preceptor. The types of PPE available to students are as follows:

- Gowns
- Gloves
- Masks
- Aprons
- Face shields
- Goggles

- Shoe covers
- Head covers, etc.

PPE location will be explained by clinical faculty member or preceptor at the Health Care Agency to which the student is assigned.

## **INFECTION CONTROL PRACTICES**

**All students using PPE must observe the following precautions:**

1. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
2. Remove PPE after it becomes contaminated and before leaving the work area.
3. Dispose of used PPE in the appropriate receptacle.
4. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
5. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
6. Never wash or decontaminate disposable gloves for reuse.
7. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
8. Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

### **Housekeeping**

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

- Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded (RED or ORANGE-RED).
- Sharps disposal containers are easily accessible and as close as feasible to the immediate area where sharps are used.
- Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
- Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

### **Laundry**

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.

- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use either red bags or bags marked with the biohazard symbol for this purpose.
- Wear gloves and a gown when handling and/or sorting contaminated laundry.

### **Labels**

Follow the labeling methods used at the Health Care Agency. Students are to notify the clinical faculty member or preceptor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

## **HEPATITIS B VACCINATION**

All students having exposure to blood or other potentially infectious materials will be required to provide written proof of the Hepatitis B vaccination series OR complete the Hepatitis B Declination Form prior to initial assignment

<https://umshare.miami.edu/web/wda/healthsafety/07-hepatitis-declination-form.pdf>. Vaccination is encouraged unless:

- Documentation exists that the student has previously received the series.
- Antibody testing reveals that the student is immune.
- Medical evaluation shows that vaccination is contraindicated.

However, if a student declines the vaccination, the student must sign a declination form. Documentation of refusal of the vaccination is kept at the School of Nursing and Health Studies.

## **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

Should an exposure incident occur, the student should immediately notify the clinical faculty member or preceptor who is responsible for the learning experience in which the student is engaged.

Again, prompt reporting of all exposures is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner.

Unless extraordinary circumstances are present, the clinical faculty member or preceptor shall assist the student in shedding contaminated clothing, wiping/washing off visible blood and/or body fluids and disinfecting the area exposed in an acceptable manner (i.e. a skin-approved bactericidal soap, a waterless cleaner, etc.). Care should be taken not to use abrasives or cleaners that will damage the skin. If blood and/or other body fluids are splashed in the eye or mucous membrane, flush the affected area vigorously with running water.

An immediately available confidential medical evaluation and follow-up will be conducted by the Health Care Agency to which the student is assigned. Contact in the following order to arrange for the student to be evaluated: 1) Health Care Agency to which student is assigned; then

follow up at the UM Employee Health Office. 2) University of Miami's Employee Health Office (305) 243-3267; 3) Physician's Health Center (305) 871-3627 (with the follow up at UM Employee Health Office); 4) UM Employee Health Nurse cell (305) 299-4684; 5) UMH ER (305) 689-5464, (then follow up at the UM Employee Health Office). In the event of a life-threatening emergency, call 911. Student should be taken to the nearest Emergency Room. If the Health Care Agency where the exposure incident has occurred is unable or unwilling to perform the medical evaluation, testing and/or treatment, OR if the exposure has occurred after hours or on weekends, the clinical faculty or preceptor should call the "On-Call Employee Health Nurse" at beeper (305) 299-4684 for further instructions. Once initial evaluation and treatment is administered, the student contacts UM Employee Health for the necessary post-exposure follow-up.

### **UM Employee Health Office Contact Information**

Office: 305-243-3267

Pager: 305-299-4684 (pager for On-Call Employee Health Nurse)

Address: 1400 NW 10<sup>th</sup> Ave.

Dominion Tower, Suite 405

Miami, FL 33136

### **REPORTING OF INCIDENT**

The clinical faculty member or preceptor shall assist the student in completing the "Accident Report Form" (ARF) located online at:

<https://business-services.miami.edu/departments/risk-management/forms/university-of-miami-incident-accident-form-10152018.pdf>

It is very important that the clinical faculty or preceptor complete this form together with the student within 24 hours of the incident. Upon completing the ARF, the form should be printed (before submitting online to Risk Management) and signed by the clinical faculty or preceptor and the student. The clinical faculty or preceptor should then fax the signed ARF to (305) 284-3405. All pertinent information may be added to the ARF as this will assist in the follow-up management of the incidence.

The clinical faculty or preceptor should notify the Associate Dean for DNP Program within 24 hours after the incident has occurred.

### **Additional Resources**

There is a 24-hour nationwide Post Exposure Prophylaxis hotline at 1-888-HIV-4911 (1-888-448-4911), 9 a.m. – 2 a.m. EST, seven days a week, if there are any questions or concerns about the exposure incident, evaluation or treatment.

