

2018/2019 Baccalaureate Nursing Student Handbook



Effective date: September 1, 2018

Subject to change and revision

Rev. 10/03/18

NURSING PROGRAMS RE-ACCREDITED

The Commission on Collegiate Nursing Education (CCNE) has awarded the BS, RN-BS and MS nursing programs a full, 10-year reaccreditation through 2026.



FULL APPROVAL STATUS

The Nursing program maintains Full Approval Status from the Massachusetts Board of Registration in Nursing.



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(*) To be completed and returned to Solomont School of Nursing

A Message from the Faculty and Staff of the Baccalaureate Nursing Program

Welcome to the Baccalaureate Nursing Program of the University of Massachusetts Lowell (UML), Zuckerberg College of Health Sciences! Whether you are just entering the nursing program or continuing as a UMass Lowell nursing student, we want you to know about the educational resources available to you at the University, in the College, and within the Solomont School of Nursing.

This handbook has been developed to assist you with your progression through the baccalaureate nursing program. It has been created and updated with two objectives: to provide clear and thorough guidelines; and to serve as a practical, helpful resource. Please also refer to the [UML Undergraduate Online Academic Catalog](#), the [University Programs of Study](#), and the [University website](#) as well as the [Solomont School of Nursing website](#) and/or contact your academic advisor.

Whether your future involves key clinical positions, advanced practice, nursing research, faculty opportunities or combinations of these; all require innovation, passion, strong intellectual skills and leadership based on quality standards and best practices. As you learn, discover and achieve, it is your UMass Lowell and student nurse experiences that will support your personal and professional success.

We encourage you to read this handbook, become familiar with it, and gain an understanding of the policies and procedures that govern our program and contribute to creating Massachusetts Nurse Leaders.

Prepare to successfully advance in your student nursing career at the University of Massachusetts Lowell! Your amazing journey begins now!

*Solomont School of Nursing
Health & Social Sciences Building
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Please become very familiar with this Handbook. Students are responsible for using the Baccalaureate Nursing Student Handbook as a resource when questions arise and as a guide to academic and nonacademic policies and procedures.

General Statement of Nursing Student Responsibilities and Rights

Students are expected to adhere to the policies and procedures currently in effect. It is the responsibility of each student to be aware of and to comply with current policies and procedures. Failure to stay informed is not an acceptable excuse for non-compliance. The University of Massachusetts Admission and Academic Policies are located in the *Undergraduate Online Academic Catalog* at <http://www.uml.edu/Catalog/Undergraduate/Default.aspx>

Students are advised to pay particular attention to the following admission and academic policies, which can be found at <http://www.uml.edu/Catalog/Undergraduate/Health-Sciences/Policy/Retention-and-Continuance-in-School-Programs.aspx>:

- ✓ Academic Integrity
- ✓ Accommodations for Disabilities
- ✓ Advanced Placement
- ✓ Attendance
- ✓ Grading
- ✓ Off-Campus Study
- ✓ Repeat Coursework/Deletions
- ✓ Student Records
- ✓ Student Complaints
- ✓ Withdrawal from Courses
- ✓ Withdrawal from the University

In addition to the above policies, all baccalaureate students taking nursing courses are expected to adhere to the following **Solomont School of Nursing Baccalaureate Level Professional Competencies** in classroom (virtual or in person), laboratory, and clinical settings:

1. Demonstrates effective verbal and non-verbal communication.
2. Assumes responsibility for own actions and outcomes.
3. Demonstrates acceptance of limited knowledge and experience.
4. Follows through on commitments, is dependable and punctual.
5. Demonstrates self-direction in seeking learning opportunities.
6. Shows respect for others in classroom, laboratory and clinical settings.
7. Accepts constructive feedback when offered.
8. Seeks validation of clinical judgments with faculty and/or preceptor.
9. Able to separate personal issues from professional responsibilities.
10. Keeps the patient/client/resident as the priority.
11. Respects cultural and personal differences of others; is not judgmental about patients', clients', residents' peers', faculty's, staffs' lifestyles.
12. Sets priorities and reorganizes as necessary.
13. Projects professional image/demeanor.

Grading of the Baccalaureate Level Professional Competencies is Pass/Fail. Successful demonstration of these competencies is essential for passing any classroom, laboratory or clinical course. A warning may be given at any time during the semester. However, any student who fails to demonstrate these competencies and is considered unsafe to practice or potentially harmful to others will fail the course despite academic grades earned. Students can fail the course and be dismissed at any time during the semester for violation of these competencies.

Technical Standards and Computer Literacy Statement

Upon entrance and throughout the nursing program, all students are required to demonstrate essential functions to fulfill the requirements of the nursing curricula. These include technical standards for admission, continuation and graduation as well as computer literacy. The technical standards can be found in the undergraduate catalogue or at: <http://www.uml.edu/Catalog/Undergraduate/Health-Sciences/Departments/Nursing/Nursing-Major.aspx>

Good Moral Character

The University of Massachusetts Lowell, Solomont School of Nursing encourages all prospective Nursing students to familiarize themselves with the statutory requirements of licensure in the Commonwealth prior to applying for admission to the Nursing program. The Massachusetts Board of Registration in Nursing publishes an information sheet on *good moral character*. Copies are available from the Commonwealth of Massachusetts Board of Registration in Nursing, 239 Causeway Street, Boston, MA 02114 and on-line at: <http://www.mass.gov/eohhs/docs/dph/quality/boards/good-moral-info.pdf> . Prospective applicants to the nursing program who intend to apply for licensure in states other than Massachusetts are encouraged to contact the appropriate authority in those states to ensure that they will meet the requirements for licensure application in those states.

University of Massachusetts Lowell

The University of Massachusetts Lowell is a “public research university committed to excellence in teaching, research and community engagement. The university is dedicated to transformational education that fosters student success, lifelong learning and global awareness. UMass Lowell offers affordable, experience-based undergraduate and graduate academic programs taught by internationally recognized faculty who conduct research to expand the horizons of knowledge. The programs span and interconnect the disciplines of business, education, engineering, fine arts, health, humanities, sciences and social sciences. The university continues to build on its founding tradition of innovation, entrepreneurship and partnerships with industry and the community to address challenges facing the region and the world.” (<http://www.uml.edu/About/mission.aspx>).

University Academic Policies

Transfer of Credits

1. Upon acceptance to nursing transfer of credits is completed by the admissions office.
2. If a student wishes to transfer courses after enrollment, the student first checks the online Transfer Dictionary to see if the course has received prior approval or denied transfer. If the course is not listed, then the student should consult with the assigned academic advisor about prior courses taken, and provide a course description as well as an unofficial transcript. An official transcript for the course needs to be sent directly to the Registrar.
3. With the assistance of the faculty advisor, students may complete an Exception Form (available online from the General Education website under *Forms*) to direct a course to a requirement (e.g. AH elective) if the course is not listed in the transfer dictionary or to waive a course (e.g. General Psychology as the student has successfully passed one or more upper level psychology courses).
4. Additionally, an undergraduate Academic Petition form (available online from the Registrar’s website under *Forms*) can be used for transfer of unusual course or other registrar needs. The Academic Petition form with the course description and transcript attached is signed by the student and academic advisor and then submitted to the Chairperson of the Solomont School of Nursing (Dr. Lisa Abdallah) for her signature and then to Dr. Karen Devereaux Melillo, Interim Dean of the Solomont School of Nursing. If the course is that of another department, the Chairperson for that department also needs to provide a signature accepting the course for transfer.

Drop/Add/Swap - Courses for which a student is registered may be "dropped" or new courses may be "added" or “swapped” if the drop/add procedure is followed before the deadline date noted on the academic calendar (approximately 10 days after the beginning of the semester).

Please note that **practicum courses cannot be swapped after the LAST DAY OF FINAL EXAMS of the preceding semester.** Any necessary changes in practicum sections only will be done with the permission of school administrators.

