



Master of Science in Nursing
and Post-Master's
Certificates
Student Handbook
2025-2026

(Revised 8-13-2025)

Foreword

Dear Student:

Welcome to the University of Miami School of Nursing and Health Studies (UM SONHS).

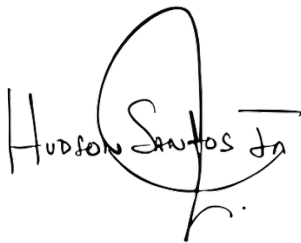
It is with great enthusiasm and support that we welcome you to the 2025-2026 academic year at the UM SONHS. This promises to be an exciting year of challenging experiences and educational opportunities designed to provide you with the knowledge and skills to become a creative, competent, and compassionate graduate. At the UM SONHS, we share the University's common purpose to transform lives through education, research, innovation, and service. We are glad you are a part of the student body and look forward to meeting you and facilitating your academic journey towards achievement of the MSN Degree--prepare for your life to be transformed!

We have prepared this **Master of Science in Nursing and Post-Master's Certificates Handbook** to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions here at the UM SONHS.

Other publications that will help you are the **University of Miami Academic Bulletin** and the **University of Miami Students Rights and Responsibilities Handbook**. These publications are available at the SONHS and the Graduate School.

The faculty and staff are here to help you succeed in your MSN education. Please feel free to consult with us if you need further information or clarification of any content in this *Handbook*.

Wishing you a successful school year,

A handwritten signature in black ink that reads "Hudson Santos Jr." The signature is stylized with a large, looping "H" and "S".

Hudson Santos, RN, PhD, FABMR, FAAN
Dean and Professor
Dolores J. Chambreau Endowed Chair

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Overview of the School of Nursing and Health Studies

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

Each person is a unique, integrated, holistic human being who is influenced by the complex interaction of biological, psychological, developmental, sociological, economic and cultural variables. Each individual functions in continuous interaction with a constantly changing environment. Each person is an integral part of a family and community in a multicultural society. Changes in the cultural, economic, technological, political, and sociological environment affect the health care delivery system as well as the health care needs and expectations of clients. Access to health care is a basic right. Health and health alterations are dimensions of life that form a continuum within each person, group and community, can be located. Health is defined as the quality of life as measured by an ever-expanding level of well-being. Health results when energy is mobilized for the promotion, maintenance, and/or restoration of well-being. The goal of health promotion and disease prevention is to facilitate the expansion of health regardless of level of functioning by acknowledgment of life-style choices, advocacy and decision-making.

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

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

Professional nursing requires a commitment to life-long learning, which results from interaction between the individual and environment. Faculty and students share responsibility to create a

learning environment that stimulates intellectual curiosity, critical thinking, decision-making, and self-directed action. Students enter nursing education at various levels based on their personal backgrounds and career goals. Independent learning and flexibility are encouraged in meeting program objectives.

Evaluation, as part of the teaching/learning process, promotes growth and provides direction for improvement of nursing practice, education, and research.

History

Nursing education began at 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 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. 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. The MSN program was accredited in 1982 by the National League for Nursing. In 1984 the PhD program in nursing was approved by the Board of Trustees and funded by the Division of Nursing in the Department of Health and Human Services with a one million dollar grant for five years to help develop the doctoral program. It was one of only 25 doctoral programs in nursing at the time of its initiation. The first doctoral students were admitted in 1985, and the first graduate completed her doctorate in December 1987.

The M. Christine Schwartz Center for Nursing Education had its groundbreaking 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. The School celebrated its 75th Anniversary in 2023.

Mission Statement

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

Accreditation

The Master's degree program in Nursing and post-master's APRN certificate programs at the UM SONHS are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 UM SONHS 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, students in 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 student should be able to perform in a reasonably independent manner. The use of a trained intermediary means that a candidate's judgment must be mediated by someone else's power of selection and observation, and as such is unacceptable.

Observation

The student must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A student 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

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

Motor

Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment techniques. A student should be able to perform nursing skills (e.g., IV insertion, venous blood draw, urinary catheter insertion). A student 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. Students must perform actions which require the use of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Conceptual-Integrative

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

Behavioral-Social

Students 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. Students must be able to tolerate physically taxing workloads and to function effectively under stress, both didactically and clinically. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical environment. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are assessed during the admissions and educational process.

MSN Program Outcomes

The MSN program is designed to prepare graduates for an advanced practice nursing role in primary care or acute care with specialization in critical care, family, gerontology, and psychiatric mental health. The MSN curriculum incorporates core graduate nursing content and specialized content specific to the track and specialty within each track.

The expected MSN program outcomes are interrelated, derived from the program purposes and delineating those purposes in greater detail. The terminal objectives of the MSN program are to prepare students who will:

1. Synthesize and apply knowledge from nursing and other disciplines as a basis for culturally competent, evidence-based, and safe person-centered care across diverse populations..
2. Deliver advanced practice evidence-based person-centered care that is holistic, individualized, and compassionate across multiple complicated contexts to improve health outcomes.
3. Manage population health across diverse settings, by integrating advanced practice knowledge, skills, and attitudes to promote health equity and improve health outcomes.
4. Critically evaluate and apply advanced nursing knowledge through evidence-based practice to deliver safe person-centered care to transform and improve healthcare and patient outcomes.

