PhD In Nursing

STUDENT HANDBOOK

2016-2017

Revised 08/19/16

PhD Student Handbook 2016 Outline

DEANS' MESSAGE

Dear PhD Nursing Students:

It is with great enthusiasm and support that we welcome you to the 2016-2017 academic year 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. 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 PhD degree.

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 most up to date Handbook can be accessed on-line at the School of Nursing and Health Studies website at 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.

We have an outstanding faculty who are committed to your success in your chosen career as a PhD-prepared nurse who will make a significant contribution to the health care of the community. You have our best wishes for a productive and successful year.

Welcome to the School of Nursing and Health Studies.

Nilda (Nena) Peragallo Montano DrPH, RN, FAAN   Anne E. Norris, PhD, RN, FAAN
Professor and Dean   Professor and Associate Dean for
                                        the PhD Program

I.   USE OF THIS HANDBOOK

The University of Miami (UM) School of Nursing and Health Studies (SONHS) PhD Student Handbook is a supplement to the University of Miami Bulletin, http://bulletin.miami.edu/general-university-information/ and the University of Miami Student Rights and Responsibilities Handbook, https://umshare.miami.edu/web/wda/deanstudents/pdf/Student_Rights_and_Responsibilities_Handbook.pdf. Students are responsible for acting in accordance with the University and the SONHS regulations and policies set forth in these publications. Concerns not answered in the Handbook and other relevant official publications, or conflicting information should be brought to the Associate Dean for the PhD Program.

The curriculum of the SONHS PhD Student Handbook is reviewed annually and is as accurate and current as possible. Should there be changes in academic policies, or procedures or curriculum, they will be communicated to you via your official UMi email address or can be found on the relevant UM websites. Please visit the websites of the SONHS (http://www.miami.edu/sonhs), the Graduate School (http://www.miami.edu/gs/index.php/graduate_school) for the most up-to-date information about policies and resources. Information regarding Graduate School policies are also contained in the Graduate Student Handbook, https://umshare.miami.edu/web/wda/grad/pdf/GraduateStudentHandbook.pdf and graduate school forms may be found at http://www.miami.edu/gs/index.php/graduate_school/forms/.

II.   OVERVIEW OF THE SCHOOL OF NURSING AND HEALTH STUDIES

The SONHS is an integral part of the University 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 SONHS 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 SONHS 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 SONHS 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 SONHS 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 UM 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 of Arts and Sciences 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. 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. The MSN Program was accredited in 1982 by the National League for Nursing.

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 1985, the PhD Program in Nursing admitted its first students. The program was one of only 25 PhD programs in nursing at the time of its initiation. The first

graduate completed her doctorate in December 1987. The School celebrated its 50th anniversary in 1998.

Under the leadership of Dean Nilda Peragallo Montano, DrPH, RN, FAAN since 2003, the SONHS has made extraordinary gains. 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 to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program. In 2009, the PHD program was started.

The SONHS' curricula integrate evidence-based practice, state-of-the-art simulated learning and real world experience, resulting in a preparatory program which has catalyzed some of the highest state board passing and certification rates for nursing professionals in the state of Florida. This success is attributable in large part to the excellent structure of community-clinical partnerships that the SONHS has established within the local community's healthcare system. In 2013, the school's NCLEX-RN passing rate was 98.78%, surpassing the SONHS' own best record and the highest in South Florida. Fiscal year 2014 rankings show the school in the top 25 (18th) in the U.S. among schools of nursing for NIH research funding and 1st in the State of Florida.

The SONHS is one of the exemplar schools invited to join a collaborative of medical and nursing schools sponsored by the Institute for Healthcare Improvement, an international organization whose charge is to help lead the improvement of healthcare throughout the world. A national leader in cultural competency, the SONHS is home to two centers: 1) The Center of Excellence for Health Disparities Research: El Centro, funded by the National Institutes of Health/National Institute on Minority Health and Health Disparities (described in C4) and 2) The World Health Organization (WHO) Collaborating Centre for Nursing Human Resources Development & Patient Safety (described immediately below).

The SONHS was designated as a World Health Organization (WHO) Collaborating Centre for Nursing Human Resources Development & Patient Safety in 2008 (one of only eight such WHO Nursing Collaborating Centres in the U.S. and 38 worldwide). In September of 2012 this prestigious designation was renewed by the WHO for another 4 years. SONHS WHO Centre initiatives promote dialogue and the mutual exchange of healthcare knowledge with our neighbors in the Pan American Health Organization (PAHO) region and throughout the world, with a special emphasis on patient safety education, curriculum and workforce development and multi-Center research projects in critical regions of Latin America and the Caribbean. In keeping with its commitment to support knowledge dissemination and nursing workforce development with an emphasis on patient safety throughout the PAHO region, the WHO Collaborating Centre has developed a virtual education program consisting of web-based courses on a range of health care-related topics. These global distance education resources are available to the international community of nurse clinicians, nurse educators, and nursing students via free online access in English, Spanish and Portuguese.

Mission Statement

The Mission of the SONHS is to educate students and support faculty committed to excellence in the art and science of nursing and health care studies through creating and

disseminating health knowledge and developing culturally competent leaders to provide safe service to our community, the nation, and the world (Adopted by the SONHS, 2010).

III. PHD PROGRAM OVERVIEW

The University of Miami SONHS PhD program is designed to meet the educational needs of nurses who are committed to conducting nursing research. Its purpose is to prepare scholars and researchers who will advance the theoretical and empirical basis for nursing and provide visionary leadership to the profession.

Underlying Beliefs

The PhD in Nursing Program is based on the belief that nursing has a distinct body of knowledge that can and must be extended, verified and revised through methods of scholarly inquiry. Nursing knowledge, while distinct, is not isolated or exclusive. It involves the selection, integration and expansion of knowledge from nursing and other disciplines and the application of this knowledge to the understanding of health and illness and to the analysis and improvement of nursing practice. Nursing knowledge is derived from and guides nursing practice, which encompasses direct service to clients/patients as well as actions carried out in clinical and educational settings to facilitate and support direct nursing care. Nursing practice involves evaluation and judgment about client attributes and behaviors that may indicate a need for nursing, judgment regarding appropriate methods of nursing care, actions undertaken to help people attain an optimal level of health, and evaluation of the efficacy of nursing action.

Another sphere of nursing practice includes the education, supervision and organization of those providing direct services; the procurement and allocation of resources; and the formulation and implementation of policies affecting nursing and health care.