University Institutional Compliance - Biological Safety Policy

The Institutional Biosafety Committee (IBC) oversees activities involving potentially hazardous biological agents. The IBC ensures that research and instructional activities using these materials and conducted at UML are in compliance with the NIH Guidelines, Federal, State and Local laws and regulations. UML is committed to ensuring the safe handling, storage, and disposal of potentially harmful biohazardous materials for research or instructional projects.

(<http://www.uml.edu/Research/OIC/biological-safety/default.aspx>)

Zuckerberg College of Health Sciences

“The mission of the college is to promote health of individuals, families and populations in a diverse global society through excellence in teaching, research, scholarship and service. Community and health care industry partnerships enable experiential learning activities to enhance the education of health care professionals and scientists.”

We recognize that achieving this mission requires:

- improving our understanding of health, disease and disability and their social context,
- increasing citizens’ understanding of health problems and their environmental, social, economic causes,
- expanding community and workplace opportunities for promoting good health,
- developing environmentally sound systems of production and consumption,
- exploring the fullest understanding of our region defined by common political, social, ethnic, economic and cultural boundaries
- addressing the determinants of social and economic disparities in our region,
- maintaining a health care system that is effective and compassionate, and promoting innovative government policies to support human health and development.
- (<http://www.uml.edu/Health-Sciences/About/Mission.aspx>)

College Policies (<https://www.uml.edu/health-sciences/current-students/policies.aspx>)

National Criminal Background Check - By law, certain agencies have the right to require a criminal record check on any student affiliated at their institutions. Zuckerberg College of Health Sciences students are advised that any course-work, placement, community service, voluntary activity or service learning related to the University may require direct and unmonitored access to children, elderly, patients, disabled or other at risk populations and therefore you may be required to undergo a national CORI check (Criminal Offender Record Information) and/or SORI (Sex Offender Record Information). Depending on agency policy, students may be expected to pay for the cost of the CORI or SORI check. Students who refuse to submit to a CORI and/or SORI will be deemed ineligible for placement and continued matriculation in their program may be jeopardized. Personnel who are authorized to request, access and review CORI and/or SORI reports are identified in the UMass Lowell CORI Policy for Students available on the UMass Lowell Human Resource web site. Failure to pass a CORI and/or SORI check may also jeopardize continued matriculation, clinical placements, and state licensure.

Clinical Affiliate Random Drug Screening - Students enrolled in Zuckerberg College of Health Sciences’ programs may also be required to undergo and pass a drug screening analysis in order to be eligible for placement in an off-campus learning experience. Per contractual obligations with external agencies, students assigned to clinical educational experiences at some facilities may be required to undergo and pass random drug screening analysis in order to remain at that clinical facility. Test results obtained during testing will be held in confidence and treated as medical information. If a student tests positive and further action is required, only those personnel with a need to know will be provided access to test results. Depending on agency policy, students may be expected to pay for the cost of drug screening. Students who do not have a negative drug screen or refuse to submit to a drug screen analysis, will be deemed ineligible for clinical placement which may affect their ability to progress in the program.

Social Media – The Zuckerberg College of Health Sciences recognizes that all involved in health care have a moral, ethical and legal responsibility to maintain individual’s rights to privacy. HIPAA protects patient privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data or other means. Students in the Zuckerberg College of Health Sciences are expected to act with honesty, integrity and respect the privacy rights of others. All students in the Zuckerberg College of Health Sciences are expected to meet their professional responsibilities when using social media and other electronic networks including but not limited to blogs, instant messaging, social networking sites, email, public media sites and photographs. This policy prohibits posting written material or photographs that identify patients, health care agencies, educational institutions or other students in clinical sites or patient related activities. This policy applies whether using University devices and computers or personal equipment. In addition, all Zuckerberg College of Health Sciences students are required to abide by clinical agency policies related to the use of social media and technological resources. Failure to adhere to this policy may result in probation, suspension or dismissal from the Zuckerberg College of Health Sciences and/or legal prosecution under the requirements of HIPAA. See Appendices 1-a and 1-b for more details

Solomont School of Nursing

The **Vision** of the Solomont School of Nursing is to excel as a leader among academic institutions in knowledge development through scholarship and research; knowledge dissemination and integration through teaching; and knowledge application through community service and nursing practice. In addition to the dimensions of our vision as noted here, we see ourselves as a leader in global initiatives in nursing and health promotion.

The **Mission** of the Solomont School of Nursing is to educate students, advance knowledge, and provide service to the University, the profession, and the community through excellence in the discovery, application, integration, and dissemination of knowledge. The School emphasizes health promotion needs of individuals, families, groups, and communities. The mission of the Solomont School of Nursing is in concert with the missions of the University of Massachusetts Lowell and the Zuckerberg College of Health Sciences. We aim to provide an affordable education of high quality and to focus scholarship and public service on a global vision of health promotion. Our mission is operationalized in local, regional, national and global initiative.

The **Philosophy** of the Solomont School of Nursing reflects beliefs regarding person, environment, health, nursing and education. People have unique qualities and individual needs for respect, worth and recognition of personal dignity. They have the right to make choices and establish goals, which influence and are influenced by the environment. Health is a dynamic state of physiological, psychological, social and spiritual well-being. Nursing is a health care discipline guided by professional standards of care supporting individuals, families, groups and communities in the promotion of health throughout the lifespan. Education is a self-actualizing, creative lifetime endeavor involving values clarification, inclusivity, progressive systematic inquiry, critical analysis and judgment.

Accreditation

The baccalaureate, Master's, and DNP degree programs in the Solomont School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Massachusetts Board of Registration in Nursing.

Chain of Command in the Solomont School of Nursing

In the event that you need to communicate a concern or need relating to courses/clinical expectations while a nursing student, we ask that you follow the designated chain of command:

- First you should discuss your concern/need with the faculty member of the course/clinical that you are having the concern/need.
- If you cannot resolve this issue, you should bring this concern/need to the practicum course coordinator.
- If you still cannot resolve your concern/need or if it pertains to a didactic course, then you should bring this to the attention of the baccalaureate program director.
- If you and the program director cannot resolve your concern/need, then you should make an appointment with the Chair /Associate Chair of the Solomont School of Nursing.
- Furthermore, if you have not resolved your concern/need, then you would schedule a meeting with the Dean of the Solomont School of Nursing.
- Lastly, by appointment, any unresolved concerns or needs can be brought to the attention of the Dean/Assistant Dean of the Zuckerberg College of Health Sciences.

To effectively meet all students' needs, we ask that you follow the appropriate chain of command as outlined for you.

Communication in the Solomont School of Nursing

All persons in the Solomont School of Nursing (students, faculty and staff) are expected to conduct themselves in a professional manner when communicating with one another.

Communication via Email - Students are provided an UML email account. The Solomont School of Nursing and UML business offices send official communications to your assigned UML email account. All students are encouraged to check for e-mail messages frequently, at least twice a week; and periodically during winter and summer breaks. Course faculty may recommend an even greater frequency or may send email via course Blackboard websites. Additionally, email etiquette necessitates proper salutation titles (e.g. Professor or Dr.), grammar, spelling, and conclude with your full name and UML SiS #.

Communication via USPS - The Solomont School of Nursing and University on occasion may send official communications to your home address especially during winter and summer school breaks. It is important that we have your current home address. Please be certain that your contact information is current on the Students Information System (SiS).

Communication via Telephone - The Solomont School of Nursing and University also may attempt to contact you via your telephone number. Once again it is important that we have your current home and cell number. Please be certain that your contact information is current on the Students Information System (SiS).

Communication via Bulletin Board - The bulletin board for students is located in the lobby on the second floor of the Health and Social Sciences building. Postings may include employment opportunities or announcements of upcoming events.

