

Undergraduate Student Handbook, 2007-2008

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Dean's Welcome

Welcome to the University of Kentucky College of Nursing. I hope you will have an exceptional learning experience in the College, as well as within the larger University. As evidenced in the College's mission statement, the nursing faculty is deeply committed to "preparing nurse leaders to practice in an ever-changing health care environment." I am confident that you will develop your own leadership, knowledge, and skills as you learn side by side with the outstanding nurses who provide care at the University of Kentucky's Chandler Medical Center, as well as other hospitals in the greater Lexington area and community-based clinical sites.

The College's faculty members are also making substantive contributions to the knowledge base of nursing through active programs of research. The decision to complete your baccalaureate degree within an academic health center affords you with unique opportunities related to research. I strongly recommend that you take advantage of these opportunities. Remember, you are the next generation of nurse scholars and faculty.

Finally, the College's faculty and staff are committed to "engaging in collaborative and cooperative relationships for the purpose of modeling excellence in nursing education, research, service and practice." Faculty, staff and administrators will actively work with you to facilitate your success at the University of Kentucky. You have selected a profession that will offer you many opportunities throughout your career.

If I can be of assistance to you, please do not hesitate to let me know. I can be reached via e-mail at janeke@email.uky.edu, via phone at (859) 323-4857, or for an opportunity to talk in person, please contact Lisa Galvin at (859) 323-6533 for an appointment.

Jane Marie Kirschling, R.N., D.N.S.
Dean and Professor of Nursing

About the College

- Vision and Mission
- Organizational Structure
 - College
- Strategic Plan
- Standards of Clinical Nursing Practice

College of Nursing faculty and students uphold the profession's standards of clinical practice. These are based on the American Nurses' Association Social Policy Statement Second Edition (2003). The Standards of Advanced Practice Nursing (2004) provide the baseline for graduate-level clinical practice. The relevant specialty standards provide baseline expectations for practice in each specialty area.

Undergraduate Program Contacts

Patricia V. Burkhart, R.N., Ph.D. Director of the Undergraduate Program	(859) 323-6253 pvburk2@email.uky.edu
Peg Teachey Assistant to UG Program Director	(859) 323-8071 pctec1@uky.edu
Jane M. Kirschling, R.N., D.N.S. Dean and Professor	(859) 323-6533 janeke@email.uky.edu

Admissions Counselors

Undergraduate-last names **A-H**
(includes Second Degree B.S.N. Option)
Tony Grace (tonymgrace@uky.edu)
(859) 323-6174

Undergraduate-last names **I-P**
(includes Second Degree BSN Option)
Stefney Simpson (smsimp3@email.uky.edu)
(859) 323-1966

Undergraduate-last names **Q-Z**
(includes Second Degree B.S.N. Option)
Joanne Davis (jdavis1@uky.edu)
(859) 323-6135

Graduate
Kathy Collins (kacoll1@uky.edu)
(859) 323-5624

Staff
Linda White (lfreeman@uky.edu)
Data Coordinator
(859) 323-4872

Mary Gregory (megreg3@email.uky.edu)
Admin/Staff Assistant
(859) 323-5108

College of Nursing Faculty and Staff Directory

College of Nursing Offices

College of Nursing
315 College of Nursing Building
University of Kentucky
Lexington, KY 40536-0232

Office of Student Services
450-A College of Nursing Bldg. (temporary location)
Lexington, KY 40536-0232
(859) 323-5108 - phone
(859) 323-1057 - fax
e-mail: conss@uky.edu

Administration, Faculty and Staff

<http://www.mc.uky.edu/nursing/contactadmin.htm>

<http://www.mc.uky.edu/nursing/contactfac.htm>

<http://www.mc.uky.edu/nursing/contactstaff.htm>

College of Nursing Development Office
Laurel Martin (laurel.martin@uky.edu)
(859) 323-6635

Continuing Education
(for licensed registered nurses)
315 College of Nursing Building
Lexington, KY 40536-0232
Phone: (859) 323-3851
Fax: (859) 323-1357

CE Coordinator (primary contact)
Melissa Bolin (mrboli2@email.uky.edu)
(859) 323-3851