Purpose and Objectives

The purpose of the PhD program in nursing is to prepare scholars and researchers to contribute to the growth of nursing science through recognized methods of scholarly inquiry and dissemination of research findings. Additionally, graduates of this program will be prepared to provide innovative leadership to the profession and make the practice of nursing more effective.
The program prepares students to:
- Synthesize knowledge from nursing and other disciplines to extend the science of nursing.
- Demonstrate cultural competence and ethical practices in conducting qualitative and quantitative research methods and design.
- Conduct research in a focused area of scientific inquiry.
- Disseminate scholarly findings for the purposes of building and expanding the science of nursing.
- Provide creative and visionary leadership for the advancement of nursing science.
- Engage in scholarly interdisciplinary inquiry.

- Both qualitative and quantitative nursing research methods are emphasized from a multicultural perspective. A strong theoretical base is considered essential to scholarly inquiry.

Program of Study

The ability to advance nursing knowledge must be grounded in the study of persons as holistic human beings, nursing action, the environments in which nursing is practiced, and the principles and methods of scientific inquiry. This grounding is provided in a core of required courses that address the theoretical and empirical bases for nursing and the techniques of theory building and research. Throughout the required core courses, an integrative focus is maintained whereby theoretical and methodological approaches of the biophysical and behavioral-social sciences are selected and applied from the perspective of nursing. Within the core courses opportunity is provided for students to build on their educational and experiential backgrounds through a variety of individually selected learning experiences. Cognate courses, some of which are taken in related disciplines, provide additional flexibility to plan a course of study supportive to individual research interests and career goals. The program design allows students to focus on the study of the theoretical and empirical basis for a variety of nursing actions. Depth of knowledge in the specialty area is developed through required course work and related research experiences, selection of specialty and elective courses, independent study, and the dissertation research.

Nurses who desire preparation at the PhD level as scholars and researchers may enter the PhD nursing program at the University of Miami at one of two points in their careers: either after completing the baccalaureate degree with a major in nursing (post-baccalaureate entry option, BSN to PhD), or for those who have a BSN as well as a master's degree in nursing or a related discipline (Masters to PhD).

Required Credits

Students in the BSN to PhD program are not granted a master's degree en route to the PhD and must complete a minimum of 62 credits. Students in the Masters to PhD program are required to complete a minimum of 48 credits. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the PhD Program in nursing as stipulated below (see "Transfer of Credits"). In addition, students are required to attend two sets of enrichment activities, 1) a weekly "brown-bag" session focused on topics relevant to career development, 2) one additional enrichment activity per week offered at the University of Miami, another institution, or on-line (the latter requirement takes effect in the beginning in the Spring semester of Year 1).

Plan of Study

Each student plans collaboratively with their advisor a plan of study within the framework of PhD program requirements and the student's research interests and career goals. The student is responsible for actively planning his/her individualized program of study and communicating with the advisor or Dissertation Chairperson and Committee throughout the PhD program. Open communication and continuous monitoring of one's own program is the best way to ensure success.

It is the intent of the SONHS that its PhD graduates, regardless of their area of specialization, be well-rounded, well-informed scholars. Please note that the curriculum is subject to revision and the student is bound to the revised plan of study.

The curriculum outlined in this handbook represents the minimum requirements for graduation. Students should aspire to expand their experience and build their research portfolio by engaging in additional research, teaching, educational, service and dissemination opportunities above and beyond those in the official program of study.

The plans of study for the BSN to PhD and Masters to PhD program are provided in the pages below. Course descriptions are in the Appendix of the *Graduate Bulletin* http://bulletin.miami.edu/courses-az/.

Training in the Responsible Conduct of Research (RCR)

The SONHS and the scientific community of the University of Miami expect all individuals to adhere to exemplary standards of integrity in the conduct and dissemination of research. Training in RCR involves modeling by research mentors as well as formal coursework. PhD students take NUR 680, Research Ethics, during the first Fall semester of their program. The course requirements include 6 hours of attendance at face-to-face RCR education, completion of the Collaborative Institutional Training Initiative (CITI) RCR online course and CITI certification for social/behavioral human subject's research. Students are required to maintain CITI human subject's certification throughout their enrollment in the program. RCR is also emphasized in the core courses of the PhD curriculum. In addition, the qualifying examination includes a question on research ethics. All students are required to have IRB approval or official notification of "not human subject's research" for their dissertation projects. The SONHS has data quality assurance monitoring for all studies, including dissertations, which conducts regular review of study records to ensure regulatory compliance and human subject's safety.

BSN-PhD Program of Study

Academic Year 1

Summer 1	Course	Total Credits	Class Credits	Clinical Credits	Dissertation Credits
NUR 652	Introduction to Clinical Inquiry I	3	1	2	0
	Writing Express - Online	0	0	0	0
Total for Semester		**3**	**1**	**2**	**0**
Fall 1	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 662	Epistemology	4	4	0	0
NUR 665	Quantitative Methods	3	3	0	0
NUR 670	Qualitative Methods	3	3	0	0
NUR 680	Research Ethics	0	0	0	0
Total for Semester		**10**	**10**	**0**	**0**
Winter Break 1	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
	Statistics and Database Immersion - Online	0	0	0	0
Spring 1	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 674	Applied Statistics: GLM, GZLM, GEE	5	5	0	0
NUR 671	Scientific Writing	2	2	0	0
	Elective	3	3	0	0
Total for Semester		**10**	**10**	**0**	**0**

Academic Year 2

Summer 2	Course	Total Credits	Class Credits	Clinical Credits	Dissertation Credits
NUR 653	Introduction to Clinical Inquiry II	6	1	5	0
Total for Semester		**6**	**1**	**5**	**0**
Fall 2	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 681	Measurement of Nursing Phenomena	3	3	0	0
NUR 679	Structural Equation Modeling / Hierarchical Linear Modeling	3	3	0	0
NUR 696	Crafting the Dissertation Proposal Part 1	2	2	0	0
	Elective	3	3	0	0
Total for Semester		**11**	**11**	**0**	**0**
Spring 2	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR XXX	Crafting the Dissertation Proposal Part 2	2	2	0	0
NUR XXX	Introduction to Pedagogy	2	2	0	0
	Elective	3	3	0	0
	Elective	3	3	0	0
Total for Semester		**10**	**10**	**0**	**0**

END OF SPRING SEMESTER: QUALIFYING EXAM

Academic Year 3

Summer 3	Course	Total Credits	Class Credits	Clinical Credits	Dissertation Credits
NUR 830	Dissertation	3	0	0	3
Total for Semester		**3**	**0**	**0**	**3**
Fall 3	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 830	Dissertation	3	0	0	3
Total for Semester		**3**	**0**	**0**	**3**
Spring 3	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 830	Dissertation	3	0	0	3
Total for Semester		**3**	**0**	**0**	**3**
Summer 4	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 830	Dissertation	3	0	0	3
Total for Semester		**3**	**0**	**0**	**3**
Program Total		**62**	**43**	**7**	**12**