5. Advocate for advanced, evidence-based quality care and promote a culture of safety for providers, the work environment, and patients to improve health outcomes.
6. Foster interprofessional collaboration, principles of team dynamics, and leadership skills to promote safety and optimize care.
7. Apply knowledge of systems-based practice to proactively coordinate and lead effective approaches that support the delivery of safe, high-quality, evidence-based advanced practice care to diverse populations.
8. Analyze and apply information and communication technologies to improve healthcare outcomes and optimize the delivery of safe, high-quality, advanced practice nursing.
9. Develop and demonstrate a professional identity to guide advanced nursing practice by advocating for accountability, social justice, and ethical principles that reflect nursing core values.
10. Foster personal health, resilience, and professional growth through self-reflection, and active participation in lifelong learning while building nursing expertise and expanding leadership skills

Academic Requirements OVERVIEW

Credits Required

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

MSN and Post-Master's Certificate Plans of Study

The individual Plans of Study for the MSN and Post Graduate Certificate Programs are available at the following sites:

- **MSN**
 - [Adult Gerontology Acute Care](#)
 - [Adult Gerontology Primary Care](#)
 - [Family Nurse Practitioner](#)
- **Post-Master's Certificate Programs**
 - [Post-Master's Certificate Programs \(AGACNP, AGPCNP, FNP\)](#)
 - Individualized plans of study completed by Program Director incorporating Gap Analysis
 - [Post-Master's Psychiatric Mental Health Nursing](#)
 - [Post-Master's Oncology Nurse Practitioner](#)

Advisement and Registration

The lead faculty, program directors, and coordinators of the individual specialty tracks in the MSN program also serve as advisors to graduate students. These advisors can address issues related to degree and course requirements.

For various reasons such as financial cancellation, failure to submit a local address, non-compliance with the Office of Student Health Services, a student may be unable to register because a “STOP” has been placed on the student’s record. The Graduate Advisor in the Office of Student Services will assist the student in determining the cause of the stop, however, the student needs to exercise initiative in clearing the stop by contacting the appropriate UM office. A list of phone numbers of the various offices at UM is at the end of this handbook.

Late registration fees go into effect on the second day of the semester. Dropping courses on the second day and thereafter results in a tuition refund or owing tuition which is prorated according to the [University of Miami Academic Bulletin](#). Students should familiarize themselves with the Academic Bulletin in order to be aware of the University’s policies and procedures. Lock-step programs may not be subject to prorated refunds (see Lock-Step Programs Policy, pg. 9).

Change of Specialty Policy

MSN students may apply to change the specialty under which they are admitted according to the following process:

- 1) The student must have a UM MSN GPA >3.0.
- 2) The student cannot be on academic or clinical probation.
- 3) The Lead Faculty of both the specialty that the student is in, and the specialty to which the student requests, must agree to allow the change.
- 4) The Change of Specialty Form is completed, signed by the Associate Dean for Graduate Clinical Programs, and processed by the Office of Student Services.
- 5) A copy is placed in the student’s record.

Grading Policy

The SONHS adheres to the method of calculating the GPA as discussed in the [Academic Bulletin](#). All grades are included in the computation of the UM overall grade point average including those that are failed or repeated.

Grading Scale

Unified grading scale for NUR, HCS, BPH courses:

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 Passing PhD, DNP, MSN
78-79	C+	2.30	
75-77	C	2.00	
70-74	C-	1.70	Below Passing BSN
67-69	D+	1.30	Below Passing HCS/BSPH
64-66	D	1.00	
↓ <-63	F	0.00	
I-Incomplete			
IP-In Progress		0.00	
NG			
W			

Depending on the course and/or assignment, the following grades may also be used: "S" = Satisfactory; "U" = Unsatisfactory). The Graduate School considers a grade of "S" to indicate a minimum of a 3.0 GPA in a graduate course if a student has taken no prior coursework on the graduate level. A grade of "S" reflects that a student is in good academic standing.

Incomplete Grade "I": The SONHS adheres to the graduate policy regarding an incomplete grade. See [UM Graduate School Student Handbook](#).

Progressions Policy

1. A grade of B- or lower for a course is below graduate standards (a failed course). Students must repeat failed courses. The same course may only be repeated once. Students, including those on stipend, are responsible for paying tuition and fees for repeated courses.
2. Students who are not making satisfactory academic progress will receive an academic alert/ notification at mid-semester, mid-course, or at any time.
3. All grades are included in the computation of the cumulative grade point average including those that are failed or repeated.
4. Students who have a cumulative GPA < 3.00 in their program-specific track (i.e., acute care, anesthesia, family, primary care, psychiatric mental health)/ plan of study will be placed on academic probation. They can be on academic probation for no more than 1 semester in their program specific/ track plan of study. Students must have a cumulative GPA in their program-specific plan of study of 3.00 or above in order to graduate. The University mandates that cumulative GPAs cannot be rounded.
5. A student may enroll in a required graduate course (for which credit is granted only once) no more than two (2) times. Withdrawal from a course(s) is counted towards the number of

enrollments in the course(s). Withdrawals from a specific course that are associated with an **Approved Leave of Absence** will not be counted towards the number of enrollments in that course. Repeated course enrollment is based on space availability in the course.

6. Students may repeat only one failed course (B- or lower) in their program-specific plan of study. Failure to achieve a grade of 'B' or higher in the repeat attempt will result in dismissal from the SONHS.