**As part of the medical evaluation, the following activities may be performed:**

1. Document the routes of exposure and how the exposure occurred.
2. Identify and document the source individual (unless it can be established that identification is infeasible or prohibited by state or local law).
3. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the student's health care provider.
4. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
5. Assure that the exposed student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
6. After obtaining consent, collect exposed student's blood as soon as feasible after exposure incident, and test blood for HIV, HBV, and HCV serological status.
7. If the student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed student elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

**COSTS OF POST EXPOSURE EVALUATION**

All costs related to the evaluation, testing and standard treatment after an exposure incident shall be covered by the University of Miami through an insurance policy maintained by the School of Nursing and Health Studies subject to limits and exclusions set forth in such policy. Costs incurred from services rendered by the UM Employee Health Office and/or other healthcare facilities that is not covered under such policy will be the responsibility of the University of Miami's School of Nursing and Health Studies

**COMPUTER LAB**

A computer lab is located on the first floor of the M. Christine Schwartz Center. The hours of operation are: Monday - Friday, from 8:00 AM - 5:30 PM. A list of the University of Miami Computing Center Labs is located at <http://www.it.miami.edu/labs/>.

## **REQUIRED SUMMATIVE EXPERIENCES**

### **Comprehensive Exam (overview)**

In order to graduate from the DNP program, students must successfully complete a written comprehensive exam. The exam is designed to validate achievement of the outcome objectives of the DNP program and evaluate the mastery of knowledge and skills required for practice.

- Integrate knowledge, theories, and concepts from the biophysical, psychosocial, analytical, and organization sciences to develop ethical health care systems and new frontiers for nursing practice which assist with the resolution of health care disparities.
- Evaluate research methods and findings to create an evidence base for nursing practice and health care delivery systems that are best practices and alleviate health care disparities.
- Synthesize knowledge gained from traditional and innovative learning methods to lead quality, cost effective health care collaborations addressing health care disparities.
- Demonstrate expert clinical judgment and knowledge of health care systems to design, deliver and evaluate evidence-based care interventions to reduce health care disparities.
- Model expert nursing practice and serve as a leader and mentor to assist other nursing colleagues achieve expert nursing practice.
- Employ knowledge of health care policy and economics to develop and evaluate programs to address health care disparities.

### **Comprehensive Exam**

The comprehensive exam is taken in August prior to the Fall semester of the program. Students are required to successfully answer essay questions in a take-home format. The comprehensive exam will be graded as Pass or Fail. Students are allowed to retake a failed exam once.

### **Examination Procedures for Comprehensive Exam**

1. Each student, in consultation with his or her Scholarly Project Seminar II advisor, determines his or her readiness to take the comprehensive examination.
2. Comprehensive exam dates will be communicated to students by the Associate Dean of the Graduate Clinical Programs.

### **Policies Regarding the Comprehensive Examination**

1. Students will complete a take-home examination in the allotted time. The examination is

graded satisfactory/unsatisfactory per the procedures described in #3, below.

2. An ad hoc DNP faculty subcommittee of the School of Nursing and Health Studies is responsible for the development, administration and evaluation of the comprehensive examination. The members of the subcommittee will be appointed by the Associate Dean of the Graduate Clinical Programs.
3. The examination subcommittee for the grading of the comprehensive examination is comprised of at least two DNP faculty members per question. For each question, one member of the examination subcommittee will evaluate each student's performance independently. If a student fails a question, a second faculty member of the examination subcommittee will review. If the two examination committee members do not agree on a final grade, an independent faculty member will be asked to score the exam and submit it to the Associate Dean of the Graduate Clinical Programs. Once a final grade has been determined, the Associate Dean will send the students an email about their examination score. All students will be informed by email within two weeks after the date the comprehensive exam is due.

### **Unsatisfactory Performance**

At the discretion of the faculty, a student may be asked to rewrite one or more questions. A student who receives an unsatisfactory grade on the comprehensive exam may repeat the examination one time. Remedial work before taking the examination a second time will be determined on an individual basis. A student receiving an "unsatisfactory" will receive specific written comments about his or her performance. Additionally, the student may obtain specific directions in writing about the strengths and weaknesses of the exam prior to his or her second examination.

The retake of the comprehensive examination is evaluated by the DNP faculty subcommittee and the grade (satisfactory or unsatisfactory) is determined by majority rule. A student who obtains an unsatisfactory grade on the "retake" comprehensive examination will be dismissed from the program upon recommendation by the Associate Dean of the Graduate Clinical Programs to the Dean. The readiness of a student to retake the examination is evaluated by the DNP faculty. Dates for any examination retakes are determined by the DNP faculty.

### **Scholarly Project**

Currently, we adhere to the recommendations from the National Organization of Nurse Practitioner Faculties (NONPF) on Scholarly Projects. These are found at <http://c.ymcdn.com/sites/www.nonpf.org/resource/resmgr/imported/scholarlyprojectcriteria.pdf?hhSearchTerms=%22Scholarly+and+Project+and+Criteria%22>. The recommendations are:



**NONPF Recommended Criteria for  
NP Scholarly Projects in the Practice Doctorate Program**

1. The project is related to advanced practice in the nursing specialty and benefits a group, population or community rather than an individual patient.
  - Often arises from clinical practice
  - May be done in partnership with another entity: clinical agency, school, health department, church, government, voluntary organization or community group, etc.
2. The project leadership may be solo or collaborative depending on scope of the project and university requirements.
3. The scholarly project addresses identified needs.
4. The literature review suggests an evidence base for the project or supports the need for the project.
5. Description of the innovation is adequate for others to use (essential components for success, cost, etc.)
6. A systematic approach is used and data are collected using methods and tools that meet accepted standards.
7. Expected outcomes are defined and measured (quality improvement, cost savings, etc.).
8. The project is conducted according to ethical principles.
9. Dissemination modes are professional and public (peer review is included).