Masters-PhD Program of Study					
Academic Year 1					
Summer 1	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
	Writing Express - Online	0	0	0	0
Fall 1	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 662	Epistemology	4	4	0	0
NUR 665	Quantitative Methods	3	3	0	0
NUR 670	Qualitative Methods	3	3	0	0
NUR 680	Research Ethics	0	0	0	0
Total for Semester		**10**	**10**	**0**	**0**
Winter Break 1	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
	Statistics and Database Immersion - Online	0	0	0	0
Spring 1	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 674	Applied Statistics: GLM, GZLM, GEE	5	5	0	0
NUR 671	Scientific Writing	2	2	0	0
	Elective	3	3	0	0
Total for Semester		**10**	**10**	**0**	**0**
Academic Year 2					
Summer 2	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR XXX	Research Immersion	1	1	0	0
Total for Semester		**1**	**1**	**0**	**0**
Fall 2	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 681	Measurement of Nursing Phenomena	3	3	0	0
NUR 679	Structural Equation Modeling / Hierarchical Linear Modeling	3	3	0	0
NUR 696	Crafting the Dissertation Proposal Part 1	2	2	0	0
	Elective	3	3	0	0
Total for Semester		**11**	**11**	**0**	**0**
Spring 2	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR XXX	Crafting the Dissertation Proposal Part 2	2	2	0	0
NUR XXX	Introduction to Pedagogy	2	2	0	0
Total for Semester		**4**	**4**	**0**	**0**
END OF SPRING SEMESTER: QUALIFYING EXAM					
Academic Year 3					
Summer 3	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 830	Dissertation	4	0	0	4
Total for Semester		**4**	**0**	**0**	**4**
Fall 3	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 830	Dissertation	4	0	0	4
Total for Semester		**4**	**0**	**0**	**4**
Spring 3	**Course**	**Total Credits**	**Class Credits**	**Clinical Credits**	**Dissertation Credits**
NUR 830	Dissertation	4	0	0	4
Total for Semester		**4**	**0**	**0**	**4**
Program Total		**48**	**36**	**0**	**12**

Qualifying Examination

   Purpose. The purpose of the qualifying examination is to evaluate the student's mastery of knowledge essential for conducting scholarly, scientific inquiry in nursing, and knowledge of his/her selected specialty area within the PhD Program. The qualifying exam is an integrative experience that is designed to validate the student's readiness to conduct independent research within his/her specialized area of interest in nursing. Thus, the examination provides an opportunity for the student to demonstrate: (1) attainment of a depth of knowledge of the specialty area; (2) ability to integrate the specialty area within the broader context of nursing knowledge; and (3) ability to appropriately select, apply and evaluate the tools of scientific inquiry in nursing (i.e., theory development, conceptualization, measurement, research methodology and statistics).

   Policies Regarding the Qualifying Examination

1.   Each student in consultation with the Associate Dean for the PhD Program determines his or her readiness to take the qualifying examination. The Associate Dean for the PhD Program is responsible for determining that the student has met requirements of eligibility for the examination and has mastery of his/her specialty area. Eligibility requires satisfactory completion of all courses required for the PhD.

2.   Students will complete a take-home examination. The exam consists of 4-questions related to theory, methods, applied statistics, and ethics/protection of human subjects. Faculty grading the examinations will have met and selected the questions.

3.   Students are not to contact faculty members, fellow students or the Associate Dean for the PhD Program for any assistance or to further clarify or interpret the questions. Students may not use an editor or submit material prepared by anyone except themselves. Students have two weeks to submit their responses (due date and time are indicated on the exam).

4.   The examination is graded satisfactory/unsatisfactory per the procedures and criteria described below.

5.   An ad-hoc faculty subcommittee of the SONHS is responsible for the development, administration and evaluation of the qualifying examination. The examination subcommittee for the qualifying examination is comprised of at least two faculty members who are members of the Graduate School faculty.   The subcommittee will be appointed by the Associate Dean for the PhD Program, who is responsible for administering the examination to the students.

6.   The examination subcommittee members will evaluate each student's performance independently. Examinations are blinded for grading. Additionally, the Associate Dean for the PhD Program reads all examinations. The Associate Dean for the PhD Program will meet with the examination subcommittee members to discuss the average score(s) given by all subcommittee members. If the examination subcommittee members cannot agree on a final grade, an

additional faculty member, selected by the Associate Dean for the PhD Program, will be asked to score the exam. Once a final grade has been determined, the Associate Dean for the PhD Program will send the students an email with the results of the examination.

7.   Upon successful completion of the qualifying examination, the student may apply for formal admission to candidacy for the PhD Program (See Admission to PhD Candidacy).

Grading Criteria for the Qualifying Exam. The exams are evaluated for comprehensiveness and synthesis of knowledge, completeness in answering the questions, quality of writing, and correct use of APA format. The exams are graded as satisfactory/unsatisfactory, with a *qualifying exam score below 80% considered a "failure".* The following grading criteria will be used to determine a %:

Components	%
Format	5
Grammar, writing style	25
Content, completeness and accuracy	70
Total	100

Format. The format of responses is to follow the most recent edition of the APA Publication Manual, including references, abbreviations, pagination, footnotes, quotations, and other details. The paper should be double-spaced with one-inch margins all around, typed, and neat. Students are to write out each question before each answer and limit each answer to no more than the specified pages (the page requirements will be on the test). Students are to submit the exam as one document with all four questions and start each question on a new page.

Grammar and Writing Style. Appropriate professional terminology, complete sentence structure, congruent verb tenses, proper punctuation, correct spelling, and phraseology with clarity of thought should be used. The degree of discussion devoted to specific items, e.g., introduction, literature review, theoretical formulation, analysis, etc., should be appropriate to its relative importance as dictated by the theme of the paper. The organizational plan should be established in the introduction and maintained as the paper develops so that thoughts flow logically from beginning statements to conclusion. Subheadings must be used when appropriate. A summary must be included.

Content, Completeness and Accuracy. Students are to use a synthesis approach to answering the questions rather than just a listing of content about the subject. The specific topic should be defined precisely enough to allow in-depth coverage and delineation of areas to be discussed in the paper. Precise information pertinent to subject area under discussion should be objectively provided. The literature review must have background information necessary to understand the problem under discussion. The review should include enough data and discussion for a full and sufficient variety of viewpoints to validate the conclusion. Nursing and related literature, when appropriate, must be included. The paper should be a presentation of a clear, concise analysis of the problem as it relates to nursing and the author should demonstrate increasing knowledge and understanding of the topic under discussion. A concise, accurate condensation of

relevant elements from both resource data and discussion segments of the paper should be presented.

Resources. Students are expected to reference their answers. The reference lists are not included in the page limits and there is to be a separate references section for each question. References may be from graduate textbooks and research journals, but not from undergraduate textbooks. No literature over 5 years old should be used unless it is a "classic" (e.g., Peplau's Interpersonal Relationships in Nursing, 1952). There should be a variety of pertinent nursing and related literature. Faculty must be able to recognize references **as acceptable resources.** The number and variety of resources must demonstrate an attempt to explore different viewpoints. Students may not use previous papers graded in other courses for their answers.