Professional Behavior:

Nursing is a profession which has earned the public's trust. The importance of student integrity, trustworthiness and honesty are serious concerns, in part due to the implications for patients' safety. MSN students are professional registered nurses preparing to assume advanced practice roles. Students are expected to exhibit professional behavior in all interactions with UM SONHS faculty members, staff, fellow students, and patients. Violations of the ANA code, SONHS Professional Behavior Standards, or [University of Miami Students Rights and Responsibilities Handbook](#) are grounds for probation or dismissal (see Probations Policy, below).

Excerpts from the ANA Code for Nurses defining professional behavior:

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

- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

SONHS Standards for Professional Behavior:

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

1. Respect for others. Examples include:
 - Arriving to class on time
 - No cell phone use in class or in clinical experiences
 - Being accountable for preparation for class and clinical experiences
 - Exhibiting care for others in an empathetic manner
 - Participating in honest, open, and assertive (not aggressive) communication
 - Maintaining the confidentiality of all patient information
 - Respect for the experience of faculty members and preceptors
 - Using the Internet responsibly during class time
 - Respect for fellow students
2. Exhibit professional appearance and image at all times. Examples include:
 - No jeans at clinical experiences
 - No open toed shoes at clinical experiences
 - Professional white lab coat required at clinical experiences
 - Skirts must be knee length
 - No spaghetti straps or revealing tops
3. Manifest 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.

Lock-Step Programs Policy

MSN and Post Graduate Certificate programs are lock-step and students must successfully complete a semester to progress to the next semester. The tuition is per semester and block

tuition rate. If a student withdraws from a course or fails a course, he or she will not receive a refund of his or her tuition. When the course is repeated, the student must pay the University's published per credit rate.

Course and Classroom Requirements

Transfer Policy for MSN Students

At the UM SONHS nine credit hours of graduate credit hour may be approved for transfer to a degree program requiring 36 credit hours or more. Courses more than five years old will NOT be accepted. All transfer credit requests must be completed prior to starting the program. Transfer credits will not be considered if the courses were applied for another degree.

The exception to the transfer of graduate credit hours includes the 3 P's.

The 3Ps must be completed at UM (Pathophysiology NUR 612, Pharmacology NUR 601, Physical Assessment NUR 613). All work transferred is subject to examination by the program. Refer to graduate handbook for additional information.

- 1) A [Petition for Transfer of Credit Form](#) with the name of the institution, course information, and student information.
- 2) Official course descriptions from the institution's Course Catalog/Bulletin for each course listed on the [Petition for Transfer of Credit Form](#).

Once received, the Associate Dean for Graduate Clinical Programs will evaluate the transfer courses and consult with the Graduate Academic Standing and Admissions Committee (GASAC), as needed, before approving or denying the request. Decisions will be made on a case-by-case basis to ensure any transfer coursework aligns with our Master's-level offerings.

Syllabi

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

Textbooks

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

Attendance

Regular and punctual attendance at classes and clinical learning experiences is expected of all students. Each professor will announce during the first meeting the penalties for non-attendance, missed quizzes and examinations. It is the student's responsibility to know the professor's policies regarding penalties for absences, missed examinations and late or missed work.

Lecture and clinical attendance is a very important aspect of meeting the objectives of the nursing courses. In nursing courses with clinical experiences, more than one clinical absence during the semester is considered excessive. If two days of clinical are missed, it is grounds for dismissal from the course. Any time missed from the clinical experience is made up at the discretion of the faculty in consultation with the student. Students are required to notify the appropriate faculty member when they are going to be late to or absent from the clinical experience using the notification procedure outlined in class by the professor. Additionally, the SONHS maintains a 24-hour recording device for messages: (305) 284-3666.

Religious Holy Day Policy

The SONHS abides by the [University of Miami Religious Holy Day Policy](#).

Please take note of the policy as it applies to the SONHS, especially for clinical courses.

Reference Manual for Writing Papers

All written work for courses in the SONHS must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association Manual*, 7th Edition. Washington DC: American Psychological Association (2019).

Leaves of Absence and Readmission

LEAVES OF ABSENCE

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

The SONHS adheres to the UM policy regarding withdrawal and readmission from the graduate program. See the [Academic Bulletin](#).

1. Students may request a leave of absence by submitting a written request to the Associate Dean for Graduate Clinical Programs. This request is to include the reason(s) for temporarily leaving UM and/or the SONHS. The Associate Dean for Graduate Clinical Programs will make a decision on the request and recommendation.
2. A leave of absence is traditionally taken for up to one year, but normally not more than two years. After absence of a semester or longer, a former student must apply for readmission to

the UM and SONHS. Readmission to the graduate program is not automatic. The readmission application and any requested material must be reviewed and approved by GASAC and the Associate Dean for Graduate Clinical Programs. The current admission/curriculum requirements will be used when processing a student's request for readmission. Students on medical leave must complete the Healthcare Provider Return to School/Clinical Verification form prior to registration.

Academic Honesty Policies

Ethics

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

Honor Code

The SONHS supports the [Graduate Student Honor Code](#). This Honor Code is established for the graduate student body to protect the academic integrity of the UM, to encourage consistent ethical behavior among graduate students, and to foster a climate of fair competition. While a student's commitment to honesty and personal integrity is assumed and expected, this Code is intended to provide an added measure of assurance that, in fulfilling the University's requirements, the student will never engage in falsification, plagiarism, or other deception regarding the materials he/she presents. Each student is responsible for completing the academic requirements of each course in the manner indicated by the faculty.