Communication via Online Course Websites - Many baccalaureate faculty use online course websites through Blackboard, the University's learning and course management system as well as Turnitin.com. If your course has designated websites, then it is your responsibility to check it weekly for course announcements, activities, and assignments. Faculty often post student grades for class assignments and exams on the course website.

Baccalaureate Program Outcomes

The Baccalaureate Program prepares nurse generalists who:

1. Develop therapeutic relationships with individuals, families, groups and communities.
2. Demonstrate competence in the implementation of standards of practice.
3. Apply ethical principles and legal requirements in the delivery of care to individuals, families, groups and communities.
4. Collaborate with individuals, families, groups, communities and health care professionals in the delivery of care.
5. Utilize theories and research findings in practice.
6. Promote health in diverse populations.
7. Participate in efforts to influence health care policy.
8. Assume responsibility for learning and professional career development.

Baccalaureate Program Goals and Student Outcomes

<u>Program Goals</u> Graduates of the Baccalaureate Nursing Program are prepared to:	<u>Student Outcomes</u> Indicators of Success
1. Apply professional standards (ANA 2015) in a variety of settings serving diverse populations.	a. Pass the NCLEX - RN licensure exam b. Sustain employment in the practice of nursing
2. Demonstrate competency in the application of nursing knowledge in practice.	a. Participate in nursing continuing education programs b. Obtain nursing practice and/or specialty certifications c. Obtain advanced certificates and/or degrees
3. Participate as members of the nursing profession.	a. Become members of professional organizations b. Participate on committees in health care agencies c. Present papers and posters related to nursing practice d. Engage in research utilization and evidenced-based practice

Solomont School of Nursing Policies and Procedures

Basic Math Competency and Medication Calculation Policy

To assure safe administration of medication to patients in the clinical area the following policy was implemented:

1. The general UMass Lowell Math test will be given by Admissions during orientation. This is a requirement by Massachusetts Department of Education.
2. Regardless of the score achieved on the UML Math Test, *NURS.1010 Strategies for Academic Success* will assure exposure to basic math needed for medication calculation. Weekly math assignments are integrated as homework for 12 weeks.
3. The *NURS.2120 Introduction to Nursing Practice Math* recitation seminar will devote approximately 50 minutes per class to medication calculation using Dimensional Analysis. A medication calculations test will be given in this course. Students must pass with 90% or higher. They may re-take the test a second time. If they do not pass then they must take the course *HSCI.2100 Clinical Calculations* (or *independent study* equivalent; see item 3) the following fall semester, going into junior year and achieve an A-.
4. *HSCI.2100 Clinical Calculations* will be offered fall and spring semesters every year when enrollments permit its offering. Pending enrollment size, an *independent study* utilizing the *HSCI.2100* syllabus, course outline, and objectives may be offered.
5. Junior year fall and spring leveled medication calculation tests will be given at the beginning of each semester. Students must pass with 90% or higher. If they do not pass, then they may re-take take the test a second time. If they do not pass the second time, they will be required to take the *HSCI.2100 Clinical Calculations* course during that semester and achieve an A-. If they have taken *HSCI.2100 Clinical Calculations* AND they fail the second time, they may take the test a third time and if they fail, they will be dismissed from the program.
6. A medication calculation test will be given at the beginning of the senior year. Students must achieve a 90% or higher. If they do not, then they may re-take take the test a second time. If they do not pass the second time, they will be required to take the *HCSI.2100 Clinical Calculations* course during that semester and achieve an A-. If they have taken *HCSI.2100 Clinical Calculations* AND they fail the second time, they may take the test a third time and if they fail, they are dismissed from the program.

Standardized Exam Policy

All pre-licensure nursing students will be required to take nationally normed tests throughout the curriculum. The specialty tests, which become part of the course grade, will be given in the following courses: *Nursing Health Assessment*, *Introduction to Nursing Practice*, *Health Promotion and Risk Reduction of Families I and II*, *Pharmacology*, and *Acute Care Nursing*. All pre-licensure senior level-nursing students will take two Standardized Exit comprehensive exams while enrolled in *NURS.4130 Role Transition*. These exams also are a part of the course grade. Senior nursing students who do not achieve a Standardized exam score of 900 or higher on the first Standardized exit exam must enroll in an approved online review course and provide evidence of ongoing participation prior to taking the second Standardized exit exam. In addition to enforcing the policy, a Standardized Exam Confidentiality Statement will be signed by all students prior to taking Standardized Exams. The agreement states that students consent *not* to disclose to any individual or remove any documents about the content of

Standardized test items, answers, or rationales. Failure to honor this agreement will result in their name being submitted to the MA BORN and in possible legal action.

Electronic Devices Policy

In classrooms, pre/post conferences, clinical setting and during nursing laboratory sessions all electronic devices are to be turned off or set to vibrate when you anticipate receiving an important call. No personal business or texting is permitted. Please inform your instructor of any critical situations. In the classroom, with instructor permission, electronic devices may be used to review class handouts, take notes or access information for classroom or laboratory assignments. Checking emails, playing games, and completing other school or personal work is not permitted. University Acceptable Use Policy can be found at: [https://www.uml.edu/docs/Acceptable Use Policy_IT-5-101_09.29.16 \(1\)_tcm18-266260.pdf](https://www.uml.edu/docs/Acceptable%20Use%20Policy_IT-5-101_09.29.16%20(1)_tcm18-266260.pdf)

Grading Scale Policy

A	A-	B+	B	B-	C+	C	C-	D+	D	F
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0
100	93	89	86	83	79	76	73	69	66	≤63
94	90	87	84	80	77	74	70	67	64	

Academic Progression Policy

To qualify for continued matriculation in the nursing program, all students must maintain ongoing cumulative averages of 2.70 or better by achieving the following averages at the end of each semester:

- 1) a semester average of 2.70 or better,
- 2) not less than a grade C+ in any professional major course (NURS. prefix courses),
- 3) a semester average of 2.70 or better for professional courses (NURS. prefix courses) attempted in the major and
- 4) a cumulative grade point average of 2.70 or better in required science courses.

Students who fail to satisfy these academic requirements will be dismissed from the nursing program.

<https://www.uml.edu/Catalog/Undergraduate/Health-Sciences/Departments/Nursing/Policies.aspx>

Appeal Process for Program Dismissal

- Students, with no prior probation, who are dismissed from the Baccalaureate Nursing Program may appeal the decision regarding their continuation in the program by submitting a letter of appeal to the Chair of the Solomont School of Nursing by the listed due date in their dismissal letter, so it can be forwarded to the Professional Review Committee. The appeal letter should describe what happened that lead to this dismissal, any special circumstances the Professional Review Committee should consider, the plan to achieve academic success if appeal is granted, the resources to be used moving forward if appeal is granted. The letter of appeal must be sent, by the set deadline, as an attachment of the student UMass Lowell email account to Sadia_Fathi@uml.edu, Department Assistant for the Solomont School of Nursing. After carefully deliberating all the data available, the Committee will make their recommendations and a decision will be sent prior to the beginning of the semester to the student UMass Lowell email address.

- Students must meet the conditions for continuation in the Solomont School of Nursing as described in their detailed probation conditions correspondence and per the Undergraduate Course Catalog on Retention and Continuance in the Zuckerberg College of Health Sciences and its Programs (<https://www.uml.edu/Catalog/Undergraduate/Health-Sciences/Departments/Nursing/Policies.aspx>); this is a one-time probationary period. Failure to maintain all school academic requirements subsequent to that, as outlined in the catalogue “will result in dismissal from the program” with no further appeal to the Solomont School of Nursing.
- Students who cannot continue in the Nursing Program must withdraw from all enrolled nursing courses and change their major. Students may select and apply for another major within the Zuckerberg College of Health Sciences or University if they qualify under University policies. The services of the Centers for Learning and the Office of Career Services are available to students for individual career counseling and guidance and to discuss other career options. Students also may choose to meet with the Counseling Center at UMass Lowell, which provides psychological counseling services, consultation and community referrals to help students gain a better understanding of and cope with their feelings, relationships, choices and academic studies. If you do not wish to remain at the University in another major, you must notify the Office of the Registrar by completing the withdrawal form available at <https://www.uml.edu/thesolutioncenter/Forms/Academic-Forms.aspx>.