Assistant Director Nursing Continuing Education
Hazel Chappell (hwchap1@uky.edu)

Research Assistants and Teaching Assistants

Other University Offices

Academic Ombud
109 Bradley Hall, 257-3737
Academic Scholarships
(859) 257-4198

Admissions (undergraduate)
(859) 257-2000

Admissions (graduate)
(859) 257-4613

Apartment Housing
(859) 257-3721

Campus Visits
(859) 257-3595

Career Center
Stuckert Building
408 Rose Street, 257-2746

Chandler Medical Center Library

Counseling & Testing Center
201 Frazee Hall, 257-8701

Day Care
Child Care Lab, 12 Erickson Hall,
257-7732
Kindercare, 575 Woodland Avenue, 255-3444

Disability Resource Center
2 Alumni Gym, 257-2754

Fellowships/Research
203 Gillis Bldg., 257-3261

Financial Aid
(859) 257-3172

Housing - Campus
(859) 257-1866

International Affairs
311 Bradley Hall, 257-4067

Multicultural Affairs
(859) 257-5196

Office of Research Integrity
(859) 257-9428

Parking/Transportation
(859) 257-5757
(LexTran, city bus line), 253-4636

Registrar
(859) 257-3161

Residence Life
(859) 257-4784

Student Billing Services
18 Funkhouser Building
257-3046

Student Health Services (University Health Service)
B-163 Kentucky Clinic
323-5823

UK Main Information
(859) 257-9000

Office of Student Services

The College of Nursing Office of Student Services provides services to all students enrolled in the College of Nursing to supplement and further enhance life at the University.

Academic Advising

Advising is an integral part of your education. Your advisor is concerned about your physical, emotional, and academic well-being and can offer various solutions to problems while recognizing your right and responsibility to make decisions. Your faculty advisor will:

- Help you schedule courses with consideration given to what you might realistically be expected to complete based on your ability
- Advise you regarding University and College procedures such as drop/add, repeating courses, pass/fail options, petitions, etc.
- Explain academic regulations and their relationship to your program
- Keep a record of your grades and appropriate forms
- Serve in a referral capacity to direct you to appropriate individuals and offices to handle academic procedures
- Refer you for mentoring opportunities.
- Assist with appropriate referrals for non-academic problems
- Assist you in understanding the philosophy of the College of Nursing, and help you relate this philosophy to your own educational goals
- Elaborate on course descriptions presented in the University of Kentucky Bulletin
- Explain the sequence of courses and clinical experiences
- Assist in exploring the field of nursing
- Help you adjust to the University environment
- Assist if you find yourself in academic difficulty

Registration

Each semester at specified times, you will be advised and will register for the next semester's work. Dates for registration are announced online at <http://www.uky.edu/Registrar> Registrar's Office, and in the student newspaper, *The Kentucky Kernel*. For questions regarding advance registration procedures, please contact the Office of Student Services at (859) 323-5108, by e-mail at conss@uky.edu, or on-line at www.mc.uky.edu/nursing.

Student Programs and Referral Services

- The Office of Student Services acts as a central resource to assist you with questions regarding student life at the University. This office is responsible for:
- planning the College of Nursing pinning ceremony
- assisting you with transition to the professional world
- completing applications for placement records
- filing applications for degree
- offering guidance to the Undergraduate Nursing Activities and Advisory Council and the UK chapter of the Kentucky Association of Nursing Students (KANS)
- implementing programs for special opportunities
- supplying you with current literature and announcements that may be of interest within the College.

Our staff also maintains active communication with other student personnel offices on campus to be able to keep our students, faculty, and staff up to date on University activities and programs.

Student Rights and Responsibilities

As a student in the College of Nursing you have the right to know what is expected of you. This handbook will allow you the opportunity to become familiar with our policies. We also expect you to become familiar with the policies in [The University of Kentucky Bulletin](#), the [University of Kentucky Student Rights and Responsibilities](#), the [University of Kentucky Medical Center Behavioral Standards in Patient Care](#), the [University of Kentucky Medical Center Health Sciences Student Professional Behavior Code](#), University Health Insurance Portability and Accountability Act (HIPAA), and University Policy on Sexual Harassment.