Unsatisfactory Performance on the Qualifying Exam. In the event of a failure, the subcommittee will determine next steps and make recommendations to the Associate Dean for the PhD Program. Any student who fails the exam will need to make an appointment with the Associate Dean for the PhD Program no later than one week after obtaining the results to discuss re-examination processes. A student who fails the examination may repeat the examination one time (except in the case of cheating/plagiarism, which are grounds for failure without a second examination). Remedial work before taking the examination a second time will be determined on an individual basis. A student receiving a failure will receive specific written comments about his or her performance prior to his or her second examination.

The retake of the qualifying examination is evaluated by the examining subcommittee and the grade (satisfactory or failure) is determined. A student who obtains a failing grade on the retake qualifying examination will be dismissed from the program upon recommendation by the Associate Dean for the PhD Program to the Dean.

ADMISSION TO PHD CANDIDACY

When the student has met all requirements and passed the qualifying examinations, admission to candidacy for the degree is approved. The student must be admitted to candidacy before the defense of dissertation. The PhD candidacy form, which is available at https://umshare.miami.edu/web/wda/grad/forms_/web/admission_to_candidacy-2.pdf, should be completed and submitted to the Office of Student Services Graduate Studies Advisor for processing. No student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy; therefore, it is important to complete this form when entering the dissertation phase of the program.

Dissertation

Dissertation Committee. The student selects the Dissertation Committee chairperson in consultation with the Associate Dean for the PhD Program, upon completion of the Fall semester of Year 1 of the program. The student selects Dissertation Committee members in consultation with the dissertation chairperson. The Dissertation Committee is approved by the Associate Dean for the PhD Program, then recommended to and appointed by the Dean of the Graduate School.

The Dissertation Committee consists of not less than four members, as follows: (1) two must be members of the University graduate faculty; (2) the chairperson must be from the SONHS and must be a member of the University graduate faculty; (3) at least one member must be from outside the SONHS. One member may hold an adjunct <u>or</u> secondary faculty appointment in the SONHS. Other members of the faculty may serve as consultants and may be requested to attend the dissertation conferences, even though they are not members of the Committee. Membership on the Dissertation Committee is subject to approval by the Graduate School. Note that, for all Committees, "graduate faculty" is defined as a faculty member with an appointment in the UM Graduate School and who is doctorally-prepared.

Under the guidance of the dissertation chair, the candidate obtains each professor's consent to serve as a committee member or consultant and obtains his/her signature on the appropriate forms. Change in Dissertation Committee chair or Dissertation Committee member is by mutual agreement between faculty and student. Requests for change are directed by the student to the Associate Dean for the PhD Program. Changes in the Dissertation Committee must also be approved by the Graduate School. https://umshare.miami.edu/web/wda/grad/etd/forms/phd_cert_defense.pdf

If the Chair of the Dissertation Committee leaves the University, a new chair is appointed immediately, in consultation with the PhD candidate. The chair of the Dissertation Committee who leaves and is replaced may remain on the Committee, or may serve as a consultant at the Committee's request. Depending on the status of the student's research, the research focus may change, or the research may continue as planned in consultation with the Dissertation Committee. If a Committee member leaves the University, the Committee, in consultation with the PhD candidate, selects a replacement, or requests that the departing Committee member continue on the Committee. This request, with the projected time frame, is submitted to the Associate Dean for the PhD Program, for approval. While candidates nominate faculty members to serve on their Dissertation Committees and ascertain their willingness to serve, actual appointments are made by the Dean of the Graduate School.

<u>Dissertation Proposal</u>. The dissertation proposal is a detailed statement of the problem, review of related literature, and explanation of selected research method. After approval, this proposal is the basis for the initial chapters of the dissertation.

When the proposal is ready for review, the student will arrange a formal meeting of the full Dissertation Committee for the purpose of defending and obtaining approval of the proposal. The student will submit the proposal to each member of the Dissertation Committee at least two weeks prior to the Committee meeting. At the meeting, the student will present the proposal and answer the questions of the Committee. The Committee will vote on whether the proposal is accepted. The approved proposal then constitutes a contract between the student and the school about what is expected in the student's dissertation.

<u>Elements of the Dissertation Proposal</u>
- Abstract
- Significance/Impact
- Theoretical framework Specific Aims with research question(s) and/or hypotheses

- Precise methodology, as appropriate
    1. Design
    2. Sample
    3. Instruments, including statement of reliability and validity
    4. Data collection procedures
    5. Data analysis procedures
- Measures for protection of human subjects, if appropriate
- Complete bibliography
- Other, as needed

3-Manuscript ("non-traditional") Option for the Dissertation. Students have the option to write their dissertation by preparing 3 manuscripts that are to be submitted to a peer-reviewed journal soon after the dissertation defense. Manuscripts may be submitted to peer-reviewed journals prior to the defense with the approval from the committee. Students will have to decide on whether they will elect the 3-paper format in consultation with their chair, and the 3-paper format must be approved by their committee at the time of the dissertation proposal defense. At least 2 of the manuscripts must be a findings/data driven paper or one that uses data in the course of articulating lessons learned or for presenting psychometrics of a new measure or new use of an existing measure. Other possible manuscripts could be: methods; literature review; theory/concept; policy; implementation; etc. At the time of the proposal defense, students should present a working title or theme for each of the 3 manuscripts, and possible journals for publication. The final dissertation product must adhere to the requirements and standards set forth by the Graduate School and therefore must be a single, unified, and complete work of scholarship that is organized in book-like form.

The non-traditional dissertation proposal consists of:
- Significance/Impact Chapter with Specific Aims and Research Questions or Hypotheses
- Complete Methods Chapter
    1. Design
    2. Sample
    3. Instruments, including statement of reliability and validity
    4. Data collection procedures
    5. Data analysis procedures
- Proposed 3 papers with description and targeted journal(s) for submission
- Measures for protection of human subjects, if appropriate
- Complete bibliography
- Instruments, if appropriate
- Other, as needed

Protection of Human Subjects Requirement. Research proposals that involve human subjects are subject to the guidelines and procedures of the Institutional Review Board (IRB). Current information can be obtained from the Office of Research Subjects website at https://hsro.med.miami.edu.

In concert with development of the proposal, each student must prepare a proposal for the Institutional Review Board (IRB) for the protection of human subjects. IRB approval

process for students' research is becoming more complex as new regulations are enacted. In accordance with University of Miami standards, the Dissertation Chairperson serves as the Principal Investigator (PI) of the IRB protocol. The Committee chair must be thoroughly informed by the student at each step of the research process. All Committee members must be named on the IRB protocol. Each student must prepare continuing reports to the IRB as required by the conditions of IRB approval and also report modifications and other reportable events and a study closure report as per IRB guidelines. The faculty PI/Chairperson is responsible for reviewing study progress and confirm fulfillment of IRB regulations before submitting reports to the IRB.