Excused Absences for Club Participation

Students on Academic Probation may not be excused from class to participate in any club or association activities as at-risk students need to focus on academic and clinical coursework to assure program retention, graduation, and NCLEX-RN success.

Midterm Warning Policy

Students who are in danger of failing or are failing any nursing course will be given a midterm academic or practica warning. Students who are on academic and or clinical warning will remain on that warning for the rest of the semester and must contact their academic advisor within one week to develop a plan of action for the remainder of the semester.

Leave of Absence (LOA) Policy

Nursing students may be granted a LOA for extenuating circumstances (e.g. health reasons, family obligations, deployment, completion of prerequisites/nursing courses but assigned class year does not permit progression). Students seeking a LOA should meet with their academic advisor, submit a written request to the Chair of the Solomont School of Nursing, complete a University withdrawal form <https://www.uml.edu/thesolutioncenter/Forms/Academic-Forms.aspx> and submit an application for readmission form http://www.uml.edu/docs/readmit_form_tcm18-3547.pdf prior to returning the following semester.

Please note that a LOA may lead to a delay in program progression if space is not available in the next semester or year’s nursing class.

Academic Advising/Course Registration

Each student is assigned to a faculty advisor upon matriculation into the program; additionally, Freshmen will be assigned to a professional advisor. The assigned advisors are listed on the student SiS page. Advisors are available during office hours to meet with students on two days per week during designated time periods totaling 3 hours each week with 5 hours during pre-registration, at which times students may sign up for advising sessions. Advisors are available to provide advice and counsel about course selection, student concerns and questions, or about resources at the University.

Students are responsible for setting up an appointment with their advisors during registration periods (early April and November) to discuss academic progress, course selection or any academic concerns the student may have. Once the student is matriculated and after meeting with the advisor, registration may be done on the SiS system. No swaps of practicum sections will be honored without administrative approval after the last day of final exams. Students on probation also need to make monthly appointments to meet with their advisor. Failure to fulfill this condition of probation may lead to program dismissal.

Solomont School of Nursing Clinical Policies

National Background Check Policy

Upon admission, students in the nursing program are required to undergo a national background check. In addition, depending on the agency policy, students may be expected to undergo and pay for the cost of a second background check. Failure to pass the background check may jeopardize continued matriculation, enrollment in clinical practica, and state licensure.

Health and Professional Requirements

Evidence of compliance with health requirements is required by both the Solomont School of Nursing and University Student Health Services. These requirements are mandated by State Law and contractual agreements with our clinical sites.

Beginning with the upcoming sophomore students, YOG 2021, the SSON has partnered with an outside vendor, *Certiphi® Screening*, who will collect and manage all SSON required health and professional documentation through an online system called *myRecordTracker®*. Each student is responsible to upload documents to this system. The fee for the service will be paid, directly to the vendor, by the student, at a one-time cost of \$46.00 at sign-up and an annual renewal fee of \$10.00. Students will receive a *myRecordTracker® Student Guide* with login instructions and details. Upon receipt of the Guide, each student should complete the system registration, review the health and professional policies and procedures, also noted in this Handbook, and begin to collect and upload all required documents.

All other students (Juniors YOG 2020 and Seniors YOG 2019) are to submit health and professional documentation in the Clinical Documentation lock box which is located in the lobby outside of the Solomont School of Nursing on the 2nd floor of the Health and Social Sciences building or via certified mail only with 'returned receipt' for verification. Documents sent via certified mail must be received by the due dates noted above. Other documentation submission routes i.e. fax, non-certified US mail, and electronically are unacceptable. Make three copies of all documentation; one for self, one for SON submission and one to Student Health Services.

All students must comply with the following due dates for submission of required Health and Professional documentation:

- **Fall semester: August 1** or next business day
includes all documentation expiring on or before September 30
- **Spring Semester: December 1** or next business day
includes all documentation expiring on or before Jan 31
- **Summer rotation: May 1** or next business day
includes all documentation expiring on or before May 31

Any student who does not meet the above deadlines:

- ✓ Will receive a clinical warning from the Solomont School of Nursing which will be applied toward the applicable semester i.e. the current semester or the semester the student is entering.
- ✓ Will not be cleared for clinical or guaranteed a clinical placement for the respective semester, per agency requirements.

Documented religious or medical waiver must be submitted upon admission to the Solomont School of Nursing. Any medical or religious changes after the start of the program require waiver submission at the time of the change.

Health Documentation Requirements

1. A recent and complete history and physical exam signed by your provider (one-time requirement)
2. Immunization records with dates:
 - A. Two MMR or rubeola, mumps and rubella titers indicating immunity.
 - B. Two Varivax or titer indicating immunity to varicella or documented history by provider.
 - C. Hepatitis B vaccine series or positive HBsAb titer.
 - D. Tdap (tetanus, diphtheria, acellular pertussis); then boost with Td every 10 years. *
 - E. PPD within 12 months, with results in mm induration. Positive test requires documentation of provider recommendations, chest x-ray and annual physical exam/letter from your provider stating you are free of communicable disease and can attend clinical. *
3. Influenza vaccine is strongly recommended (most facilities require it). Submit by October 15.
4. Color vision testing.

Professional Documentation Requirements

1. Current CPR certification (for the Healthcare Provider or Professional Rescuer) *
2. First aid certification (RN, LPN, EMT & paramedics are exempt. Copy of license/certification required)
3. Signed Consent and Release Form (submit with CORI)
4. CORI: Provide copy of government issued ID: i.e. driver's license. NH residents must submit a notarized NH Criminal Record Release Authorization form. After CORI application submission you will receive an email message requesting your immediate electronic signature, to avoid delay in processing your application, which will delay your clinical start date.
5. All students are required to complete Centralized Clinical Placement (CCP) & facility specific modules: www.mcnplacement.org/orientation. * Generic modules must be completed annually, after August 1. *
6. LPN's must submit a copy of a current nursing license. *

**All items with an asterisk have expiration dates; renewal information is the student's responsibility & must be provided prior to the expiration date.*

HIPAA Policy

All students must be educated annually regarding the *Health Insurance Portability and Accountability Act (HIPAA) of 1996*, the federal law that addresses patient rights and ethics by mandating the confidentiality and privacy of patient information.

Professional Competencies Policy

All students enrolled in nursing courses are expected to adhere to the Essential Professional Competencies as stated in the Professional Competencies Contract (see Appendix 2). Grading of the Solomont School of Nursing's Baccalaureate Level Professional Competencies is Pass/Fail. Successful demonstration of these competencies is essential for passing any classroom, laboratory or clinical course. A warning may be given at any time during the semester. However, any student who fails to demonstrate these competencies and is considered unsafe to practice or potentially harmful to others will fail the course despite academic grades earned. Students can fail the course and be dismissed at any time during the semester for violation of these competencies.

Tobacco

UMass Lowell and clinical sites are smoke-free environment. Tobacco use, odors, and secondhand smoke are prohibited in clinical areas as it might be offensive and physiologically dangerous to some patients. When in school uniform, students are not allowed to use any tobacco product.