Accessing the Electronic Health Record

The Electronic Health Record (EEHR) should be accessed in accordance with the University's Honor Code. Students are provided a secure and unique electronic signature, access code, and verification code to be used when accessing the EEHR. A student who accesses the EEHR to cheat, plagiarize, or for purposes of collusion or academic dishonesty may be held in violation of the Honor Code. Students are only authorized to access their own portfolio and assigned patients.

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

Plagiarism

The SONHS as does the UM, have strict penalties against plagiarism. If a student is suspected of plagiarism, the matter will be reported to the 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. All materials provided for students including

computer files and print materials are the intellectual property of the instructor and may not be shared with any individual outside the program or course without the written consent of the instructor. This directive remains in effect after graduation and applies to distribution or use of any and all course materials. When downloading files to computers in public labs, the student is responsible for deletion of all files of course materials transferred to computer drives and desktop after use. Plagiarism commonly takes three forms.

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

A second form of plagiarism involves paraphrasing. Essentially, when you paraphrase, you take a passage from another book and change some of the words, altering the phrasing but not the meaning. Although some of the writing is now your own, paraphrasing differs only in degree from direct lifting a passage. Anytime you paraphrase material which is not your own, you should indicate it with a reference in which you identify the source used.

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

Sanctions for Plagiarism

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

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

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

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

Distance Learning User Verification Policy

It is critical that students in the UM SONHS who are enrolled in distance education courses adhere to University and School policies related to academic integrity. It is vital that students who enroll in distance education courses and programs are the same students who complete work and

assignments in those programs or courses. Violation of this policy will be considered a serious breach and will be dealt with according to University and School policies for violation of the academic integrity policies including academic dishonesty, cheating, and plagiarism.

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

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

Probation Policy:

Probation is defined as a time-limited opportunity to help a student identify and correct academic and/or behavior deficiencies. Probation is a vehicle to encourage a student to seek individual or more intensive instruction.

Grounds for Probation

Reasons for placing a student on probation may include (but are not limited to):

- Overall program GPA < 3.00 in program specific track/plan of study (i.e. anesthesia, acute care, primary, family nurse practitioner, psych/mental health) at any point in the program. Graduation for students in all graduate programs is contingent upon a minimum 3.00 cumulative GPA. The University mandates that cumulative GPAs are not rounded up.
- Failing to meet academic and/or clinical performance objectives.
- Repeated difficulty relating/recalling didactic information in clinical experiences.
- Preceptor or clinical site coordinator requests the removal of a student from a clinical site.
- Preceptor or faculty has concerns regarding clinical judgment or competency.
- Student is involved in critical clinical incident.
- Repeated errors in clinical judgment.
- Inability to select appropriate action in response to a critical clinical event.
- Repeated inadequate/unsafe technique or clinical skills.
- Actions or inactions that may compromise patient safety.
- Persistent tardiness or lateness in the clinical area.
- Unexplained absence from clinical.
- Leaving clinical area without notifying supervising staff.
- An act of insubordination is defined as failure or refusal to follow a directive of a faculty member, preceptor, or other persons of authority.
- Violations of SONHS Standards for Professional Behavior (listed on pg.9).
- Falsification of documents including, but not limited to, Typhon System, medical records, controlled substances documentation, clinical evaluation forms.

- Failure to prepare for or participate in course related assignments e.g.,: journal club, seminar, clinical anesthesia conference, professional conferences, self-evaluations, care plans, accurate case record tracking and Typhon record keeping, clinical, didactic, faculty evaluations or other materials assigned by faculty.
- Inappropriate use of social media: (see <https://www.ncsbn.org/video/social-media-guidelines-for-nurses> and <https://www.nursingworld.org/social>)

Terms of Probation:

1. While on probation, the student must meet weekly with program faculty to review progress towards correcting deficiencies. The student is responsible for scheduling these meetings.
2. While on probation the student must attend the clinical sites determined by the course coordinator chosen for quality of clinical instruction and/or clinical case availability.
3. Students enrolled in Graduate Clinical Programs may not take elective time off while on probation.
4. Probationary Timeline
 - a. **Students who have an overall GPA < 3.00** in their program-specific track/plan of study will be placed on academic probation. The probation period for students with GPA < 3.00 will be one full semester. Students can be on academic probation for no more than one semester in their program track/specific plan of study.
 - b. **For students with overall GPA ≥ 3.00**, the initial probation period will be 30 calendar days. At the end of such 30-day period the student's progress will be evaluated by faculty. If the faculty determines that the conditions in the probation form have been met and/or the deficiencies satisfactorily corrected, then the probation will be terminated.
 - i. If the student has not met the probationary terms, but is making significant progress as determined by the faculty, the probationary status may be extended for up to an additional thirty calendar day period. During either the initial or additional probationary period, any serious violation of professional behavior standards or occurrence of behaviors that are listed as grounds for probation can result in recommendation for immediate dismissal of the student from the Program or from the SONHS.
 - ii. If the student fails to make significant progress at the end of 30 calendar days (as determined by the sole discretion of program faculty) or correct the identified deficiencies or meet requirements by the end of the probationary period, the Course Coordinator and Program Director/Lead Faculty shall forward recommendation of dismissal to GASAC. The student has access to appeal through the Academic Appeals process.