**Types of scholarly projects include but are not limited to:**

This list reflects a range of types of scholarly projects. This is a sample list and is not exhaustive.

- Translate research into practice
- Quality improvement (care processes, patient outcomes)
- Implement and evaluate evidence-based practice guidelines
- Analyze policy: Develop, implement, evaluate, or revise policy
- Design and use databases to retrieve information for decision making, planning, and/or evaluation
- Conduct financial analyses to compare care models and potential cost savings, etc.
- Implement and evaluate innovative uses of technology to enhance/evaluate care
- Design and evaluate new models of care
- Design and evaluate programs
- Provide leadership of inter-professional and or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.
- Collaborate with researchers to answer clinical questions
- Collaborate on legislative change using evidence
- Work with lay and/or professional coalitions to develop, implement or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups or communities).

The scope of the scholarly project is designed to benefit a group, population and/or a community rather than an individual patient. Specific examples are included to illustrate how these projects might be applied in different settings, for various populations and by different nurse practitioner specialties. Some projects focus on existing programs while

others address the creation of new programs. The scope of the project would be determined by the university's guidelines, feasibility given time devoted to projects in the curriculum, faculty, funding, other resources, etc. In some programs the project may evolve through course work in courses on policy and inquiry, eventually culminating in the final design of the proposed project before it is launched. By providing opportunity over a longer duration in which to explore and develop aspects of the projects, students receive feedback regarding alternatives and strategies before project implementation.

### **Examples of Projects Undertaken in Practice Doctorate Programs**

The following includes a list of general topics and the grouping of projects by category. This is not an exhaustive list of projects or of categories.

- Evaluate interventions, innovations in care techniques
- Obtain baseline data, design an evidence-based intervention, plan and evaluate
- Collaborate with other NPs or other professional colleagues to compare/evaluate group visits
- Capture data on common problems and effectiveness of treatments with recommendations for change
- Evaluate management of psychiatric patients (protocols, meds, metabolic monitoring)
- Evaluate peer-led support groups and their impact
- Evaluate pain control in palliative care
- Promote patient safety by reducing errors in medications
- Evaluate home care comparing satisfaction with physician and NP care

#### **Health Promotion & Community Health: Epidemiology and Continuity of Care**

- Compare strategies for health promotion/disease prevention (community, schools, churches, etc.)
- Identify trends in patient visits, outreach programs
- Launch collaborative new health promotion program in vulnerable community population and evaluate it
- Develop and evaluate monitoring tools or screening programs
- Evaluate screening protocols
- Evaluate programs (care, training volunteers, education)
- Evaluate community responses to disasters
- Develop and evaluate the impact of self-care models
- Develop and test transition protocols to promote continuity of care across settings
- Evaluate high-risk patients and develop approaches for risk reduction (child and elder abuse) for policy or care improvement

#### **Policy-Related Scholarly Projects**

- Implement new policy collaboratively by designing and evaluating HPV vaccination for 6th grade girls to prevent cancer (partnering with School/Health Dept., etc.)
- Evaluate or compare nursing home policies for treating chronic pain

- Evaluate students at risk (school dropouts, depressed, substance users, pregnant) and recommend policy change, programs
- Evaluate employer policies regarding health and potential cost savings of new policies
- Evaluate the effect of evidence-based policy in NICU
- Evaluate inconsistencies in scope of practice issues and use evidence based knowledge and to recommend changes

#### Integration of Technology in Care and Informatics-Related Projects

- Create a database for monitoring childhood injuries in urgent care and evaluate its impact
- Use technology to improve care (telehealth consultation, interactive “home” visits, etc.) and evaluate results
- Evaluate technology’s impact on care (information transfer to point of care, etc.)
- Establish protocols that integrate use of technology in patient assessment in urgent care and evaluate their impact

#### **Acknowledgment:**

The above examples were developed and generalized from several sources including publications, Web sites, and information shared by deans of various nursing practice doctorate programs. Some examples were common to several schools and others were unique to specific programs. NONPF would like to acknowledge the following schools whose projects are reflected in the list above: Medical College of Georgia; Rush University; Oregon Health and Science University; University of Tennessee, Memphis; University of Arizona; University of Kentucky; and University of Washington. We encourage other programs to share examples of scholarly projects that can be added to the list. We hope that this will be a useful list maintained in the Practice Doctorate Resource Center on the NONPF Web site. Please send examples to [nonpf@nonpf.org](mailto:nonpf@nonpf.org).

#### **Scholarly Project Requirements**

Students are required to submit a formal written proposal that is reviewed and approved by the DNP faculty committee by the conclusion of the NUR 672 course. To complete the NUR 673 course, students must successfully defend the project in a formal presentation format and write one article suitable for publication in a peer reviewed journal based on the scholarly project, as approved by a faculty advisor and a second reader. The DNP faculty advisor must be a doctorally-prepared nurse and the second reader must be doctorally-prepared. Specific guidelines for the scholarly project will be disseminated.