Uniform Policy

- ✓ A professional appearance reflects pride in oneself and the professional image of the School; it communicates confidence and competence to those for whom you care. The official UML student nurse uniform is a neat and clean royal blue scrub top embroidered with the words UMass Lowell Nursing with matching scrub pants. A plain white crew, mock or turtle neck top beneath the scrub top is permissible. UML name pin, plain all-white clean socks and shoes (leather or vinyl only), watch with a second hand, stethoscope (no fabric covering), black pen, pen-light, bandage scissors, and smooth edged Kelly clamp also are required. A white laboratory jacket with UMass Lowell Nursing embroidery is optional for purchase.
- ✓ The UMass Lowell Nursing uniform is to be worn during Role Transition Practicum (NURS.4140), unless otherwise specified by the clinical agency.
- ✓ Student hair is to be neat, clean, conservative, restrained, above the collar of shirt and out of the face, and of naturally occurring color(s). Beards and mustaches should be neatly trimmed and well-groomed. A minimal amount of makeup is acceptable (false eyelashes are not permitted). Fingernails are clean and kept short, less than ¼” from fingertip. If nail polish is worn, it must be clear and chip-free. In addition to a watch, one band ring and one pair of small stud earrings may be worn.
- ✓ Alternate settings/conditions (i.e. psychiatric settings, assisted living facilities, preparation time) require business casual clothing (no scrubs), UML name pin, and clean, comfortable/ supportive shoes with socks or stockings. Shirts are to be conservative, plain. If shirt is not tucked in then when sitting, stretching, reaching or bending, your belly/midriff/underwear should not be visible. In addition, some clinical agency preparation visits may require students to wear their UML laboratory jacket.
- ✓ Students also must adhere to agency dress codes and the MA Centralized Nursing Clinical Placement System. Clinical faculty will advise the student(s) of any additional guidelines that are specific to the clinical agency, nursing unit, or learning experience. For example, students may be issued a clinical agency “student identification” badge. This badge is to be worn visibly at all times while on hospital/agency property. To maintain agency security, badges are to be returned to your clinical instructor at the end of your clinical experience.
- ✓ Unacceptable appearances include: visible facial/body piercing jewelry (e.g. lip, tongue, nose, eyebrow(s), additional ears, belly button) or visible tattoos; open-toe shoes, high-heeled shoes (greater than 2” heel), sandals, flip-flops, high tops, trim colors, open-back/sling back shoes, fabric shoes; perfume, after-shave, cologne, strongly scented lotions and hair spray; false eyelashes; artificial (acrylic, sculptured, or wraps) nails and colored nail polish; chewing gum; dangling earrings, bracelets, necklaces, rings on index fingers; halter/tube tops, see-through blouses or shirts, form-fitting/clinging clothing, low-cut shirts, spaghetti straps, strapless, backless, or off-the-shoulder tops, low-cut/low-rise pants, visible underwear, exposed bellies/midriffs, denim jeans/pants, athletic attire (e.g., jogging/exercise suits, shorts, sweatpants, leggings), sweatshirts, baseball hats, headgear, hoods, head/earphones.
- ✓ Uniforms are available for order from McGill’s Inc. A representative from McGill will come to campus at the end of each fall semester. Additional uniforms may be ordered at any time by contacting McGill’s directly. Following is the price list provided by McGill’s Inc. as of January 2017.

McGill's Inc.

Uniform and Accessory Price List prepared for University of Massachusetts Lowell- Solomont School of Nursing

Note: Prices are subject to change

Item Description:	Price Each:
--------------------------	--------------------

Woman's Items

- | | |
|---|---------|
| • White lab jacket w/ logo | \$31.35 |
| • White round-neck scrub jacket w/ logo | \$25.35 |
| • Royal blue V-neck 2-pocket scrub top w/logo | \$20.25 |
| • Royal blue professional combo scrub pant | \$17.50 |
| • Royal blue unisex drawstring waist scrub pant | \$14.00 |

Man's Items

- | | |
|---|---------|
| • White lab jacket w/ logo | \$32.10 |
| • White round-neck scrub jacket w/logo | \$25.35 |
| • Royal blue V-neck 3 pocket scrub top w/logo | \$20.25 |
| • Royal blue unisex drawstring scrub pants | \$14.00 |

Accessories for all:

- | | |
|---|---------------------------|
| • Name pin w/ 2 color UMass Lowell logo | \$7.90 |
| • Watch w/ second hand | Price range \$17.00-31.00 |
| • Bandage scissors | \$5.25 |

Stethoscope choices: (If not previously purchased):

- | | |
|------------------------------------|----------------------------|
| • Littmann Lightweight stethoscope | \$63.00 |
| • Littmann Classic III stethoscope | \$99.00 |
| • Nursing shoes for men and women | Prices range \$55.00-85.00 |
| • UPS Shipping/Handling per order | \$12.95 |

Shipping/Payment:

- McGill's accepts cash, personal checks, money orders, MasterCard, Visa, or Discover.
- Orders paid by personal check are not eligible for shipment for two weeks from our receipt of your check. There is a \$25.00 fee on any check returned to us by the bank.
- Students unable to attend the fitting may place orders by mail, phone, or in person at our office/showroom. Office hours are 9 am to 5 pm, Monday-Friday.
- We do not process unpaid orders. We work with state/federal agencies and other third-party payers sponsoring students.
- Orders are shipped via UPS or Priority Mail. Addresses must be complete and correct. Failure to include any apartment, floor, or suite number, where applicable, may delay delivery.

Clinical Absence Policy

1. Clinical and laboratory attendance is mandatory. Clinical and laboratory hours include scheduled laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation/debriefing.
2. Excused absences include: illness or injury, death of an immediate family member, jury duty and subpoenas, and religious holidays.
3. Students must provide the *Notification of Clinical and Laboratory Absence Form* before the absence; except in the case of an emergency where the student must notify the clinical or laboratory professor in advance of the scheduled hours. Appropriate documentation is required (e.g. medical note, obituary, court date, religious holiday verification).
4. One excused clinical absence while accepted will necessitate a make-up assignment at the discretion of the faculty. Failure to complete the assignment will lower the final course grade by one (1) **full** grade level (i.e. A to B, A- to B-).
5. One excused laboratory absence while accepted will necessitate a make-up session based on the availability of open laboratory sessions and teaching faculty/staff.
6. Unexcused absences will not be accepted and will result in an academic warning. Additionally, the final course grade will be lowered by one (1) **full** grade level for each unexcused absence (i.e. A to B, A- to B-).
7. The nursing program does not provide clinical “make-up” hours. In the event that a prolonged absence (e.g. greater than 12 hours) is necessary, **an immediate meeting with the course professor and/or practicum coordinator, academic advisor, and program director** is needed to discuss the process for course and/or program withdrawal.

Preceptor Experience Policy

Clinical practica are set up by the Director of Clinical Resources with student and faculty input and assistance. The student’s clinical interests and location choice will be taken into account. All efforts will be made to satisfy the student's goals. All student requests for a specialty preceptorship in MAT, PEDI, PSYCH, PACU, ER, and ICU require a cumulative GPA of 3.3 or higher and a current senior clinical faculty recommendation. NICU placements are not permitted as the practica is more observational than hands-on experience.

Please note that approximately 25% of precepted experiences include a night shift, either 7p - 7a or 11pm – 7am and may include weekends and holidays. Precepted experiences are varied and may include in/out patient community and school based locations.

Nursing Laboratories

The nursing instructional, health assessment, and Donna Manning simulation laboratories provide a clinical environment where students may practice varied approaches to nursing care with the assistance of a faculty member, laboratory staff, or teaching assistant. Nursing students primarily use the laboratories to learn health assessment and nursing clinical skills. Audio-visual, virtual simulation, computer, and written resources also are used for laboratory preparation and classroom presentation.