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 of Graduate Clinical Programs at the School after attempting to resolve the dispute with the course instructor. Examples of these include, but are not limited to, grade disputes, the progression policy, completion of incompletes, accusations of honor code violations, charges of unsafe practice or unprofessional behavior, dismissals, overrides for registration, retroactive course drops, completion of terms of an independent study contract, acknowledgement of transfer credits, issues with transcripts, course prerequisites, course waivers or special circumstances regarding changing programs or withdrawing from classes. If attempts to resolve such issues, disputes, and problems are unsuccessful after intervention by the Associate Dean, the student has the right to avail him or herself of the academic appeals process. Further, the Associate Dean will advise the Dean of the School of his or her findings as appropriate and make recommendations to the Dean of any actions that should be taken.

GRADUATE STUDENT ACADEMIC APPEALS POLICY:

Grade Resolution Process:

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

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

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

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

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

Written Formal Appeal:

If, and only if, a dispute or problem is not resolved through interactions or discussions as noted above, then the student may file a formal written appeal to the e Dean of the SONHS. Written appeals must be filed within 30 calendar days of the occurrence of the academic action resulting in the appeal, and prior to the completion of all degree requirements or withdrawal from the University. The Dean may, at his/her sole discretion, decide to hear an appeal filed after the preceding time periods have elapsed, and reserves the right to decide whether or not to hear the

appeal presented by the student.

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

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

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

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

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

University/Graduate School Appeals Process

After decision has been rendered by the SONHS, and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University/Graduate School appeals process. To initiate the process, students must submit a formal request in writing to the Dean of the Graduate School within 30 days of the appeal determination. Detailed information is located in the [Academic Bulletin](#). Students may consult with the [Ombudsperson](#).

Graduate School Grievance Guidelines

These UM Graduate Grievance Procedures provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate Student Grievance Procedures supersede all prior such procedures in effect or formerly utilized at the graduate level. They do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students. These guidelines can be found in the current [Academic](#)

DISMISSAL POLICY

The Office of Student Services or a 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:

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

affected student performance on University or clinical agency premises

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

GASAC will review the request for dismissal. The GASAC committee will forward its recommendation of dismissal to the Associate Dean. Upon receipt of the GASAC recommendation, the Associate Dean will then notify the student of the recommendation and schedule a meeting with the student. At the meeting, the student will be allowed to provide any information or documentation in response to the recommendation provided to the Associate Dean. After meeting with the student, reviewing any information or documentation provided by the student, and reviewing any other pertinent materials, the Associate Dean will make a decision as to whether the student should be dismissed and will notify the student, in writing, of such a decision. With the formal notification, the Associate Dean will also notify the student

of the dismissal appeals process.

Dismissal Appeals Process:

If the student disagrees with the dismissal decision, the student may file a formal written appeal to the Associate Dean of the SONHS. Written appeals must be filed within 5 business 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 initial appeal will be reviewed by the GASAC committee and will forward its recommendation of dismissal to the Associate Dean who will notify the student of the GASAC recommendation. With the formal notification, the Associate Dean will also notify the student of the dismissal appeals process.

The Associate Dean may, at his/her sole discretion, decide to hear an appeal filed after the preceding time period has elapsed, and reserves the right to decide whether or not to hear the appeal presented by the student. The decision with respect to the appeal will be made by the Associate Dean, and communicated to the student by the Associate Dean.

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

University/Graduate School Appeals Process. After decision has been rendered by the SONHS, and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University/Graduate School appeals process. To initiate the process, students must submit a formal request in writing to the Dean of the Graduate School within 30 days of the appeal determination. Detailed information is located in the [Academic Bulletin](#). Students may consult with the [Ombudsperson](#).

University Ombudsperson

The student and/or faculty may contact the University Ombudsperson at any time for assistance with any problem associated with an academic appeal. The Ombudsperson for the UM may be reached at 305-284-4922 or ombudsperson@miami.edu.

Graduate Student Academic Appeals Policy:

Grade Resolution Process:

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

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

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

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

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

Written Formal Appeal:

If, and only if, a dispute or problem is not resolved through interactions or discussions as noted above, then the student may file a formal written appeal to the Dean of the SOHNS. Written appeals must be filed within 30 calendar days of the occurrence of the academic action resulting in the appeal, and prior to the completion of all degree requirements or withdrawal from the University. The Dean may, at his/her sole discretion, decide to hear an appeal filed after the preceding time periods have elapsed, and reserves the right to decide whether or not to hear the appeal presented by the student.

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

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

If the Dean decides to hear the formal appeal, the documents related to the letter appeal will be sent to the Graduate Academic Standing and Admissions Committee (GASAC) within 30 working days of receiving the written appeal from the student. The GASAC will review the student's written appeal, and confer with the appropriate faculty, administrators, and/or other

appropriate individuals as necessary to make a recommendation to the Dean. In the process of making its recommendation, the Committee may request that:

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

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

University/Graduate School Appeals Process. After decision has been rendered by the SONHS, and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University/Graduate School appeals process. This process begins with the student contacting the University Ombudsperson office at 305-284-4922 or ombudsperson@miami.edu and/or following the UM appeals process for graduate students.

Decisions made outside of the Subcommittee:

Decisions made by the Graduate 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.

Graduate School Grievance Guidelines

Introduction

These UM Graduate Grievance Procedures provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate Student Grievance Procedures supersede all prior such procedures in effect or formerly utilized at the graduate level. They do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students. These guidelines can be found in the current [Academic Bulletin](#).

Clinical Experience Guidelines

Requirements Prior to Starting Clinical Courses

Prior to beginning a master's program, all students must meet the mandatory 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.

Florida RN License

All master's students are required to be registered nurses in the State of Florida and maintain a valid registration and clear license throughout their educational experience in the master's program. RN license verification must be on file in the student's folder located in the Office of Student Services.