#### **Graduate Student Organizations (GSA)**

The Graduate Student Association (GSA) is the student government organization representing students in the Graduate School, including graduate students in the School of Architecture, College of Arts and Sciences, School of Business Administration, School of Communication, School of Continuing Studies, School of Education, College of Engineering, School of International Studies, School of Medicine, School of Music, School of Nursing and Health Studies, and the Rosenstiel School of Marine and Atmospheric Sciences. Established in 1969, the GSA is one of the oldest graduate student governments in the United States. The primary function of the GSA is to provide

the means for responsible and effective graduate student participation in the planning and conduct of University affairs. The GSA serves as liaison between graduate students, individually and collectively, the faculty and the administration. In addition, the GSA exists as a social and intellectual forum to support and improve the quality of the graduate student environment at the University of Miami. Visit their Home page at [www.miami.edu/gsa](http://www.miami.edu/gsa).

**School of Nursing and Health Studies Graduate Students are elected to serve on the Graduate Faculty Committee which is responsible for developing, implementing, and evaluating the curriculum for the graduate programs of the School of Nursing and Health Studies. The election process is held during the beginning of the Fall Semester. Students may also be asked to serve on ad hoc committees as necessary.**

### **SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING (BETA TAU CHAPTER)**

The purposes of Sigma Theta Tau International Honor Society of Nursing (STTI) are to:

1. Recognize superior academic achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment to the ideals and purposes of the professions.

Masters students with a GPA of 3.5 and who have completed a minimum of one-fourth of their required program are eligible for invitation for membership in STTI. Recognized nursing leaders in the community who hold Baccalaureate degrees are also invited to join. Invited applicants are required to submit an intent form and two endorsements. Both endorsements must be members of Sigma Theta Tau and one is to be from a faculty member. Invitations for membership into STTI are emailed to eligible students in October and in March of each year for inductions scheduled in December and May of each year.

### **GRADUATION**

#### **Applying for Graduation**

It is the individual responsibility of each student who is entering the semester of graduation to apply in CaneLink for graduation according to the deadlines on the University's academic calendar. Please note that students graduating in a summer semester apply for graduation at the same time as students graduating in the spring semester. Students graduating in a summer semester may participate in the spring commencement ceremony.

#### **Graduation Clearance**

After the student's final semester of enrollment, provided he or she has applied for graduation, the Graduate School will review the student's file and coursework and confer the degree. This process may take several weeks so students must periodically check CaneLink to verify when the degree has been posted.

**School of Nursing and Health Studies Recognition**

The School of Nursing and Health Studies holds a Recognition Ceremony on the same day as graduation in both December and May. Details will be announced prior to the end of each semester for this very important ceremony.

## IMPORTANT PHONE NUMBERS

Dean, Cindy L. Munro .....	305-284-2107
Vice Dean, Dr. Johis Ortega .....	305-284-1269
Associate Dean, Graduate Clinical Programs, Dr. Mary Hooshmand.....	305-284-1655
Program Director, Nurse Anesthesia, Dr. Greta Mitzova-Vladinov.....	305-284-7393
Executive Director, Office of Student Services, Joseph Tripodi .....	305-284-4199
Program Manager, Elizabeth Markowitz .....	305-284-2558
Program Manager, Nurse Anesthesia, Tania Lopez .....	305-284-2645
Academic Development.....	305-284-2800
Accessibility Resources .....	305-284-2374
Continuing Studies.....	305-284-4000
Counseling Center.....	305-284-5511
Financial Assistance Services.....	305-284-6000
International Student and Scholar Services .....	305-284-2928
Multicultural Student Affairs.....	305-284-2855
Public Safety .....	305-284-6666
Rumor Control .....	305-284-5151
Student Accounts .....	305-284-6430
Student Activities.....	305-284-6399
Student Health Services .....	305-284-9100
Testing Center.....	305-284-2450
Toppel Center for Career Planning and Placement.....	305-284-5451
Graduate Student Association.....	305-284-6750
Wellness and Recreation.....	305-284-3253
Hurricane Hot Line .....	305-284-5151
Hurricane (Weather) Announcements: .....	WVUM - FM - 90.5
.....	WIAZ - AM - 610
.....	WTAL - FM - 94.6
Storm Updates.....	<a href="http://www.miami.edu/prepare">www.miami.edu/prepare</a>
University of Miami Radio Station:.....	WVUM - FM - 90.5
University Website: .....	<a href="http://www.miami.edu">www.miami.edu</a>
Writing Center .....	305-284-2956
Campus Religious Organizations:	
Catholic Campus Ministry .....	305-284-3030
Baptist Campus Ministry .....	305-284-6088
Christian Science Organization.....	786-281-9860
Episcopal Church Center .....	305-661-4859
Hillel Jewish Student Center.....	305-284-1840
Wesley Methodist Church.....	305-284-1920