Nursing Laboratories Policies

1. Universal Precautions are to be utilized in all nursing simulation and skills laboratory procedures consistent with policies of the Environmental Health and Safety Exposure Control Plan https://www.uml.edu/docs/I%20Exposure%20Control%20Plan_tcm18-269048.pdf, Zuckerberg College of Health Sciences and the University.
2. All laboratory instructors* **teaching** any nursing laboratories will participate in specific training and orientation related to Environmental and Emergency Management bloodborne pathogen/biosafety training <https://www.uml.edu/EEM/Training-schedule/>.
3. All individuals utilizing sharps in the laboratories are responsible for disposing of them in designated impermeable needle boxes and never into regular trash.
4. Whenever possible, needles purchased for the laboratories will be equipped with safety devices. Should a student or faculty use a needle without a safety device, care must be taken to avoid injury with needles. All needles must be disposed of sharps containers.
5. All unused needles and syringes must be returned to their designated locked location and not left unattended in the laboratory.
6. An Incident Report known as University of Massachusetts Lowell Emergency Incident Report Form, available within the Nursing Laboratory and online at the Environmental Health and Safety Office (EHS) http://www.uml.edu/docs/UML%20Emergency%20Incident%20Report%20Form_tcm18-116830.pdf, will be completed by students and supervising faculty for injuries occurring in the laboratory including any sharps injury by a needle stick, lancet or other item. Follow directions on the incident report form immediately notifying (1) EHS and (2) the Nursing Lab Program Manager (x4-4418), or if not available, the Solomont School of Nursing (x4-4525).
7. Instructors are responsible for the direct supervision of their students assigned to any learning experience within the laboratory setting.
8. Syringes, needles and medications may not be removed from the laboratory for practice at any time by either instructors or students.
9. Wherever possible, latex-free items have been ordered; however, some items within the lab including mannequins may contain latex. It is the responsibility of the individual student or instructor to make it known if they have a latex sensitivity and to take appropriate precautions. Only latex free gloves will be purchased for the laboratory.
10. Students are required to sign an informed consent form for procedures performed upon them by another student, for physical exams, nursing skills, and for audio or video recording of their performance during simulation or other learning activities. Consent is only required one time while a student in the SSON and is kept in student file.
11. Students may sign out specific laboratory equipment for use outside of the laboratory setting with the written permission of the nursing laboratory staff. Sign-out sheets will be kept until equipment is returned and will be monitored by person authorizing sign-out.
12. Please notify the nursing laboratory staff if any equipment is broken, missing or needs to be replaced.
13. Please request assistance as needed to recharge items such as ophthalmoscopes or otoscopes or replace batteries so that all equipment remains fully charged.

14. Please do not apply povidone-iodine, ink or any substance to the mannequins or patient simulators unless specifically identified as compatible for use with the equipment.
15. Instructors and students using the laboratory should request assistance from the nursing laboratory staff if unfamiliar with any equipment or supplies in the laboratory.
16. All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use.
17. Hours of availability for the nursing laboratories and scheduled classes are posted outside of room 248. Scheduling additional laboratory sessions/rooms are available by request.
18. Open lab hours are available per faculty availability and are posted in the lab outside room 240. Please go to tinyurl.com/NLSCopenlab to view availability and sign up.

* *Laboratory instructors include faculty, staff, teaching assistants and undergraduate/graduate tutors.*

Simulation Expectations

- ✓ Students are expected to come prepared to all simulation lab activities. This includes completion of any pre-reading, preparatory, or “need-to-know” assignments in addition to completion of assigned virtual simulation for Nursing activities.
- ✓ Simulation time is to be treated as clinical time so students should adhere to the uniform policy on page 14 for professional appearance standards.
- ✓ All simulation labs and activities are for the benefit of all participants’ learning. Therefore, all simulation activities are strictly confidential and are never to be discussed outside of the lab. All students will be expected to sign a confidentiality agreement that is kept in the student file. Failure to adhere to this confidentiality statement could result in a clinical warning up to failure and dismissal from the simulation lab.

Audio-Visual Media Equipment

The University Media Center, South Campus has a large volume of programs in house as well as the availability of online programs from <http://libguides.uml.edu/?b=s>. Most classrooms on campus are Smart Classrooms with computer, digital document camera, DVD/VCR player, laptop connection, network connection, integrated sound and a system that controls all audio and video from the lectern.

Virtual Desktops

UMass Lowell vLabs allows students to access the university's software anytime from anywhere, including residence halls, libraries, and even from home. Access and information on vLabs can be found at: <https://www.uml.edu/IT/Services/vLabs/default.aspx>

UMass Lowell vLabs terminals are also available to student; they are located in the following areas:

- South Campus: O’Leary Library - First Floor Learning Commons,
- North Campus: Lydon Library - First Floor Learning Commons

IT Support is available in O’Leary Library, 1st floor, during the academic year Monday through Thursday 8:30 a.m. to 8 p.m. & Fridays 8:30 a.m. to 5 p.m.

Solomont School of Nursing Committee and Organizations

Baccalaureate Nursing Program Committee

Students are encouraged to become members and representatives to the Baccalaureate Nursing Program Committee. Students may be elected or appointed by the student body and/or program director. Terms are for one academic year.

Student and School Organizations

The Student Nurse Association (SNA) - All students enrolled in the baccalaureate nursing program are invited to join the UML Student Nurses Association. This organization is affiliated with the National Student Nurses Association and the American Nurses Association. The SNA provides socialization, peer support and mentorship to nursing students at the University of Massachusetts Lowell. The SNA also participates in university events and conducts service projects for the community.

Nursing Students Without Borders (NSWB) - Their mission is to promote health empowerment through education, build networks for individuals to access health care resources, and distribute material donations to populations in need while giving nursing students real-world regional, national, and global health experiences.

Men in Nursing (MIN) – As a chapter of the American Assembly for Men in Nursing, its purpose is to provide a framework to meet, discuss, and influence factors which affect men as nurses. The group works with admissions, attends open houses and visits organizations within the community to make men in nursing more visible and accepted into nursing programs and organizations.

Nursing Student Ambassadors (NSA) – Ambassadors are baccalaureate student volunteers (sophomore – senior) whose role responsibilities are to assist the Solomont School of Nursing by participating in open houses, early action and welcome day receptions, convocation club fairs, pinning, and other SON events; conducting SON tours for prospective students, their families, friends and SON visitors; and serving as the SON's premier student liaisons.

The Eta Omega Chapter of Sigma International Nursing Honor Society - Eta Omega became a charter member of Sigma Theta Tau International in 1984. We have over 250 active members who are students, graduates or faculty of the University of Massachusetts Lowell, and nurse leaders. Beginning Spring 2019, Baccalaureate nursing students who meet the criteria for membership based on their overall Grade Point Averages (GPA) after their first semester of junior year are sent invitations to apply in the spring of their junior year. Students who chose not to join as a junior student may apply during their senior year. Students are required to get endorsements from faculty and/or other Sigma Members as part of their application. Induction Ceremonies usually are held in November and April.

<https://www.uml.edu/Health-Sciences/Nursing/Current-Prospective-Students/Current-Students/EtaOmegaHonorSociety/Default.aspx>

Solomont School of Nursing Scholarships

Bring Diversity to Nursing Endowment Fund provides scholarship to full-time students in the Solomont School of Nursing who self-identify as being from disadvantaged backgrounds not typically represented in nursing and who have financial need. Preference given to graduates of Lowell or Lawrence High School.

Bruce Z. Arakelian Endowed Scholarship Fund provides scholarships to students majoring in nursing who have financial need and a GPA of 3.0 or higher. This scholarship was established by Bruce Arakelian.

Jacqueline Puliafico Endowed Scholarship for Music and Nursing provides scholarships to undergraduate students majoring in music or nursing who have financial need and a GPA of 2.75 or higher. Preference to students from Webster, MA. This scholarship was established by Mr. Charles Puliafico and Mrs. Jacqueline Puliafico.

Lowell General Hospital Endowed Scholarship Fund provides scholarships to students majoring in nursing who have financial need, a GPA of 2.5 or higher and are U.S. citizens. First preference to students from Lowell, second preference to students from the Merrimack Valley. This scholarship was established by Lowell General Hospital.

Madonna J. Schromm Nursing Scholarship Endowment provides scholarships for students pursuing a degree in nursing.