Financial Aid and Scholarship Resources

Financial Aid

The [Office of Student Financial Aid](#) administers financial aid to eligible students. As a College of Nursing student you are eligible for assistance and are encouraged to discuss your needs with a representative in this office.

The University of Kentucky participates in the [Nursing Student Loan Program](#) and the [Nursing Scholarship Program](#) which are sponsored by the federal government, as well as the "[Best in Care](#)" loan program through [The Student Loan People](#).

Other forms of assistance, including the "Claudine Gartner Emergency Loan Fund," are sometimes available through the College. The College of Nursing Alumni Association administers a student emergency loan fund. In 1982 this fund was renamed the Claudine Gartner Loan Fund in memory of Claudine Gartner, a longtime College of Nursing faculty member. The purpose of this fund is to assist students in emergency financial situations when

other sources of financial assistance are not available. In order to maintain the fund the recipient is expected to sign a note of repayment.

Scholarships

In addition to the many University scholarships available to students enrolled in all colleges, the College of Nursing has several [scholarships/financial awards](#) available to students indicating an interest in nursing as a major.

Qualifications

Generally, applicants must meet the minimum requirements for admission to the College of Nursing. In addition to the academic record, other factors which weigh heavily in the evaluation of scholarship/financial award applicants include extracurricular activities, work experience, awards and recognition, community involvement, recommendations and a personal essay. Interviews may be requested by the Scholarship Committee.

*Application deadline is **April 1**.*

Faculty committees will review applications for the appropriate scholarship/financial award based on the individual applicant's qualifications and the specifications of the scholarship. The amount of scholarship/financial awards, when added to other sources of financial aid, may not exceed the total annual cost of attendance as determined by the UK Office of Student Financial Aid.

Application Guidelines

If you are transferring into the College of Nursing from within UK or from another college:

- On the application form, be certain to complete the portion which summarizes your financial situation.
- On the application form, list extracurricular activities; honors received in school, civic, or other organizations; work experience, etc. Please limit your response to the form provided. List only those activities/honors which you feel are most important. You may wish to emphasize the depth of your commitment to particular activities.

If you are currently enrolled as a College of Nursing student:

- On the application form, be certain to complete the portion which summarizes your financial situation.
- On the application form, list college extracurricular activities; honors received in school, civic, or other organizations; work experience, etc. Please limit your response to the form provided.

All applicants:

- Deadline: **APRIL 1**. You will be notified of any award in June.
- Return the completed application and all required attachments to:

- UK College of Nursing, Office of Student Services, 315 College of Nursing Bldg., Lexington, KY 40536-0232

We urge you to contact our Office of Student Services at (859) 323-5108 for further information on sources of [scholarships/financial aid](#). Student Services posts scholarship opportunities on bulletin boards on a regular basis, and applications are there for your use.

College of Nursing Committees and Organizations

College of Nursing Alumni Association (CONAA)

The College of Nursing Alumni Association promotes the College's best interests and welfare. It also works to fully acquaint the membership with the progress and needs of the College, and helps represent the University and the College to the people of Kentucky and the nation. The alumni association encourages loyalty and closer bonds of fellowship among its alumni.

All College of Nursing graduates are eligible for membership. All graduates are encouraged to participate because it is the best way to maintain contact and help your alma mater.

You may become aware of the CONAA by purchasing the required blue polo shirt as an incoming sophomore. The CONAA purchases these shirts at a discount and extends the discount to students. All profits are given back to the students to support a project of their choice.

Alumni are available as mentors and present regular programs during which they talk about their careers or projects they are participating in as nurses. These talks are always interesting and help the students explore career choices.

Alumni awards are given to students at graduation. The **Nightingale Award** is given to an outstanding undergraduate, the **President's Award** goes to a graduate of the master's program, the **Sebastian/Stanhope Award** is presented to a D.N.P. graduate, and the **Carolyn Williams Award** goes to a graduate of the Ph.D. Program.

Many alumni have been generous to the College and its students by establishing scholarships that help defray the cost of tuition.

If you have questions, suggestions, or need additional information, you can contact the CONAA office at (859) 323-6635 or e-mail Laurel Martin at laurel.martin@uky.edu.