## STUDENT ORIENTATION TECHNICAL SUPPORT PACKET

- I) **IT Support**
  - **Central UM IT Help Desk: 305-284-6565**
    - **Submit a Help Desk support ticket:**  
<https://umiami.service-now.com>
  - **Student Technology Help Desk: 305-284-8887**
  - **Blackboard Help Desk: 305-284-3949**
  - **SONHS In-House IT Help Desk: 305-284-2514**
    - Gersom Manresa, Manager, Information Technology  
305-284-2185, [gmanresa@miami.edu](mailto:gmanresa@miami.edu)
    - Roberto Padron, Sr. Help Desk Tech  
305-284-7098, [rpadron1@miami.edu](mailto:rpadron1@miami.edu)
    - Albert Perez, Sr. Help Desk Tech  
305-284-2514, [albert@miami.edu](mailto:albert@miami.edu)
    - Christian Vazquez, Sr. Help Desk Tech  
305-284-2518, [c.vazquez1@miami.edu](mailto:c.vazquez1@miami.edu)
- II) Blackboard Login Instructions & Assistance (pg. 3)
- III) Student Technology Help Desk (previously “CaneNet Connection”) Contact Info. & Services Offered (pg. 5)
- IV) Laptop Checklist for School of Nursing and Health Studies Students (pg. 7)
- V) Important Nursing Requirements (pg. 9)
- VI) Student Computer Competency (pg. 11)
- VII) Guide to Software Requirements for Online Courses (pg. 13)
- VIII) UPrint - University-wide printing solution (pg. 15)

\*\*\* Virtual Proctoring during exams \*\*\*

## **Multi-Factor Authentication (MFA)**

In order to access any UM Single-Sign-On applications or services (such as your UM email, Blackboard, CaneLink, Workday, etc), Multi-Factor Authentication (MFA) is now required for all faculty, staff, and student employees.

The goal of MFA is to create a layered defense and make it more difficult for an unauthorized person to access your information. For example, if your CaneID password is stolen, your direct deposit can be sent to another bank account, personal data can be viewed or altered, and the contents of your UM email, OneDrive, Box, and Google Drive accounts are all exposed. You can help safeguard against these threats by enrolling in MFA.

For more information about MFA, including step-by-step video tutorials, please go to <http://it.miami.edu/a-z-listing/multi-factor-authentication/> or [https://it.miami.edu/wda/it/Duo\\_MFA\\_FAQs.pdf](https://it.miami.edu/wda/it/Duo_MFA_FAQs.pdf)

For assistance with MFA, please contact the Central IT Help Desk at 305-284-6565 or [itsupportcenter@miami.edu](mailto:itsupportcenter@miami.edu).



## II) Blackboard Login Instructions & Assistance



**Khitam Azaiza, Ed.D.**  
Director of Instructional Design &  
Digital Media Production  
k.azaiza@miami.edu  
305-284-2710

**Ishwar Balliram**  
Instructional Designer  
ishwarb@miami.edu  
305-284-2625

## Access Blackboard

1. Go to [www.miami.edu/blackboard](http://www.miami.edu/blackboard).
2. Click **LOGIN WITH CANE ID**.
3. The **UM Single Sign-On** screen appears. Enter your **CaneID** and **Password** and click **Sign in**.
  - If you are unable to login, and you do not have your CaneID, go to <https://caneidhelp.miami.edu/caneid/> and click on **Register for a CaneID**.
  - If you are unable to login, and you have a CaneID, click **Change Your Password** and select the appropriate menu option. You will be able to reset your password using your security question.
  - If you see a message saying that you do not have a Blackboard account, click the OK button and contact the Blackboard Help Desk as indicated in **Need Blackboard Help?** section below.

## Need Blackboard Help?

The Learning Platforms has a help desk that supports the Blackboard system.

- Call 305-284-3949  
M-TH: 9am-9pm, F: 9am-6pm, Sat & Sun: 9am-2pm
- Send e-mail to the Help Desk at [blackboardhelp@miami.edu](mailto:blackboardhelp@miami.edu).
- Submit a Help Desk support ticket by visiting <http://lpt.it.miami.edu/wiki/form/> and then click on the **Create Blackboard Help Desk Ticket** link.

### III) Student Technology Help Desk Contact Information & Services Offered

UM Home > **Student Technology Help Desk**



LOCATIONS			
GABLES	LAW	RICHTER	MEDICAL
<u>(305) 284-8887</u>	<u>(305) 284-5297</u>	<u>(305) 284-5346</u>	<u>(305) 243-8543</u>
Richter Library 3rd Floor, Room 325 1300 Memorial Drive Coral Gables, FL 33146	Law School Library Room C-118 1311 Miller Drive Coral Gables, FL 33146	Richter Library Information Desk 1300 Memorial Drive Coral Gables, FL 33146	Calder Library 1600 NW 10th Ave Room 1018A Miami, FL 33136

The Student Technology Help Desk's main office is located at Richter Library, 3<sup>rd</sup> Floor, Room 325.

The Student Technology Help Desk (STHD) is a computer support center for students providing a variety of services like wireless configuration, virus and spyware removal, operating system reinstallation, and data recovery for laptops and desktops.

**Website:** <http://sthd.it.miami.edu>

**Location**

STHD's main office is located at Richter Library, 3<sup>rd</sup> Floor, Room 325.  
STHD is closed on the weekends.