Physical Examination

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

Background Check Policy

The UM SONHS 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 school 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 the [American Heart Association website](#) and click on the link on CPR & ECC. Please fax or send a copy of the CPR with the immunization form.

Immunizations

Students must submit the [immunization forms](#) completed by their physicians to both the SONHS and to the UM Student Health Services Office. The UM Student Health Services office will accept a fax at 305- 284-4098. Students must provide proof of current immunizations including influenza vaccine and COVID-19 vaccine as required by clinical partners.

- **Tuberculosis - PPD Skin Test**

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

- **Hepatitis B Series**

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

- **Varicella (Chicken Pox)**

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

- **Measles, Mumps and Rubella**

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

- **Tetanus/Diphtheria**

Booster required every 10 years.

- Influenza Vaccine - Required annually

- COVID-19 Vaccine - Required per clinical agencies

Some of these immunizations are available at low cost through the Student Health Service, (305) 284-9100, 5555 Ponce De Leon Blvd., who can also test for and verify existing immunity.

Drug Screening

Student Substance Abuse Policy

Purpose

The UM SONHS 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 UM SONHS 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 SONHS 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 SONHS 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 Use

A faculty member suspecting possible substance use by a student must report the suspicious

behavior immediately to the Director or designee.

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 UM SONHS 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 SONHS.

Tests which are reported as **inconclusive, adulterated or diluted** may be considered as a **non-negative** test by the SONHS. 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 UM SONHS student who suspects or has knowledge of possible substance use or policy violation by another student while in the clinical setting has the responsibility to report this information to the Program Director, Associate Dean, or Dean. The identity of the individual making the report will be kept confidential to the extent possible, consistent with the need to investigate the report and subject to legal requirements.

Prescription and Over the Counter Medication Reporting Requirements

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

Controlled Substances Handling and Accountability, Suspicion of Drug Diversion

Accurate accounting of controlled substances and adherence to hospital, pharmacy and departmental policies are of utmost importance to all students. Common methods of drug diversion include setting aside drugs for personal use and falsifying the use of these drugs in the

patient's record, recording a medication's vial as broken or wasted in the medication dispensing systems, and/or sending a substitute of the drug (placebo) back to the pharmacy as leftover medication. The SONHS nurse anesthesia program faculty members or clinical coordinators will conduct periodic audits of patient documentation, and students' management of typical anesthesia drugs utilized in the clinical area. This audit may include a chemical analysis of returned and wasted drugs, and or inspection of students' lockers and personal belongings in the clinical area. Frequent incidents of controlled and non-controlled substances mishandling, medication charting errors, or any other behaviors suspicious of drug diversion will be treated as reasonable suspicion for drug diversion and potentially lead to dismissal from the program.

Dismissal and Appeal:

Dismissal and appeal policies for the SONHS are contained in the Student Handbooks. Please refer to the appropriate document for specific details.

Impaired Student Policy:

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

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

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

Section 1213 Subpart B.a.2. requires: "a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol." The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statutes, which are found in Titles 21 and 27 of the United States Code. The UM 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 UM adheres with regard to drug abuse, are found in Florida Statutes, chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties. A violation of State Law, which results in a conviction, will result in additional disciplinary action by the University.

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

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

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

Alcohol

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

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

Marijuana

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

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

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

Cocaine

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

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

made when the mixture is smoked (heated).

Heroin

Heroin is an illegal opiate drug. The addictive properties of heroin are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user’s loss of control and the drug’s habit-forming action.

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

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

PCP

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

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

Designer Drugs

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in

fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. Ecstasy for example, is a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know however, that it also kills certain kinds of brain cells.

Section 1213 Subpart a.4 requires “a description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.” A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the [Center for Alcohol and Other Drug Education](#) located in the Whitten University Center #2250. 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 UM SONHS. A positive drug screen can result in dismissal from the UM and the SONHS.**

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 SONHS and the UM, 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 UM 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 MSN 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 UM 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 UM 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. Carpools 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](#).

Specific Circumstances Requiring Immediate Action from Preceptors:

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](#).

Exposure Control Policy & Procedures

Precautions to Prevent Transmission of HIV – CDC Universal Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other bloodborne 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, especially including those in emergency-care settings in which the risk of blood exposure is increased and the infection status of patient is usually unknown. Detailed information on the CDC's Universal Precautions is found [here](#).

Exposure Control Policy

The UM SONHS is committed to providing a safe and healthy environment for our students. All students at the SONHS having exposure to blood or other potentially infectious materials in a clinical capacity are covered under this policy. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this Exposure Control Policy (ECP).

Exposure Control Plan

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

Universal Precautions

All students will utilize universal precautions as indicated above.

Engineering Controls and Work Practices

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

They include, but are not limited to:

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

Personal Protective Equipment (PPE)

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

- Gowns
- Gloves
- Masks
- Aprons
- Face shields
- Goggles
- Shoe covers
- Head covers, etc.

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

Infection Control Practices

All students using PPE must observe the following precautions:

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

Housekeeping

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

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded (RED or ORANGE-RED).

Sharps disposal containers are easily accessible and as close as feasible to the immediate area where sharps are used.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry

The following laundering requirements must be met:

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

Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use either red bags or bags marked with the biohazard symbol for this purpose.

Wear the following PPE when handling and/or sorting contaminated laundry:

- Gloves
- Gown

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 (Appendix A) prior to initial assignment for 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 (Appendix A). Documentation of refusal of the vaccination is kept at the SONHS.