The Robert and Donna Manning Endowed Scholarship Fund provides scholarships to undergraduate students in the Manning School of Business or the Solomont School of Nursing who have financial need and a 3.25 GPA or higher. This scholarship was established by Mr. Robert Manning and Mrs. Donna Manning.

Shalin Liu Award for Academic Excellence provides scholarships to students majoring in Nursing who have finished their freshman year and earned the highest GPA of the freshman class. The scholarship was established by Ms. Shalin Liu.

Shalin Liu Internship in Nursing provides internships to UMass Lowell students majoring in nursing. This scholarship was established by Ms. Shalin Liu.

Shirley M. Cyronis Nursing Scholarship provides scholarships to seniors majoring in nursing who have a GPA of 3.0 or higher. Students must have demonstrated proficiency in the clinical setting and will have introduced a creative nursing intervention which benefited an individual, family, or group, as part of their student clinical experience in nursing. Additionally, the candidate will have demonstrated leadership in the nursing profession, in student life on campus, and/or in the community and a commitment to the value of professionalism in nursing.

Solomont Family Nursing Scholarship provides need or merit based scholarships to junior and senior students majoring in Nursing who have financial need and show superior promise as professional nurses. This scholarship was established by Mr. Alan Solomont and Mrs. Susan Solomont.

For information on Financial Aid offered by the University, visit the Financial Aid Office <http://www.uml.edu/financialaid/>. Also check the American Association of Colleges of Nursing website <http://www.aacn.nche.edu/students/scholarships> for scholarship and financial aid information.

Bachelor of Science in Nursing – Degree Pathway

Option 1 is 3.5 years (For students entering in Fall 2016 and subsequently)

Option 2 is 4 years (For students entering in Fall 2014 and subsequently)

FRESHMAN Option 1 & 2					
Fall			Spring		
		Credit			Credit
ENGL.1010	College Writing I (CW)	3	ENGL.1020	College Writing II (CW)	3
HSCI.1010	Human Anatomy & Phys. I (SCL)	3	HSCI.1020	Human Anatomy & Phys. II (SCL)	3
HSCI.1030	Human A & P Lab I (SCL)	1	HSCI.1040	Human A & P Lab II (SCL)	1
NURS.1010	Strategies for Academic Success	1	MATH.2830	Introduction to Statistics (MATH)	3
PSYC.1010	General Psychology (SS)	3	PSYC.2600	Child & Adolescent Development	3
SOCL.1010	Introduction to Sociology (SS)	3	xxxx. xxxx.	Arts and Humanity (AH)	3
		14			16
SOPHOMORE Option 1 & 2					
Fall			Spring		
		Credit			Credit
HSCI.2110	Basic Clinical Microbiology	3	HSCI.2520	Physiological Chemistry II	3
HSCI.2130	Basic Clinical Microbiology Lab	1	HSCI.2540	Physiological Chemistry II Lab	1
HSCI.2510	Physiological Chemistry I (STEM)	3	HSCI.3190	Pathophysiology	3
HSCI.2530	Physiological Chemistry Lab I	1	NURS.2120	Intro to Nursing Practice (DCA)	3
NURS.3010	Research Nursing & Health Care (IL) ¹	3	NURS.2120L	Intro to Nursing Practice Lab (DCA)	1
NURS.3130	Nursing Assessment & Skills	2	NURS.2120R	Intro to Nursing Practice Medical Calc	1
NURS.3130L	Nursing Assessment & Skills Lab	1	xxxx. xxxx	Arts and Humanity (AH) ¹	3
		14			15
JUNIOR Option 1 & 2					
Fall			Spring		
		Credit			Credit
NURS.3100	Health Promotion & Risk Reduction of Families I ¹	5	HSCI.3060	Introduction to Gerontology (SS)	3
NURS.3110	Health Promotion & Risk Reduction of Families Practicum I (AIL) ¹	4	NURS.3140	Health Promotion & Risk Reduction of Families II ¹	5
xxxx. xxxx	Free Elective	3	NURS.3150	Health Promotion & Risk Reduction of Families Practicum II (SRE) ¹	4
xxxx.xxxx	Arts and Humanity (AH)	3	NURS.3180	Pharmacology ²	3
		15			15
SENIOR Option 1					
Summer			Fall		
		Credit			Credit
NURS.4100	Acute Care Nursing	5	NURS.4130	Role Transition (WOC)	4
NURS.4110	Acute Care Nursing Practicum (CTPS)	4	NURS.4140	Role Transition Practicum	6
NURS.4120	Comm. Health & Health Policy (QL)	4	NURS.4150	Community Project	2
xxxx. xxxx	Free Elective	3	xxxx. xxxx	Free Elective	3
		16			15
SENIOR Option 2					
Fall			Spring		
		Credit			Credit
NURS.4100	Acute Care Nursing	5	NURS.4130	Role Transition (WOC)	4
NURS.4110	Acute Care Nursing Practicum (CTPS)	4	NURS.4140	Role Transition Practicum	6
NURS.4120	Comm. Health & Health Policy (QL)	4	NURS.4150	Community Project	2
xxxx. xxxx	Free Elective	3	xxxx. xxxx	Free Elective	3
		16			15

¹ This course may be taken either in Fall or Spring

² This course must be taken concurrently with NURS.3140 & 3150

TOTAL= 120

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Solomont School of Nursing

(cont'd)

CURRICULUM BREAKDOWN

	<u>Course Credit</u>
GENERAL EDUCATION REQUIREMENTS	
A. Arts & Humanities	9
B. Behavioral & Social Studies	9
C. College Writing	6
D. Mathematics	3
E. Sciences *	<u>12</u>
SUBTOTAL	39 credits
OTHER PREREQUISITE COURSES	
A. Child & Adolescent Development	3
B. A & P II with Lab	4
C. Basic Clinical Microbiology with Lab	4
D. Pathophysiology	<u>3</u>
SUBTOTAL	14 credits
ELECTIVE COURSE	
A. Three Free Electives	<u>9</u>
SUBTOTAL	9 credits
REQUIRED NURSING COURSES	
A. Strategies for Academic Success	1
B. Research in Nursing and Health Care	3
C. Introduction to Nursing Practice	3
D. Introduction to Nursing Practice Laboratory	1
E. Introduction to Nursing Practice Medication Calculations	1
F. Health Promotion & Risk Reduction of Families I	5
G. Health Promotion & Risk Reduction of Families Practicum I	4
H. Nursing Assessment	2
I. Nursing Assessment Laboratory	1
J. Pharmacology	3
K. Health Promotion & Risk Reduction of Families II	5
L. Health Promotion & Risk Reduction of Families Practicum II	4
M. Acute Care Nursing	5
N. Acute Care Nursing Practicum	4
O. Community Health and Health Policy	4
P. Community Project	2
Q. Role Transition	4
R. Role Transition Practicum	<u>6</u>
SUBTOTAL	58 credits
TOTAL CREDITS FOR THE B.S. DEGREE	120

* Sciences must be completed by the end of sophomore year.