**UM's Microsoft Office 365 email system offers all of the following:**

- Anti-Virus and optional Anti-Spam filtering
- Access to your account from various mobile devices

Access the UM-wide address list, all your personal contacts, calendar and To Do's in one location

# STUDENT TECHNOLOGY HELP DESK

## School of Nursing and Health Studies - Technology Requirements

***Nursing Students:** Provide this form to the technician at the Student Technology Help Desk (STHD) and identify yourself as a Nursing Student. Once completed make sure this form is returned to you.*

- Verify that the operating system boots properly. If not, request support from STHD, if possible.
- Verify the student can connect to the "SecureCanes" network.
- Install McAfee anti-virus software and definition updates.
- Install UPrint driver.
- Turn off Automatic Updates (Windows) or Software Updates (Mac) to prevent them from installing in the middle of an exam.
- Install latest version of Adobe Flash Player (HESI exam requirement).
- Install latest version of Adobe Acrobat Reader (HESI exam requirement for Windows and Mac OS).
- Install latest version of Java for compatibility with Illuminate.
- Install LockDown Browser software:  
- <http://www.respondus.com/lockdown/information.pl?ID=527636896>
- Verify HESI exam web browser requirements:  
Mac: - Safari 5.1 or newer  
Windows: - Internet Explorer 7.0 or newer  
- Microsoft .NET 2.0 or newer
- Verify that UM's Blackboard site opens without any problems.
- Verify that the system passes the HESI exam compatibility check:  
- <http://www.hesiinet.com> and click "Click Here to see if your system is ready"

*The Student Technology Help Desk certifies the above requirements have been met:*

Date	Nursing Student	Incident #
Brand	Model	Operating System
STHD Technician		STHD Technician Signature

**IMPORTANT NOTES TO NURSING STUDENTS:**

- 1) You must turn in this completed checklist to the Computer Lab Assistant in Room 123 at the latest by two weeks prior to your first HESI exam. If you do not return the checklist by that time you will have to take the HESI exam on your own computer at your own risk. Please keep a copy of this checklist for your own records. It is also your responsibility to ensure that your laptop is fully functional prior to arriving for any exam or quiz.
- 2) The STHD often experiences a high volume of students from all schools throughout the University and they cannot prioritize nursing students over other schools. Therefore, you should bring your laptop to them a **minimum of 10 business days prior** to your first exam to ensure they have sufficient time to verify and/or complete all the items on this checklist. Keep in mind that turnaround time may be affected if you request additional services.

University of Miami  
Information Technology

(305) 284-8887  
sthd@miami.edu

Richter Library  
3rd Floor, Room 325  
1300 Memorial Drive  
Coral Gables, FL 33146

## V) Important Nursing Requirements

The School of Nursing and Health Studies requires all students to have a laptop, UNIFORMS and to sign up for the student email system before the beginning of classes.

### LAPTOP MINIMUM REQUIREMENT

All Windows laptops must meet the following **minimum** requirements:

- 1.7GHz quad-core Intel Core i5 or greater
- Windows 10 \*\*
- 8GB RAM or greater
- 256GB Hard Drive or greater
- 802.11ac Wireless LAN card
- Integrated camera & microphone

All Apple notebooks must meet the following **minimum** requirements:

- 2.3 GHz dual-core Intel Core i5 or greater
- OS X 10.7 or higher
- 8GB RAM or greater
- 256GB Hard Drive or greater
- 802.11ac Wireless LAN card
- Integrated camera & microphone

\*\* Tablets such as iPads and Android devices are NOT compatible with Elsevier's HESI exams and cannot be used as a substitute device for the laptop requirement. Google Chrome notebooks are also not compatible with HESI exams.

Student laptops must be fully functional prior to arriving to class for an exam or quiz. It is highly advisable that they meet the model and specifications recommended by the University's Information Technology Department in order to qualify for the most comprehensive technical support available through the "Student Technology Help Desk" mentioned in the "*Technical support for student laptops*" section below. To ensure that these requirements are met, we **strongly recommend** that students purchase I.T. approved laptops through the Bookstore, located at:

1306 Stanford Drive  
University Center (Go to the Bookstore for their technology section on the 1<sup>st</sup> floor)  
Phone: 305-284-4101  
E-mail: [miami@bkstr.com](mailto:miami@bkstr.com)  
Hours: Mon-Fri 8:30AM – 6:00PM; Sat 10:00AM – 5:00PM  
Website: <http://www.miami.bkstr.com>

### **Technical support for student laptops**

Students should go to the Student Technology Help Desk (STHD), located at Richter Library, 3<sup>rd</sup> Floor, Room 325, as their primary source for technical support for their laptops. Their phone number is (305) 284-8887. This department provides the following services to all UM students:

- Dell Warranty Support
- On Campus Internet Configurations
- Virus/Spyware Removal
- Operating System Restores/Reinstallations
- Data Recovery Solutions

The STHD often experiences a high volume of students from ALL Schools throughout the University and cannot prioritize nursing students over other schools. Therefore, you should bring your laptop in to them a **minimum** of 10 business days prior to your first exam so they have sufficient time to go through all the items on the technical checklist for nursing students.

STHD hours of operation are Monday-Friday 9:00AM – 5:00PM. For more information, please refer to the following website:

<http://sthd.it.miami.edu/>

### **STUDENT EMAIL SYSTEM**

All registered UM students will automatically have a free Microsoft Office 365 email account created for them. **If you experience any issues accessing the MS Office 365 email account created for you by UM, please contact the Central IT Help Desk at 305-284-6565, option 2.**

Visit <http://it.miami.edu/a-z-listing/microsoft-office-365/index.html> for more information.

Features:

- Anti-Virus and optional Anti-Spam filtering.
- Access your email from web browsers.
- Compatible with popular email clients such as Microsoft Outlook, Outlook Express, and Apple Mail.
- Access to your account from various mobile devices.
- Access the UM-wide address list, all your personal contacts, calendar and To Do's in one location.