College of Nursing Ambassador Program

This program provides an opportunity for outstanding nursing students to represent the College relative to recruitment and public relations activities. We invite undergraduate, graduate and Good Samaritan Internship Program students who received their baccalaureate degree from UK to apply. A minimum cumulative grade point average of 2.75 is required for invitation consideration. Invitations to apply are sent to students at various times throughout the academic year. The application process consists of completing an ambassador application, two faculty recommendation/evaluation forms, and a College of Nursing ambassador selection

procedure schedule. A college committee selects ambassadors at regular intervals, maintaining an ongoing group of 12-14 students.

Kentucky Association of Nursing Students UK Chapter (UKSNA)

The College of Nursing is proud to have an association for nursing students which is a constituent member of the Kentucky Association of Nursing Students (KANS) and The National Association of Nursing Students (NSNA). NSNA is the recognized pre-professional organization of nursing and is affiliated with both The American Nurses' Association and The National League for Nursing. As a College of Nursing student, four-year or R.N., you are eligible to join the organization. There is an annual fee for membership. Contact our Office of Student Services for membership information. We invite and encourage you to become an active member of this worthwhile organization.

College of Nursing Undergraduate Nursing Student Activities and Advisory Committee (UNAAC)

The Undergraduate Nursing Activities and Advisory Council (UNAAC) serves as a liaison between the College's dean and students. It provides undergraduate student input regarding College procedures, activities, and evaluation. UNAAC fosters communication among administrators, faculty, staff, and students and serves as a liaison with the UK Student Government Association and the College of Nursing Alumni Association. It plans and carries out student social and service activities.

UNAAC identifies and promotes resources and support systems that facilitate successful progress of undergraduates through the baccalaureate program. It reviews and makes recommendations to the dean regarding course and faculty evaluation procedures, proposed appointment and tenure of faculty members, national/international activities, and undergraduate student problems and concerns. UNAAC also conducts all undergraduate student class officer election processes.

Functions

- To foster communication among administrators, faculty, staff, and students through such things as student publications
- To serve as a liaison among undergraduate students, faculty, staff, and the Student Government Association (SGA)
- To plan and implement undergraduate student activities
- To review and make recommendations to the dean regarding:
- Evaluation procedures for undergraduate courses and teaching
- Proposed appointment and promotion of faculty members in accordance with University Administrative Regulations
- Programs of the College that relate to undergraduate students, with suggestions to the dean for involvement in national and international programs and opportunities to meet with visitors from other cultures and backgrounds
- Undergraduate student problems, concerns, and appropriate actions

- To identify and promote resources and support systems which will facilitate all undergraduate students' successful completion of the baccalaureate program, (e.g., buddy system, awareness of scholarships and loans, research assistant positions, master student leadership development opportunities)
- To provide opportunities for involvement in community service
- To promote links among all College of Nursing organizations to foster better communication and cohesiveness
- To conduct and oversee all undergraduate student class officer election processes

Membership

- Five voluntary representatives from both the first- and second-semester sophomore classes
- Junior and senior class officers from each semester, having been elected in the semester preceding the year of service
- One additional representative from each of the junior and senior classes elected in the semester preceding year of service
- Other representatives include an R.N. representative, the UKSNA president, the College of Nursing senator to SGA, the director of undergraduate studies, an advisor from the teaching staff chosen by the Executive Committee in the fall, and the coordinator of alumni affairs.

Nurse Scholars Program

This program enables undergraduate students to explore the nursing profession at a depth that is not possible in the three-year program. Nurse scholars attend a seminar for the first six weeks of each semester and attend a research presentation sometime during the semester. Scholars write a brief evaluation of each presenter (we have wonderful speakers) and work with a faculty mentor of your choice on an exciting project. Projects are presented just prior to graduation and nurse scholars are recognized at our pinning ceremony. For additional information please contact Kristin Ashford at khashf0@email.uky.edu or (859) 576-4643; or Dorothy Brockopp at Dorothy.Brockopp@uky.edu or (859) 323-5815.