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 Worker's Comp Clinic (305) 689-2667; 2) UM's Employee Health Office (305) 243-3267; 3) Physician's Health Center (305) 279-7722; 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 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

Pager: 305-750-0525 (Pager for On-Call Employee Health Nurse)

Office: 305-243-3272

Address: 1400 NW 10th Ave,

Dominion Tower, Suite 405

Miami, FL 33136

Reporting of Incident:

The clinical faculty member or preceptor shall assist the student in completing the “[Accident Report Form](#)” (ARF) located online at:

It is very important that the clinical faculty or preceptor fill this form out 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 both the clinical faculty or preceptor and the student. The clinical faculty or preceptor should then fax the signed ARF to Risk Management at (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 MSN Programs 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) if there are any questions or concerns about the exposure incident, evaluation or treatment.

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

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

perform testing as soon as feasible.

Costs of Post Exposure Evaluation

All costs related to the evaluation, testing and standard treatment after an exposure incident shall be covered by the UM through an insurance policy maintained by the SONHS 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 UM SONHS.

Computer Lab:

A computer lab is located on the first floor of the M. Christine Schwartz Center. The hours of operation are: Monday - Friday, from 8:00 AM - 5:30 PM. [Click here](#) for a list of the UM Computing Center Labs.

IMPORTANT NURSING REQUIREMENTS

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

LAPTOP MINIMUM REQUIREMENT

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

- ☐ 3.16 GHz Core 2 Duo Intel E8500 or greater
- ☐ Windows 7 Enterprise or Professional **
- ☐ 4GB RAM or greater
- ☐ 150GB Hard Drive or greater
- ☐ 802.11n Wireless LAN card
- ☐ Microsoft Office 2010
- ☐ Internet Explorer 8.0 or higher

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

- ☐ 3.06GHz Intel Core i3 processor or greater
- ☐ Mac OS 10.6 or higher
- ☐ 4GB RAM or greater
- ☐ 150GB Hard Drive or greater
- ☐ 802.11n Wireless LAN card

** 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 the Bookstore for their technology section on the 1st floor)
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 Richter Library, 3rd Floor, Room 325, as their primary source for technical support for their laptops. Their phone number is (305) 284-8887. This department provides the following services to all UM students:

- ☐ Dell Warranty Support
- ☐ On Campus Internet Configurations
- ☐ Virus/Spyware Diagnostics and Eliminations
- ☐ Operating System Restores/Reinstallations
- ☐ Data Recovery Solutions

The STHD often experiences a high volume of students from ALL Schools throughout the University and cannot prioritize nursing students over other schools. Therefore, you should bring your laptop in to them a minimum of 10 business days prior to your first exam so they have sufficient time to go through all the items on the technical checklist for nursing students. STHD hours of operation are Monday-Friday 9:00AM – 5:00PM.

STUDENT EMAIL SYSTEM

All registered UM students will automatically have a free GMail account created for them. If you experience any issues accessing the GMail account created for you by UM, please contact the Central IT Help Desk at 305-284-6565. [Click here](#) for more information.

Features:

- Anti-Virus and optional Anti-Spam filtering.
- Access your email from web browsers.
- Compatible with popular email clients.
- Access to your account from various mobile devices.
- Access all your personal contacts, calendar and To-Do's in one location.

Once your GMail account is created, you can log into it at: <https://gmail.miami.edu/>

Student Computer Competency

What computer skills should I have to be a successful student at the UM SONHS?

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

- Send and receive email using UM SONHS 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 GMail account.

Available Resources for Students:

FREE ONLINE COURSES:

- 1) Lynda.com
- 2) [UMIT Training](#) for CaneLink, Workday, Microsoft Office, Photoshop, Acrobat, etc.

PAID COURSES through [UM's Division of Continuing & International Education](#):

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.

I) Students taking online courses

- a) The UM provides the following [software free of charge](#) to all currently enrolled full time students. All nursing students, especially those taking online courses, are encouraged to download and install them.
 - McAfee Antivirus – (includes AntiVirus and Spyware protection) ○ After installing, students should click on the “Live Update” button within McAfee and then perform a “Full Scan” on their systems.
 - Microsoft Office (includes Word, Excel, PowerPoint, Access)
- b) Nursing students taking online courses should also have the following software installed on their systems:
 - [Adobe Acrobat Reader](#)
 - [Adobe Flash Player](#)
 - [FireFox Web Browser](#)

- [iTunes](#)
 - [Respondus Lockdown Browser](#)
 - [Java](#) (latest version) for compatibility with Collaborate
 - For best audio results using Collaborate, a headset with integrated microphone is highly recommended. **A headset is also required now for some questions on the HESI exams.**
- c) Students will be using an electronic medical records system called EPIC. In order to streamline the orientation session for EPIC, we recommend you install the required Citrix plugin ahead of time. To do so:
- Install the UM Virtual Private Network (VPN) client (Pulse Secure). Instructions and software can be downloaded from <https://miami.app.box.com/v/vpn>
 - Once VPN is set up, go to <http://learnuchart.med.miami.edu>
 - Click on the “UChart Playground” icon.
 - You will be prompted to allow the “Citrix Receiver” plug-in to be installed on your web browser. Allow the installation, as this plug-in is required to be able to use the site.
- d) Student laptops should be registered to work with the University’s wireless network called “CaneNet wireless.”
- [Click here](#) for instructions on how to register your laptop to work with CaneNet wireless.
 - CaneNet wireless is the preferred network to use when taking wireless exams in a nursing classroom.