Once your Office 365 email account is created, you can log into it at:

<http://email.miami.edu/>

## **VI) Student Computer Competency**

### **What computer skills should I have to be a successful student at the University of Miami School of Nursing and Health Studies?**

**You should be able to do all of the following activities:**

- Send and receive email using UMSONHS email account
- Send attachments with an email
- View, save, and print attachments to an email
- Download files, if necessary
- Upload files, if necessary (for example, to the Assignment window)
- Navigate the web using basic browser methods
- Post and reply to discussion threads in the Blackboard platform (free tutorial available on Blackboard)
- Use basic word processing skills (including Microsoft Office applications)
- Save in different file formats

**You are also expected to use Email Etiquette:**

Please keep these basic netiquette rules in mind when you send email:

- Follow the specific instructor's directions regarding subject lines and attachments.
- Write complete sentences when sending an email message. Do not use “texting” abbreviations.
- Do not use all CAPITAL LETTERS.
- Check your spelling.
- Be courteous, and avoid offensive language.

Note: All emails should be sent through your UM Outlook accounts.

***Available Resources for Students:***

FREE ONLINE COURSES:

- 1) Lynda.com – Must log in through the following address while on campus:

<http://iplogin.lynda.com>

- 2) UMIT Training for CaneLink, Workday, Microsoft Office, Photoshop, Acrobat, etc.

- <http://it.miami.edu/a-z-listing/information-technology-training/index.html>

- <http://it.miami.edu/about-umit/divisions-and-subunits/applications-and-services/training-services/>

PAID COURSES through UM's division of continuing education (<https://continue.miami.edu>):

- 1) UM Computer Foundations

Details:

The UM Computer Foundations course is designed for individuals who have no prior knowledge or experience with computers. The objective of this course is to get students past that awkward and embarrassing stage when they are frightened to ask questions or not even sure what questions to ask. This course will give the absolute beginner a solid understanding of what computers can and cannot do, and why they have become such an important and useful part of our daily lives.

The course will also prepare students for the UM Office Professional course which teaches the core skills of Microsoft Office applications and will give students knowledge of all the computer skills needed in the modern office.

- 2) UM Office Professional program

Details:

The objective of this course is to certify that the student has a solid understanding of all the Microsoft computer applications needed to operate a modern office.



## VII) Guide to Software Requirements for Online Courses

You will be enrolled in an on-line/distance learning course. As you know on-line is a flexible method of learning; however, in order to prevent any delays in your course work and learning, we require your computer to have certain capabilities. It is your responsibility to prepare your computer prior to your course's orientation and/or first day. You will be responsible if the computer fails during the course; no special arrangements in the course will be made if any technical delays are encountered. The course's faculty member will be collecting this form during the first week of the term.

### I) STUDENTS TAKING ONLINE COURSES

- a) The University of Miami provides the following software free of charge to all currently enrolled full time students. All nursing students, especially those taking online courses, are encouraged to download and install them from [www.miami.edu/software/](http://www.miami.edu/software/):
  - McAfee Antivirus – (includes AntiVirus and Spyware protection)
    - o After installing, students should click on the “Live Update” button within McAfee and then perform a “Full Scan” on their systems.
  - Microsoft Office (includes Word, Excel, PowerPoint, Access)
- b) Nursing students taking online courses should also have the following software installed on their systems:
  - Adobe Acrobat Reader (free download from <http://get.adobe.com/reader/>)
  - Adobe Flash Player (free download from <http://get.adobe.com/flashplayer/>)
  - FireFox Web Browser (free download from <https://www.mozilla.org/en-US/firefox/new/>)
  - iTunes (free download from [www.apple.com/itunes/download/](http://www.apple.com/itunes/download/))
  - Respondus Lockdown Browser (free download from [www.respondus.com/lockdown/information.pl?ID=527636896](http://www.respondus.com/lockdown/information.pl?ID=527636896))
  - Java (latest version) for compatibility with Collaborate (free download from [www.java.com](http://www.java.com))
  - For best audio results using Collaborate, a headset with integrated microphone is highly recommended. **A headset is also required now for some questions on the HESI exams.**
- c) Students will be using an electronic medical records system called EPIC. In order to streamline the orientation session for EPIC, we recommend you install the required Citrix plugin ahead of time. To do so:
  - Go to <http://learnuchart.med.miami.edu>
  - Click the “UChart Playground” icon.
  - You will be prompted to allow the “Citrix Receiver” plug-in to be installed on your web browser. Allow the installation, as this plug-in is required to be able to use the site.
- d) Student laptops should be registered to work with the University's 802.11 wireless network called “SecureCanes”.
  - For instructions on how to configure your laptop to work with SecureCanes, please refer to: <https://it.miami.edu/wda/network/diy/SecureCanes.pdf>
  - SecureCanes is the preferred network to use when taking wireless exams in a nursing classroom.

Student's signature \_\_\_\_\_

Course \_\_\_\_\_

Date \_\_\_\_\_

The University of Miami's three cloud-based data storage and file sharing solutions are now fully accessible: **Box**, **Google Drive**, and **Microsoft OneDrive**. These three solutions are available to all faculty, staff, and students at no cost.