Goals

- Provide opportunities for in-depth study
- Nurture development of future leaders
- Prepare gifted students for graduate study in nursing

Eligibility

- Enrollment in NUR 863/869
- 3.0 cumulative GPA
- 3.0 GPA in nursing major

- Demonstration of critical thinking and communication skills, creativity, self-direction, perseverance, and integrity

Application Process

- Application packets are available in Student Services Room 450-A (temporary location).
- Prepare and submit an essay on “Why I Want to be a Nurse Scholar.”
- Obtain two faculty endorsements, using the Nurse Scholars’ Program Faculty Endorsement Form.
- These forms are to be completed by sophomore nursing faculty. Submit completed application to Peg Teachey, administrative coordinator, room 202 College of Nursing by MARCH 1. (Date will change for each semester.)

Maintaining Scholars Status

- Maintain a minimum cumulative GPA of 3.0
- Successfully complete all nursing courses
- Participate with mentor and attend all seminars
- It is the applicant’s responsibility to complete and submit all materials by the deadline each semester.
- If you have questions about the application process, please contact Peg Teachey at (859) 323-8071 or at pctecac1@uky.edu.

Research Intern Program (NUR 882-002)

Some of the basic tools and experiences needed to understand and apply evidence-based practice, or to become a successful nurse researcher may be developed early in a nursing student’s career. At UK, you can be a part of a research internship where you will begin building these skills while you are an undergraduate.

Research interns say that hands-on participation in a study makes research "come alive" for them. With a study’s principal investigator as their mentor, students begin to really understand what "evidence-based" practice means. They can immediately apply the tools with a better understanding of how research drives practice. Later, students may pursue graduate education where they learn how to develop a research program, develop networks, prepare presentations, and write grants.

The research internship, taken as an independent study course under NUR 882-002, might be right for you.

UNDERGRADUATE RESEARCH INTERN PROGRAM (NUR 882-002)

Overview and Guidelines

Course Title: NUR 882-002 Research Internship (Independent Study with Research Faculty Mentor)

Credit Hours: Variable, 1-3 credit hours (1 semester credit hour is a 4-hour research practicum per week). It is generally recommended that students register for no more than 1 credit hour per semester. Days and times of the practicum (generally flexible based on the student's class schedule) are negotiated between the research intern and the research faculty mentor.

Goal of the Research Internship: to gain an understanding of the basic steps for conducting research and to have hands-on experience working as part of a research team

Objectives: *(These are just a sample of possible objectives that may be negotiated between the research intern and faculty mentor.)*

- Complete Human Subjects Protection Training. All research interns are required to complete the online course on Protection of Human Subjects as part of the intern experience. The research faculty mentor will guide the research intern through this process.
- Participate in and contribute to research team meetings
- Assist with recruitment, screening, and tracking of participants in a study
- Assist with data management
- Assist in the development of a grant application
- Assist in the development of a manuscript, research poster, or PowerPoint presentation
- Develop a scholarly presentation with an abstract for submission to the Student Scholarship Showcase (usually due in January)
- Develop a scholarly paper for submission to *Kaleidoscope*, University of Kentucky Journal of Undergraduate Scholarship (usually due March 30)
<http://www.uky.edu/Kaleidoscope>

Method of Study or Description of Experience Planned for the Research Intern:

- Hands-on experience working on a research project
- Participation on a research team conducting a study or developing a grant proposal for a funded study

Method of Grading: Pass/Fail or A, B, C

Research interns negotiate the method of grading with the research faculty mentor. It is generally recommended that research interns register for the pass/fail grade the first semester as a research intern; continuing interns can negotiate the method of grading based on specific outcome criteria for the internship.

Eligibility:

- Sophomore or junior nursing major (senior nursing majors if they are continuing as research interns with a faculty mentor)
- Sophomore and junior nursing majors are eligible to register research intern credit. Seniors are not generally eligible unless they have previously been working as a

research intern, since the last semester of the nursing program is practice intensive, making it difficult for new interns to spend the time required to learn the research process (with close faculty mentoring) and function as part of a research team. Seniors who have been working as a research intern should talk with their research faculty mentor about continuing as an intern their last semester. *(In general, research faculty mentors are flexible with schedules of research interns who have been working with them. Often the seasoned intern can work independently on projects, allowing for very flexible schedules. Academic advisors should suggest to senior-level research interns who want to continue that they discuss the time commitment with their research faculty mentor.)*