Data Collection. No data may be collected until IRB approval (or confirmation of "not human subjects research") for the project is obtained. Data may be obtained from a variety of sources and a variety of locations. Acceptability of the data is judged on the basis of relevance to the research questions and/or hypotheses to be tested. The student need not collect data personally; the appropriateness of utilizing another person or persons to collect data is determined by the design. However, it is expected that the student will have personally reviewed all instruments and procedures. If another person or persons are used for data collection, the student is responsible for training and supervision of data collectors in so far as this is possible given the circumstances of the study. If another person is used for data collection, then the individual needs to successfully complete the on-line IRB training course. An existing data set can be utilized for secondary analysis if appropriate.

Data Analysis. The plan for data analysis shall be such that assumptions underlying the use of all statistical procedures be met or their violation justified. Appropriate caution will be observed in both the analysis and the interpretation of the findings. It is possible that additional hypotheses, research questions and proposed procedures for analysis may be generated during the processes of data collection and analysis and that attention may be given to these within the dissertation. The Dissertation Committee should be consulted prior to work on these emergent areas. Data analysis should be conducted by the student.

Dissertation Defense. Policies governing the conduct, preparation and defense of the dissertation are set forth by the Graduate School. The candidate should carefully read the Graduate Studies Bulletin **https://umshare.miami.edu/web/wda/grad/pdf/GraduateStudentHandbook.pdf** in effect at the date of student's admission. Guidelines for formatting the dissertation http://www.miami.edu/index.php/academicbulletin/graduate_academic_programs/graduate_school/doctor_of_philosophy_grad/ is also available from the Graduate School. An outline of steps related to the dissertation is in the "Summary of Procedures for PhD Degree." With the approval of the dissertation chair, students may use an editor to correct grammar, syntax, formatting and APA style. The editor may not be used to provide substantive content.

Final Oral Examination. The Final Oral Examination is the dissertation defense. It is scheduled after the dissertation has been completed and approved by the student's Dissertation Committee. A final public Oral Defense of the dissertation is required. As per SONHS guidelines, none but the members of the Dissertation Committee may pose questions to the candidate. These examinations must be held at least within the

designated timeline as noted by the Graduate School. (See University of Miami Graduate Studies Bulletin).

Spectators must withdraw while the Committee deliberates on the examination and arrives at its decision. The Chairperson asks each examiner to comment on the student's defense. Following such deliberation, the members should be polled for their vote as to whether the candidate has passed or failed. The members shall sign the Graduate School Examination Form and register their vote. Four affirmative votes constitute a Pass. The signed Graduate School Examination Form is forwarded to the Graduate School. If the candidate fails to receive the required affirmative votes, the following options are:

1.   In spite of an initial decision that the dissertation was defensible, it has been found faulty. The Committee is to recommend suggestions to remedy the dissertation.

2.   The dissertation was found to be sound but the candidate's defense was faulty. The Committee will decide on the date of the next examination.

The candidate and the Associate Dean for the PhD Program should be informed of the decision as soon as possible. In the event that the candidate fails the examination, the Graduate School's representative will report in writing to the Graduate School that the candidate has failed, the reasons for the failure, the decisions concerning necessary remedial action and approximately when the reexamination is to be held. With this letter, she/he will also return the signed Graduate School Examination Form. Copies of the letter will be provided to the candidate and the candidate's advisor. Re-examination will be within one year from the date of the defense of the first examination. When the time for reexamination approaches, the advisor notifies the Associate Dean for the PhD Program and the Graduate School so that the Dean of the Graduate School can provide his/her representative with the necessary documents for the second examination. The candidate may present himself/herself for the final oral examination only twice.

Dissemination of Scholarly Work

Students are strongly encouraged to submit articles for peer-reviewed publications and abstracts for conference presentations. Articles or abstracts not co-authored by a UM faculty member must be reviewed and approved by the student's advisor prior to submission. It is the expectation that students' work on publications and abstracts in which they are an author is done on their own time, outside of their paid research assistantship duties. Students should review and adhere to the SONHS Guidelines for Authorship which are available at the Research Central Organization on Blackboard and acknowledge financial and other material support provided by the SONHS or other sources.

Conference Travel and Support. PhD candidates enrolled at the UM SONHS who are presenting research at a professional conference in the Continental US may apply to the SONHS for partial support with funds for registration and travel costs. Students are encouraged to present scholarly work at conferences that have the highest impact for their professional development and to set priorities in consultation with their advisor. PhD students who have not yet reached candidacy (i.e., have not yet passed the qualifying examination) should focus on presenting at conferences taking place

locally to minimize travel time during the school year. Presentations should be original, i.e., have not been presented at another conference, and preferably be oral presentations.

The availability of conference funding from the SONHS is very limited. If students have funding from another source, those funds should be used first (e.g., grant funding). If not, students should apply first to the Graduate School at UM for assistance before applying to the SONHS for assistance. The Graduate Activity Fee Allocation Committee (GAFAC) provides funds for students to attend conferences.

Students applying for SONHS support to attend a conference, or who will be attending a conference during classroom or RA/TA time, regardless of source of funding, must submit a completed student travel form and presentation abstract to the Associate Dean for the PhD Program. These should be submitted well in advance of the travel date and adhere to SONHS policies and be signed by instructors and the RA/TA supervisor (if class or RA/TA time is affected). In most cases, students will need to make up RA/TA time missed due to conference attendance. Missing class for conference attendance is highly discouraged and may be disapproved by the Associate Dean for the PhD Program or Dean even with instructor approval. The Associate Dean for the PhD Program will forward the form to the Dean's office with a recommendation for further processing.

Students should make themselves available to represent the SONHS at a booth and/or events at conferences they are attending and to assist with transporting promotional materials.

Student Organizations

Graduate Student Association. 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 Education and Human Development, College of Engineering, Miller School of Medicine, Frost School of Music, SONHS, and the Rosenstiel School of Marine and Atmospheric Science. 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.

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 mailed to eligible students in February of each year with annual induction in May of each year.

IV.   PHD STUDENT STATUS-RELATED POLICIES AND PROCEDURES

The SONHS adheres to the UM policy regarding registration, leaves, progression, withdrawal and readmission. These policies can be found at Http://www.miami.edu/umbulletin. Some of the Graduate School policies and procedures, as well as those that are specific to the SONHS PhD program are described below.