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Resources

Solomont School of Nursing Resources

Interim Dean, Solomont School of Nursing, Dr. Karen Devereaux Melillo	978-934-4417
Chair, Solomont School of Nursing, Dr. Lisa Abdallah	978-934-4432
Associate Chair, Solomont School of Nursing, Dr. Margaret Knight	978-934-4471
Director, Baccalaureate Program, Ms. Laurie Soroken	978-934-4270
Director, Clinical Resources, Ms. Arline El-Ashkar	978-934-4469
Director, PhD Program, Dr. Barbara Mawn	978-934-4485
Coordinator, Master's Programs, Dr. Valerie King	978-934-4454
Coordinator, DNP Program, Dr. Susan Parker	978-934-4685
Manager, Nursing Lab Program, Ms. Christine Repsha	978-934-4418

Zuckerberg College of Health Sciences & UML Resources

Dean, Zuckerberg College of Health Sciences, Dr. Shortie McKinney	978-934-4460
Vice Dean, Zuckerberg College of Health Sciences, Dr. Karen Devereaux Melillo	978-934-4417
Assistant Dean, Ms. Pauline Ladebauche	978-934-4419
Staff Assistant, Student Services, Ms. Janet Paton	978-934-4527
Coordinator of Student Success, Ms. Jennifer Keene-Crouse	978.934.4463
IT Service Desk	978-934-4357
Student Financial Services	978-934-3570
Career Services	978-934-2355
Centers for Learning, O'Leary Learning Commons (1 st Floor)	978-934-2941
Counseling Center / Wellness Center	978-934-4331
Police campus Emergency	978-934-4911
Graduate School, Dugan Hall	978-934-2380
Libraries: O'Leary Library South	978-934-4550
Lydon Library North	978-934-3205
South Campus Dining Hall	978-934-6517
Police Campus Non-Emergency	978-934-2398
The Solution Center	978-934-2000
UCard, Access and Parking Services (UCAPS)	978-934-2800
University Health Services	978-934-6800
University Web Page	www.uml.edu
University Closing/Weather Cancellations	978-934-2121

SOLOMONT School of Nursing



Diversity & Inclusion Statement

Inclusivity is a key value within the culture of the Solomont School of Nursing. We are therefore focused on fostering an environment that values the unique contribution of each member of our community.

This commitment to inclusivity requires that we appreciate and respect our varying backgrounds and viewpoints.

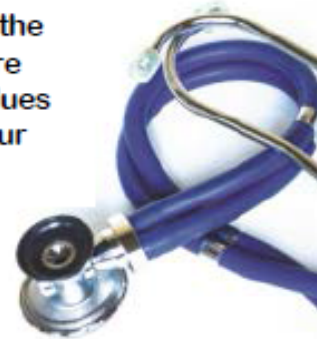
We are committed to recognize the intrinsic importance of each person's role and appreciate every individual's contribution to meeting the Solomont School of Nursing Philosophy, Mission, Vision, and Goals.

We commit to treating one another with high regards and respect.

We are dedicated to performing our jobs in a courteous and professional manner.

We are committed to maintaining integrity and courtesy in our dealing with fellow members of the School of Nursing, College, University and community at large.

Communication, cooperation and teamwork are key to achieve our goal to foster a community that respects each individual's worth and rights.





UMASS Lowell Conduct Code FACT SHEET

- The Student Conduct Code can be found at <https://www.uml.edu/student-services/Student-Conduct/Student-Conduct-Code.aspx>.
 - When a student accepts admission to the University they are agreeing to abide by all rules and regulations of the institution, including the Student Conduct Code.
 - The jurisdiction of the conduct code includes behavior both on and off campus, on-line, and via other electronic means.
 - Violation of university policies, local, state, and federal laws are also covered under the conduct code.
 - Where site placements have a student sign an agreement for their clinical placement the University considers violations of that agreement a violation of the conduct code.
 - Violations of the conduct code are kept on a student's educational record for seven years. With your written permission, this information is made available to investigator's conducting background checks for jobs, application state licensure, for future education, or if the information is subpoenaed in a criminal or civil case (with some very narrow exceptions).
 - If a violation is egregious information can be shared with another educational institution without your permission.
- The University staff does not look for information posted on social media outlets that violate the conduct code or other policies. However, when information of any type is brought to our attention we are required to, at a minimum, investigate the allegation(s) and potentially pursue charges against the student.
- Students can be charged both by the University via the conduct process as well as criminally if a crime has occurred.

Please review the Student Conduct Code; if you have questions about the conduct code or the process after reviewing it please do not hesitate to email the conduct staff at studentconduct@uml.edu.



SOLOMONT SCHOOL OF NURSING

CONFIDENTIALITY

As student in the University of Massachusetts Lowell, Solomont School of Nursing, I understand the significance of confidentiality with respect to information concerning patients. I also acknowledge that, upon my entry into the nursing program, I received a copy of the Nursing Student Handbook which included details about HIPAA and Social Media policy.

✓ **I will uphold the requirements of the Zuckerberg College of Health Science Social Media Policy, the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality.**

✓ **I agree to report any violations of confidentiality that I become aware of to my instructor or to the Solomont School of Nursing Chair.**

HIPAA - the Health Insurance Portability and Accountability Act requires the protection and confidential handling of protected health information.

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared. This applies to all forms of PHI, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

Social Media – The Zuckerberg College of Health Sciences recognizes that all involved in health care have a moral, ethical and legal responsibility to maintain individual’s rights to privacy. HIPAA protects patient privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data or other means. Students in the College of Health Sciences are expected to act with honesty, integrity and respect the privacy rights of others. All students in the Zuckerberg College of Health Sciences are expected to meet their professional responsibilities when using social media and other electronic networks including but not limited to blogs, instant messaging, social networking sites, email, public media sites and photographs. This policy prohibits posting written material or photographs that identify patients, health care agencies, educational institutions or other students in clinical sites or patient related activities. This policy applies whether using University devices and computers or personal equipment. In addition, all Zuckerberg College of Health Sciences students are required to abide by clinical agency policies related to the use of social media and technological resources. **Failure to adhere to this policy may result in probation, suspension or dismissal from the Zuckerberg College of Health Sciences and/or legal prosecution under the requirements of HIPAA.**

Signature: _____

Printed Name: _____

Circle one: Freshman Sophomore Junior Senior **Date:** _____

University of Massachusetts Lowell
Zuckerberg College of Health Sciences
Solomont School of Nursing

BACCALAUREATE LEVEL PROFESSIONAL COMPETENCIES CONTRACT

COMPETENCIES: All baccalaureate students taking nursing courses are expected to adhere to the following Essential Professional Competencies in classroom (virtual or in person), laboratory, and clinical settings.

1. Demonstrates effective verbal and non-verbal communication.
2. Assumes responsibility for own actions and outcomes.
3. Demonstrates acceptance of limited knowledge and experience.
4. Follows through on commitments, is dependable and punctual.
5. Demonstrates self-direction in seeking learning opportunities.
6. Shows respect for others in classroom, laboratory and clinical settings.
7. Accepts constructive feedback when offered.
8. Seeks validation of clinical judgments with faculty and/or preceptor.
9. Able to separate personal issues from professional responsibilities.
10. Keeps the patient/client/resident as the priority.
11. Respects cultural and personal differences of others; is not judgmental about patients', clients', residents' peers', faculty's, staffs' lifestyles.
12. Sets priorities and reorganizes as necessary.
13. Projects professional image/demeanor.

GRADING: Grading of the Solomont School of Nursing's Baccalaureate Level Professional Competencies is Pass/Fail. Successful demonstration of these competencies is essential for passing any classroom, laboratory or clinical course. A warning may be given at any time during the semester.

However, any student who fails to demonstrate these competencies and is considered unsafe to practice or potentially harmful to others will fail the course despite academic grades earned. Students can fail the course and be dismissed at any time during the semester for violation of these competencies.

CONTRACT: I have read the 13 professional competencies that are required for nursing courses in the baccalaureate program. I agree that successful demonstration of these competencies is essential for my passing any nursing course at the University of Massachusetts Lowell.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

BACCALAUREATE NURSING STUDENT HANDBOOK

I (print your name) _____

have received, read, and understand the policies and procedures in the
Baccalaureate Nursing Student Handbook of the University of Massachusetts
Lowell. By signing this I hereby agree to follow and adhere to these policies. I
understand that the content of this handbook including policies and procedure are
subject to change and revision.

Printed Name _____

Signature _____ Date _____

Please indicate when you expect to graduate:

I expect to graduate in Year: 20_____

Submission of this signed page is required for progression in the Nursing Program.

Please return signed form to the Solomont School of Nursing, HSS 205.

Thank you!