- 3.0 GPA required
- strong desire to learn the research process
- desire to function as a research intern for two or more semesters
- ability to think critically and communicate effectively in speaking and writing
- Interview with research faculty mentor

Steps for Registering as a Research Intern:

- TALK WITH ACADEMIC ADVISOR-The student is encouraged to talk with the academic advisor about how a research internship would enhance the undergraduate experience and receive guidance about whether the student has the time, desire, and ability to participate.
- FIND A RESEARCH FACULTY MENTOR-Students should make an appointment with a faculty member engaged in research about the possibility of serving as the research intern's research faculty mentor. A list of faculty conducting research and their particular research interests can be found online:
<http://www.mc.uky.edu/Nursing/research/faculty>
- WITH THE RESEARCH FACULTY MENTOR, DEVELOP AND SUBMIT A PROSPECTUS
The research faculty mentor and the research intern will negotiate objectives for the research internship that are written as a prospectus that also includes the method of evaluation and grading. The prospectus should be submitted to the administrative assistant for the undergraduate program (room 315-K CON) prior to beginning the internship EACH SEMESTER. (A sample prospectus is on our Web site at <http://www.mc.uky.edu/Nursing/academic/BSNopps/RsrchIntern.htm> to be used by the faculty mentor).
- REGISTER FOR NUR 882-002 RESEARCH INTERNSHIP-It is recommended that the research intern register for a Pass/Fail grade the first semester as a research intern. Be sure that you register for the type of grading after negotiating this with the faculty mentor.

Recognition of Graduating Research Interns at UK College of Nursing Pinning Ceremony:

Graduating research interns will be recognized at the College of Nursing Undergraduate Pinning Ceremony if the intern has completed at least 3 credit hours in the research intern program and is recommended by the research faculty mentor.

*** GENERAL QUESTIONS about the Research Internship can be directed to:

Patricia V. Burkhart, R.N., Ph.D.
Director, Undergraduate Nursing Program
202 College of Nursing Bldg.
Lexington, KY 40536-0232
E-mail: pvburk2@email.uky.edu
Office Phone: (859) 323-6253

For more information, read an overview of the program.

<http://www.mc.uky.edu/nursing/academic/BSNopps/RsrchIntern/Overview&Guidelines.doc>

and see a sample prospectus

<http://www.mc.uky.edu/nursing/academic/BSNopps/RsrchIntern/Prospectus.doc>

College Awards/Honors

Dean's List

This is an award presented to undergraduate students who have a GPA of 3.5 or better with 12 hours graded (no "E", "I" or "F" grades).

Faculty Award

This is an award presented to the graduating senior who has a GPA of 3.5 or better in all nursing courses taken in our College and exemplifies the characteristics of graduates as stated in the UK Bulletin.

Conceptual Framework for the Baccalaureate Program

Given the rapidly evolving nature of the health care system, practitioners of the future must be prepared to anticipate and create change. Nursing education should enable graduates to embrace the concept of professionalism and to be prepared to redefine their roles within the health care delivery system as societal needs emerge. The curriculum of the nursing program is designed to educate a caring, professional nurse, skilled in effective communication and able to collaborate inter- and intra-professionally. This enables the professional nurse to integrate research and theory-based practice in working with diverse populations to maximize their health throughout their life spans.

Professional Role

The curriculum is designed to imbue in its graduates a sense of professionalism and professional behaviors. This commitment is reflected in the core values recognized by this College. Students are introduced to the concept of professionalism in their first nursing course – a thread woven throughout subsequent nursing courses, which emphasizes:

- practice guided by a body of knowledge
- a focus on matters of human urgency and significance
- a code of ethics

- shared values
- autonomy and accountability in practice (Berger & Williams, 1999).

Nursing, as an applied science, uses knowledge to solve problems within a practice setting. Nursing research and theory development by nursing scholars and clinicians continue to refine the unique body of knowledge that is the basis for nursing practice (Berger & Williams, 1999).

Nursing focuses on the human condition, quality of life and quality of care issues, and cost-effective health care delivery systems. Each of these would qualify as matters of human urgency and significance. Nursing also focuses on the support of client involvement in self-care, as well as the improvement of adaptation and coping with chronic conditions (Berger & Williams, 1999).