Transfer of Credits

Transfer of credits requires prior approval by the Dean. The Associate Dean for the PhD Program individually evaluates courses offered for transfer credit relative to Graduate School requirements, program requirements and the student's plan of study. Transfer of graduate credits from another institution will not be made until the student has completed the same number of credits at the University of Miami, and the transfer has been approved by the SONHS and the Dean of the Graduate School. Credit transferred is subject to the same recency rules as all other credit counted toward the degree, and is also subject to examination by the University of Miami. An official transcript of work to be transferred must be on file in the Graduate Office. Credits that pertain to or have been counted toward another degree cannot be transferred.

Length of Time to Complete Requirements

The University requires a minimum of 2 semesters of full-time study (or its part-time equivalent) for the PhD degree. Full time study is defined as 18 or more graduate credits in a calendar year. Students have 8 years from admission, or 4 years post qualifying exams, to complete the PhD. Approved leaves of absences are not counted in the total time to complete the degree requirements.

Residency

The student must spend at least two consecutive semesters beyond the first year's graduate work, wherever taken, in full-time study at the University of Miami. With departmental approval, a) one summer of full-time study in sessions I and II can be substituted for one semester residence, or b) full-time study for two successive summers can be substituted for two regular semesters.

Continuous Enrollment

Continuous registration in at least one credit per semester (fall and spring semesters) must be maintained by all PhD students from admission through graduation. If the student

is unable to engage in PhD study for a given semester for health or personal reasons, then he or she has the option to request a leave of absence. Additionally, a student must be registered during the term (fall, spring or summer) in which the dissertation defense is scheduled and degree requirements completed.

Leave of Absence

1. Students may request a leave of absence by submitting a written request to the Associate Dean of the respective program. This request is to include the reason(s) for temporarily leaving UM and/or the SONHS. The SONHS Graduate Academic Standing and Admissions Committee (GASAC) 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.

3. 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 the PhD program. The current admission/curriculum requirements will be used when processing a student's request for readmission.

Graduation

Applying for Graduation. It is the individual responsibility of each student who is entering the semester of graduation to apply in MyUM 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 ceremonies are held in May and December only. Those completing degree requirements during the fall, spring, or summer sessions may, if they wish, participate in the graduation ceremonies of the previous or following May or December. Students must have the approval of the Dissertation Chair and PhD Program Director to participate in the ceremonies.

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 MyUM to verify when the degree has been posted.

Graduate School Handbook Policy: Requirements for Clearance for Degree Conferral
1. All original documents (transcripts from previous degrees, GRE scores, etc.) must be on record in the Graduate School (except for MBA students).

2. The Admission to Candidacy form must have been completed by the program at least one semester before graduation. The Graduate School does not require application to candidacy for master's, D.P.T., nor D.N.P. degrees.

3. The student must defend his/her thesis or dissertation no later than two weeks before the last day of class in the semester he/she wishes to graduate.

4. The student must submit his/her final, Dissertation Editor-approved thesis or dissertation with all corrections completed and final paperwork turned in to the Graduate School by the last day of exams in the semester he/she wishes to graduate for their clearance to be processed in time.

Religious Holy Day Policy

The SONHS abides by the University of Miami Religious Holy Day Policy. Please refer to: http://osaka.law.miami.edu/~schnably/FacultyManual-ReligiousHolidayPolicy.pdf

Tuition and Fees

The current tuition and university fees are located on the University of Miami's website and are subject to annual increases.

Financial Support from the SONHS

The SONHS provides tuition and stipend support for some students. Tuition covers courses in the plan of study and does not extend to courses that must be repeated. The stipend is awarded in exchange for 20 hours per week of service to the school. Continuation of stipend and tuition funding is contingent on satisfactory performance of RA/TA duties. Students are encouraged to apply for awards and scholarships. Tuition or stipend awards received from outside entities are applied to the tuition and stipend support provided by the SONHS.

Outside Activities

Students who are enrolled in the PhD program on a full-time basis and who are supported through teaching or research assistantships may not hold employment outside of the program nor be enrolled in other degree-seeking programs without the express written permission of the Associate Dean for the PhD Programn.

RN License

All PhD students may be required to be registered nurses in the State of Florida. If RN license is needed, the Associate Dean for the PhD Program will meet with the students and advise accordingly. International students are not required to be a registered nurse in the State of Florida if they are not involved in clinical practice or supervising clinical students. However, they are expected to have a nursing license from their country of origin or valid nursing license from another state in the US while enrolled as a PhD student.

Advising and Registering for Classes

Each student admitted to the PhD program will be guided by an assigned advisor, who functions in the capacity of an academic advisor until the student has selected a dissertation chair. Upon completion of the Fall semester of Year 1, students select a Dissertation Chairperson who advises them and directs their dissertation research planning. When the student is admitted to candidacy, a Dissertation Committee is formed to undertake the duties of advising and passing the dissertation.

Each semester, all PhD students should contact their advisor or their Dissertation Chair for academic advisement. It is the responsibility of the PhD student to complete a Course Request Form and submit it to the Office of Student Services (OSS) located in the Schwartz Building (first floor).

Students with a "STOP" on their accounts will be unable to register. It is the student's responsibility to follow up with the appropriate office (i.e., Student Account Services, the Registrar, and Health Center) that placed the **STOP** on registration to have it cleared.

Grading Policy

The SONHS adheres to the method of calculating the GPA as discussed in the *UM Bulletin*. Http://www.miami.edu/umbulletin. PhD students must maintain a cumulative GPA of 3.0 on a 4.0 point scale to progress in the PhD Program. A "B-" ($\leq$82%) is below graduate standards.

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			

Progressions Policy

In order for PhD students to progress through their programs to completion, the academic policy is as follows:

1. Doctoral students must obtain a grade of at least "B" (>83%) in all required nursing courses and maintain a cumulative GPA of 3.0 on a 4.0 point scale.

2. Any PhD student who receives a "C or lower" in a nursing course will be dismissed from the PhD program.

3. A grade of "B-" or "C+" for a course is below graduate standards, and the student must repeat that course. However, a student may only repeat one course, one time. The student will be dismissed if he/she fails a second course, even if he/she retook and passed the previous course. A student will not be allowed to take the Qualifying Exam until the student has successfully completed the course for which the student received a grade of B- or C+.

4. A passing grade in all clinical experiences is required to pass a course having a clinical component. Students who are not making satisfactory progress may receive an academic alert at mid-semester, mid-course, or at any time, and may be placed on probation (see Probation Policy).

5. All grades are included in the computation of the UM overall grade point average including those that are failed or repeated.

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 Vice Dean, Senior Associate Dean for Academic Programs. Upon receipt of the recommendation, the Vice 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 Vice Dean. After meeting with the student, reviewing any information or documentation provided by the student, and reviewing any other pertinent materials, the Vice 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 Vice 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 Vice 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 Vice 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. Unauthorized removal or theft of University property or that of other facilities, students, or staff
15. 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
16. Plagiarism
17. Graduate Students
   a. Grade of a C or below in any course.
   b. Failure of two courses (two grades of B- or C+) or any individual course twice.
   c. Withdrawal of two courses (two grades of W) or any individual course twice.
   d. 1 Withdrawal (W) and 1 failure (B- or C+) in two courses, or any individual course.
   e. Violation of the terms of probation and/or the failure to emerge from Probationary status.