Student’s signature _____

Course _____

Date _____

Graduate Student Organizations

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](#), [Miami Herbert Business School](#), [School of Communication](#), [School of Education and Human Development](#), [College of Engineering](#), [Miller School of Medicine](#), [Frost School of Music](#), [School of Nursing and Health Studies](#), and the [Rosenstiel School of Marine, Atmospheric, and Earth 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 UM.

SONHS Committee Students are elected to serve on the Curriculum Committee of the SONHS. The election process is accomplished during the beginning of the Fall Semester. Students may also be asked to serve on ad hoc committees as necessary.

The following SONHS Standing Committee student membership: [Curriculum Committee](#)

The Curriculum Committee is responsible for developing, implementing, and evaluating the curriculum of the different program areas of the SONHS.

Sigma Theta Tau International Honor Society of Nursing (Beta Tau Chapter)

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

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

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

Graduation

Applying for Graduation

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

Graduation Clearance

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

School of Nursing and Health Studies Recognition

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

IMPORTANT PHONE NUMBERS

Dean, Dr. Hudson Santos.....	305-284-2107
Associate Dean for Graduate Clinical Programs, Dr. María de los Ángeles Ortega Hernández...	305-284-1655
Executive Director of Student Services, Jude Dhaiti.....	305-284-4199
Academic Development	305-284-2800
Accessibility Resources.....	305-284-2374
Continuing Studies	305-284-4000
Counseling Center	305-284-5511
Emergency Hotline.....	305-284-5151
Financial Assistance Services	305-284-6000
Graduate Student Association	754-800-1544
Hurricane (Weather) Announcements:	WVUM FM 90.5
.....	WIAZ AM 610
.....	WTAL FM 94.6
International Student and Scholar Services.....	305-284-2928
<i>Miami Hurricane</i>	305-284-2265
Multicultural Student Affairs	305-284-2855
Public Safety	305-284-6666
Residence Halls Office.....	305-284-4505
Rumor Control	305-243-6079
Storm Updates.....	www.prepare.miami.edu
Student Accounts	305-284-6430
Student Activities	305-284-6399
Student Affairs	305-284-4922
Student Center Complex and University Center.....	305-284-4351
Student Health Services	305-284-9100
Toppel Career Center	305-284-5451
University of Miami Radio Station:.....	WVUM - FM - 90.5
University Website:.....	https://welcome.miami.edu/
University Chaplains:	
<i>Athletes in Action</i>	305-495-8703
<i>Baptist Collegiate Ministry</i>	305-284-6088
<i>Campus Crusade for Christ (CRU)</i>	954-675-2131
<i>Chabad Jewish Student Center</i>	305-206-4013
<i>Christian Science Organization</i>	786-281-9860
<i>Hillel Jewish Life at the U</i>	305-284-1840
<i>Intervarsity Christian Fellowship</i>	305-613-4627
<i>Intervarsity Graduate Ministry</i>	305-613-4267
<i>UM Catholic Ministry</i>	305-284-3030
<i>St. Bede Episcopal Church Center</i>	305-284-2333
<i>University Christian Fellowship</i>	305-742-5442
<i>UKirk Ministries</i>	786-280-2199

<i>Wesley Methodist Church</i>	305-284-1920
Wellness and Recreation	305-284-3253
Writing Center.....	305-284-2956

Healthcare Provider Return to School/Clinical Verification

Date _____

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

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

Technical Standards

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

Observation Communication Motor Conceptual-Integrative Behavioral-Social

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

Observation

The candidate must be able to observe demonstrations and participate in didactic courses and simulated learning opportunities. A candidate must be able to observe a patient accurately at a

distance and close at hand. Observation requires the use of common sense, as well as the functional use of the senses of vision, audition, olfaction, and palpation.

Communication

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

Motor

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

Conceptual-Integrative

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

comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral-Social

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

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

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

_____.

Physician's Signature _____

Physician's Printed Name _____

Physician's Address _____

Physician's Office Number _____ **Fax No.** _____

**UNIVERSITY OF MIAMI
SCHOOL OF NURSING and HEALTH STUDIES
STUDENT ACKNOWLEDGMENT FORM**

I have been informed about the *2025-2026 student handbook* and am aware that I must access it via the official School of Nursing and Health Studies website. Go to www.miami.edu/sonhs, click on Academics, then on *Student Handbooks*.

Further, **I am aware** that it is my responsibility to read the *student handbook* and be aware of all School of Nursing and Health Studies policies and procedures included therein.

Clinical Clearance

The MSN 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.

I also understand that MSN lectures, and clinicals and labs are offered on an extended schedule which includes evenings and weekends and that I am responsible for my own transportation. Students must attend classes, and clinicals and labs as assigned by the SONHS without exception. Accommodations related to personal circumstances, work and transportation cannot be made.

Clearance Documentation Waiver

In order to place students in clinical agencies to complete required clinical rotations, the University's agreement with our clinical partners requires that we complete clinical clearance for our students. As part of agency audits we receive requests for supporting documentation including proof of,

- ☐ Immunizations and physical examination
- ☐ Current CPR
- ☐ Background check
- ☐ Drug screening

I authorize the University of Miami School of Nursing and Health Studies to release documentation submitted in support of the above clinical clearance process.

Student Name (PRINT): _____

Date: _____

Signature: _____

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

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

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

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

Signature

Date

Name (please print)