Box, Google Drive, and Microsoft OneDrive enable you to easily store and manage content in a secure online environment, while being able to share files and collaborate with individuals and teams. We invite you to learn more below:



**Log in\*:**  
<https://box.miami.edu/>

**Benefits of Box:**

- *File Space:* Unlimited free storage.
- *Collaboration:* Files can be stored in one secure place online, so you and your team always have access to the latest version.
- *Special benefits:* Recommended solution for the storage of secure data; highly encrypted. Password protect links, set permissions, and get access stats. Automatic backup with 30-day file recovery.



**Log in\*:**  
<https://google.miami.edu>

**Benefits of Google Drive:**

- *File Space:* Unlimited free storage.
- *Collaboration:* Real-time collaboration and editing within and beyond UM (Google Docs only).
- *Special benefits:* Share with anyone, with several levels of access. Any device can be used to access files stored online. Real-time editing and collaboration capabilities.



**Log in\*:**  
<https://onedrive.miami.edu/>

**Benefits of OneDrive:**

- *File Space:* 1 TB of free storage (Unlimited free storage coming soon).
- *Collaboration:* Enable editing permissions on any file.
- *Special benefits:* Integrated email attachment functionality. File versioning so you can access previous versions of your edited documents. Share file links via email, text message, or by posting them to a social networking site, website, or blog.

*\*Log in to Box, Google Drive, and/or OneDrive with your CaneID and password via UM Single Sign-On.*

In addition to web access, mobile and desktop applications are available for all three of these solutions, allowing you to edit files offline and sync when you next connect to the Internet.

If you have any questions about these file sharing and storage solutions, please contact the UMIT Service Desk: Coral Gables/RSMAS Campuses: (305) 284-6565, [itsupportcenter@miami.edu](mailto:itsupportcenter@miami.edu), or Medical Campus: (305) 243-5999, [help@med.miami.edu](mailto:help@med.miami.edu).

## VIII) UPrint - University-wide printing solution

UPrint is the wireless and networked STUDENT PRINTING SOLUTION for UM students at the Coral Gables and RSMAS campuses.

UPrint is a user friendly application based on a “Green U” initiative and should encourage responsible printing and copying.

What services does UPrint provide?

- Wireless printing on campus (after you download the UPrint drivers)
- Black & White and Color Printing
- Black & White and Color Copying

These services are available using the computers at any of the libraries or computer labs at the Coral Gables and RSMAS campuses. They are also available from your laptops if you download the proper UPrint drivers . It is available for Windows and Mac Platforms.

Why was this system implemented?

UPrint introduced the wireless printing option on the Coral Gables campus but it also has many important features that benefit the printing and copying services you receive. UPrint provides the advantages of convenience, security and sustainability.

It is a “green initiative”, which will help us save paper from printing jobs never picked up. It will also provide security to your print jobs, since only you will be able to release your jobs at the printer.

The Student Technology Help Desk (STHD) is the Department that manages the UPrint service.

For assistance or additional information about UPrint, contact:

<http://www.miami.edu/uprint>

sthd@miami.edu

305-284-8887

**Healthcare Provider Return to School/Clinical Verification**

Date \_\_\_\_\_

To the University of Miami School of Nursing and Health Studies Faculty

I certify that \_\_\_\_\_ (student's name) is free of communicable disease and is able to fulfill all technical standards required by the University of Miami School of Nursing and Health Studies outlined below.

**Technical Standards**

Nursing education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors. The nursing degrees awarded by the University of Miami School of Nursing and Health Studies at the completion of the educational process certifies that the individual has acquired a base of knowledge and skills requisite for the practice of nursing at the respective undergraduate or graduate level. To this end, all courses in the curriculum must be completed successfully. In order to acquire the knowledge and skills to function in a variety of clinical situations and to render a wide spectrum of patient care, candidates for the undergraduate and graduate degrees in nursing must have abilities and skills in five areas:

- Observation**
- Communication**
- Motor**
- Conceptual-Integrative**
- Behavioral-Social**

Technological compensation can be made for some disabilities in certain of these areas, but a candidate should be able to perform in a reasonably independent manner and exercise independent judgment.

**Observation**

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately, at a distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

**Communication**

Candidates must communicate effectively using English in clinical and classroom settings. A candidate must be able to elicit information from patients; describe changes in mood, activity and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently with all members of the health care team in both immediate and recorded modes.

**Motor**

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. A candidate should be

able to perform nursing skills requiring the use of gross and fine motor skills (e.g., IV insertion, venous blood draw, urinary catheter insertion). A candidate should be able to execute motor movements reasonably required to provide nursing care and emergency response to patients. Examples of emergency responses reasonably required of nurses are cardiopulmonary resuscitation, medication administration, and application of pressure to stop bleeding. Candidates must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates should also be able to assist and/or participate in various lifting activities.

**Conceptual-Integrative**

These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Critical thinking requires all of these intellectual abilities in order to provide optimal nursing care. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**Behavioral-Social**

Candidates must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress in the classroom and clinical area. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

**This Nursing student may return to school for class and to clinical settings on**

\_\_\_\_\_.

**Physician's Signature** \_\_\_\_\_

**Physician's Printed Name** \_\_\_\_\_

**Physician's Address:** \_\_\_\_\_

**Physician's Office Number:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_