Resolving Academic Disputes and Solving Problems

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 for the PhD Program. 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 for the PhD Program, the student has the right to avail him or herself of the academic appeals process. Further, the Associate Dean for the PhD Program 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.

Grade Appeals. 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.

It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are: (1) the application of non-academic criteria in the grading process, as listed in the University's non-discrimination and affirmative action statute: race, color, sex, national origin, religions, age, sexual orientation, marital status, or handicap; (2) sexual harassment, or (3) failure to adhere to the grading criteria established for the course. The student should discuss the dispute with the instructor and make all efforts to resolve the grading issue prior to filing a formal appeal. Failing to resolve the disputed grade, the student should follow the steps listed in the Academic Appeals Process below.

Written Formal Appeal. If a dispute or problem is not resolved through interactions with the instructor (grades) or through discussions conducted by the PhD Associate Dean for the PhD Program, the student may file a formal written appeal to GASAC. The GASAC Committee members reserve the right to decide whether or not it will hear the appeal presented by the student. Written appeals must be filed within 30 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 Committee may, at its sole discretion, decide to hear appeals filed after the preceding time periods have elapsed.

When bringing a matter before the Committee the student must place in writing issues s/he wishes to have considered. The appeal must include:

a.   The conditions as seen by the student, offering a rationale for appeal, and any other supporting documentation that s/he wishes the Committee to examine.
b.   Whether or not the student wishes to make a personal appearance before the Committee and the reasons why.
c.   Documents of support (e.g., examinations, tests, papers, syllabi, evaluations, provide

documentation of illness, or any other documents relevant to the appeal).

d.   All written decisions of individual faculty/administrators.

e.   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.

The letter of appeal and supporting documentation which the student would like to be considered by the Committee will be reviewed by the Committee within 1 month of receiving the written appeal.

The Committee will review the student's written appeal, and will confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Dean. In the process of making its recommendation, the Committee may request:

a.   The student to be interviewed provides additional information or access to records, or appears before the Committee.

b.   The faculty and/or administrator to be interviewed provide additional information or access to records, or appear before the Committee.

The Committee will communicate its findings and recommendations to the Associate Dean for the PhD Program, and the Dean of the School. The final decision with respect to the appeal will be made by the Dean of the SONHS. Once a decision has been rendered 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 appeals process. This process begins with the student contacting the University Ombudsperson office at 305-284-4922 or ombudsperson@miami.edu.

Decisions made outside of the GASAC. Decisions made by the Graduate School Honor Council or by Accessibility Resources will not be heard through the SONHS appeal process. The student should appeal through the appeal processes of the Graduate School Honor Council or Accessibility Resources. The Graduate School's grievance guidelines are located in the University of Miami Bulletin.

V.   PROFESSIONAL AND ETHICAL BEHAVIOR

Nursing students have special concerns with ethics because of the unique participation in the lives of others that the profession of nursing entails. 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. The SONHS follow the American Nurse's Association's (ANA) Code of Ethics. The ANA ethics code is found at: http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx. Click on: Code of Ethics for Nurses With Interpretive Statements (View Only). Questions concerning the ethics of particular situations should always be handled in consultation with a faculty member.

Graduate Student Honor Code

The SONHS abides by the Graduate Student Honor Code. The Honor Code is located at
https://umshare.miami.edu/web/wda/deanstudents/pdf/GraduateStudentHonorCode.pdf
In addition to the policies set forth in the Honor Code, the School's faculty has adopted additional policies related to plagiarism, professional behavior, substance use and behavior in the clinical setting as set forth in this Handbook.

Plagiarism

The SONHS, as does the University of Miami, have strict penalties against plagiarism. If a student is suspected of plagiarism, the matter will be reported to administration and will ultimately be referred to the Honor Council of the university.

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.

Standards for Professional Behavior

The SONHS has high expectations and standards for its graduate students. In addition to the Universities policies, the SONHS has adopted these guidelines for professional behavior.
1.   Respect for others. Examples include:
   a. Arriving to class on time.
   b. No cell phone use in class or in clinical experiences.
   c. Being accountable for preparation for class and clinical experiences.
   d. Exhibiting care for others in an empathetic manner
   e. Participating in honest, open, and assertive (not aggressive) communication.
   f. Maintaining the confidentiality of all patient information.
   g. Respect for the experience of faculty members and preceptor.
   h. Using the Internet responsibly during class time.
   i. Respect for fellow students.
2.   Exhibiting professional appearance and image at all times.
   a. No Jeans at clinical experiences.
   b. No open toed shoes at clinical experiences.
   c. Professional White lab coat required at clinical experiences.
   d. Skirts must be knee length.
   e. No spaghetti straps or revealing tops.
3.   Manifesting constructive verbal and non-verbal behavior (hostile or confrontation attitudes are not commensurate with professional behavior).
4.   Demonstrate safe, ethical nursing practice in all clinical experiences.

Clinical Experience Guidelines
Students in the BSN to PhD program as well as some students in the Masters to PhD program will be engaged in activities at clinical sites. Students must meet the requirements for clinical courses as specified by the agencies with whom the School contracts. This is for the safety of students, clients, agency employees, and all those with whom students interact. Verification of compliance must be submitted annually to the office of Student Services. Failure to comply with these requirements will result in the student being withdrawn from clinical experiences. **(See Appendices A-E)**

Computer Lab
A computer is located on the first floor of the M. Christine Schwartz Center. The hours of operation are: Monday – Friday, from 8:00am – 5:30pm. A list of the University of Miami Computing center labs is located at http://www/it.miami.edu/labs/. **(See Appendix F)**

Appendix A

Clinical Guidelines

Requirements Required Prior to Starting Clinical Courses

Background Check, Fingerprinting and Drug Testing Clearance
Part of the PHD program at the University of Miami includes several clinical rotations. Such clinical sites require that students have a background report without any infractions, regardless of how they were resolved or adjudicated. Accordingly, if your background report contains any infractions, regardless of how they were resolved or adjudicated, you will not be able to successfully clear your background check and your conditional admission will be withdrawn.

The Joint Commission on Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, has set forth requirements mandating that students in a healthcare field must now complete the same background check as hospital employees. 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

Students 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.

- **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

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/

Appendix B

Exposure Control Policy

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 th
e 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 encompassesa 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 Agencyto 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) UHealth Workmen's Comp Clinic (305) 689-5891; 2)
University of Miami's Employee Health Office (305) 243-3267; 3) Physician's Health Center (305) 871-3627; 4) UMH ER (305) 689-
5464; 5) UM Employee Health Nurse pager (305) 750-0525. 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 48 exposure has occurred after hours or on weekends, the clinical faculty or preceptor should call the "On-Call Employee Health Nurse" at beeper (305) 750-0525 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: 305-750-0525 (pager for On-Call Employee Health Nurse)
Address: 1400 NW 10thAve,
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://umshare.miami.edu/web/wda/riskmanagement/ACCIDENT
-REPORTING-FORM.htm

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
PHD 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 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.

Appendix C

Healthcare Provider Return to School/Clinical Verification

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
efficientlywith 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:
(date)_____.

Physician's Signature:_____
Physician's Printed Name:_____
Physician's Address: _____
Physician's Office Number: _____
Fax No: _____
Student Signature: _____ Date: _____
Student Supervisor Signatue: _____ Date: _____

This sheet must be signed by Student and Supervisor(s) then submitted to Zuny Fernandez at the end of each 2-week period.

Appendix D

Student Substance Abuse, Drug Testing and Impaired Student Policy

Student Substance Abuse, Drug Testing and Impaired Student 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 polices 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 statues 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 Statues, 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, yawing, 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 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

Appendix E

ACKNOWLEDGEMENT OF THE UNIVERSITY OF MIAMI'S SCHOOL OF NURSING AND HEALTH STUDIES SUBSTANCE ABUSE POLICY and DRUG TESTING CONSENT

ACKNOWLEDGEMENT 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 cost associated, with alcohol/drug testing.

BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, UNDRSTAND, 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 MAY ALSO CONSITIUES CONSENT FOR THE LABORATORY TO REALEASE THE RESULTS OF MY DRUG/ALCHOL TEST TO THE PROGRAM DIRECTOR OR DESIGNEE.

Name (please print) _____

Signature: _____

Date: _____

Appendix F

Computer Resources and Guidelines

Computer Resources and Guidelines

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

LAPTOP MINIMUM REQUIREMENT

All laptops must meet the following **minimum** requirements:
- 3.16 GHz Core 2 Duo Intel E8500 or greater
- Windows 7 Enterprise or Professional* **
- 4GB RAM or greater
- 300GB Hard Drive or greater
- 8x DVD+/-RW Drive
- 802.11n Wireless LAN card
- Microsoft Office 2010
- Internet Explorer 8.0 or higher

Apple notebooks are **not advisable** for nursing students as the required HESI exams are not compatible with the Mac operating system. Also, Elsevier (the company that provides the HESI exams) does not provide support for BootCamp and does not recommend running their testing software on it, nor on any PC emulator. Therefore, technical support for notebooks running BootCamp will be very limited at the School level as well. Students who take HESI exams on a Mac through the BootCamp software or via any PC emulator do so at their own risk. If a student still decides to use an Apple laptop despite this disclaimer, they must make sure that it meets the following **minimum** requirements with sufficient time prior to their first HESI exam:
- 3.06GHz Intel Core i3 processor or greater
- Mac OS 10.6 or higher
- 4GB RAM or greater
- 300GB Hard Drive or greater
- 8x DVD+/-RW Drive
- 802.11n Wireless LAN card
- Boot Camp software properly installed and tested
- On the Windows side
    i. Install Windows 7 or higher
    ii. make sure that Internet Explorer 8.0 or higher and Microsoft .Net Framework 2.0 or higher are installed
    iii. Be sure to "Activate" the copy of Windows installed.

* Windows 8 has not yet been fully tested with systems such as Elsevier's HESI exams and Blacboard Collaborate and are not recommended at this time.
** 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.

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 2nd floor inside the Bookstore for their technology section)
   Phone: 305-284-4101
   E-mail: 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 the University Center, 1306 Stanford Drive, Room 221-A, 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 Diagnostics and Eliminations
   – Operating System Restores/Reinstallations
   – Data Backup 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.

Laptops must 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 STDH.

STHD hours of operation are Monday-Friday 9:00AM – 5:00PM. For more information, please refer to the following website:
http://www.it.miami.edu/sthd/

STUDENT EMAIL SYSTEM

All registered UM students qualify for a free Microsoft Office 365 email account. **To request your Office 365 email account, please contact UM's Central IT Help Desk at 305-284-6565, option 2.**

Visit http://www.miami.edu/it/index.php/services/microsoft_office_365/ 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/

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)   Microsoft e-Learning

http://www.miami.edu/it/index.php/services/microsoft_elearning/

PAID COURSES through UM's Division of Continuing Education
   (http://www.educationmiami.com):

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.

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 students. All nursing students, especially those taking online courses, are encouraged to download and install them from 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:
      - Citrix XenApp Plugin – Required for the Neehr Perfect EMR
         o PC download: http://www.neehrperfect.com/XenAppWeb.msi
         o MAC download: http://www.neehrperfect.com/MacICA_OSX.dmg.zip
      - Adobe Acrobat Reader (free download from www.adobe.com/reader/)
      - Adobe Flash Player (free download from http://get.adobe.com/flashplayer/)
      - FireFox Web Browser (free download from www.mozilla.com/firefox/)
      - QuickTime (free download from www.apple.com/quicktime/)
      - iTunes (free download from www.apple.com/itunes/download/)
      - Respondus Lockdown Browser (free download from www.respondus.com/lockdown/information.pl?ID=527636896)
      - Java (latest version) for compatibility with Collaborate (free download from 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) Student laptops should be registered to work with the University's 802.11 wireless network called "WirelessCanes" .
      - For instructions on how to register your laptop to work with WirelessCanes, please refer to: http://www.miami.edu/index.php/telecommunications/student_services/canenet_information/canenet_application/
      - After registering to use WirelessCanes, student laptops will also be able to use the "Nursing" wireless network within the School of Nursing building.

Appendix G

PhD Student RA/TA Timesheet

PhD Student RA/TA Timesheet

Student Name:_____ Dates:_____

Supervisor(s):_____

	Activities you were engaged in during this time		Total Hours
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
Total			

Appendix H

UNIVERSITY OF MIAMI
SCHOOL OF NURSING AND HEALTH STUDIES
PhD in NURSING STUDENT HANDBOOK
ACKNOWLEDGMENT FORM

UNIVERSITY OF MIAMI, SCHOOL OF NURSING AND HEALTH STUDIES, PhD in NURSING STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I have been informed about the PhD in Nursing Student Handbook and am aware that I can access it via the official School of Nursing and Health Studies website. Go to http://www.miami.edu/sonhs/index.php/sonhs/current_students/student_handbooks/

I am aware that all the policies and procedures are available in the PhD in Nursing

Student Handbook.

Further, I am aware that it is my responsibility to read the Student Handbook and be

aware of all the School of Nursing and Health Studies policies and procedures.

Student Name: _____   Date:_____

Signature:_____