In the present health care delivery system, situations arise where there is a choice between various courses of actions. Nurses must confront complex questions and often even the most justifiable course of action may have undesirable consequences. Nursing's code of ethics (ANA, 2001) assists its members in critically dealing with such conflicts in ethically justifiable ways.

All professions have values or beliefs that influence practice and are considered important to the discipline. For members of a profession to have shared values, there must be a consensus between those who educate and those who employ members of the discipline. Having faculty with joint appointments to clinical and educational settings and engaging collaborative efforts between nursing educators and nursing service representatives in designing internship programs for nursing students are means to the development of shared values (Berger & Williams, 1999).

Professional autonomy for nurses means self-directed clinical practice. Professional accountability means that nurses are directly responsible to their clients for the quality of the nursing care provided. Control implies authority to determine roles, functions, and responsibilities of its members. Nursing must continue its efforts to assure control over personnel and material resources necessary to support nursing practice. Shared governance and participative management are two means which not only will enable nurses to deliver quality health care but also will provide control over professional practice (Berger & Williams, 1999).

Nursing is an evolving profession. The growth of professionalism in nursing has been influenced by higher and more specialized education and by increased autonomy in practice. Increased levels of research activity, accountability, and responsibility have contributed to enhance nursing's status as a profession (Craven & Hirnle, 2000).

Nursing students are expected to demonstrate leadership skills in managing care for diverse populations in a variety of health care settings.

The goal of nursing care for clients is the attainment of health, in the broadest sense of that term. However, the College of Nursing has chosen the concept "pathways to health" to represent its goal for nursing care. We feel that this idea, "pathways to health," implies an even broader view. After all, health is more than just the absence of disease or illness. It includes elements of psychosocial and functional as well as physiological dimensions. It also allows for individual variations, not only in the pathway chosen (or the means by which the client reaches his goal of high-level wellness), but also in the destination (or what optimal health means to that client). Definitions of terms like health and illness are very dynamic; they vary among individuals and cultures and change over time. Furthermore, individuals define these terms in relation to their own values.

Good health, or wellness, is a state of well-being where the individual's self-esteem is maintained and he is able to interact effectively with family and community. Health is holistic in nature; it is the full expression of a person's physical, emotional, social, and spiritual potential. It is a dynamic state in which the individual continuously adapts to changes in both the internal and the external environment in order to maintain a sense of well-being. Components of the internal environment can be described as genetic, psychological, intellectual, and spiritual. The external environment relates to the physical environment itself, as well as social relationships, and economic variables (Potter & Perry, 1997).

Dunn's theory of high-level wellness is oriented toward maximizing the health potential of an individual and, as such, is consistent with a "pathway to health." The individual must maintain a continuum of balance and purposeful direction within the environment. The individual would progress to a higher level of functioning to arrive at his fullest potential. It focuses on elements of awareness, education, and growth (Dunn, 1997). This model can be applied to risk reduction and health promotion - important elements of preventive care. This model also can be applied to family and community as well as individual health.

Dunn's model seems consistent with the concept of optimal health. Optimal health is defined as the best health possible for a given individual at a given point in time. It is a person's potential for health (Berger & Williams, 1999). When dealing with chronic health problems, nurses would need to make careful and thoughtful assessments in order to give this term "optimal health" more specific meaning in each individual case. Optimal health can be achieved when interfering factors are either eliminated or modified. An important task of nursing is to promote optimal health for clients through a collaborative nurse-client relationship across acute, sub-acute, and community settings.

Life Span

Nurses care for the very youngest and the very oldest and all those in between. Professional nurses must have the knowledge and ability to assess and plan for the different needs that are relevant at each stage of the life cycle. Life span is the physical, psychological, emotional, social, spiritual, and cognitive stages of individuals' growth and development. Children and elders are our most vulnerable populations. Age-appropriate assessments and interventions will lead to more positive outcomes in their care. Targeted prevention strategies based on the

- shared values
- autonomy and accountability in practice (Berger & Williams, 1999).

Nursing, as an applied science, uses knowledge to solve problems within a practice setting. Nursing research and theory development by nursing scholars and clinicians continue to refine the unique body of knowledge that is the basis for nursing practice (Berger & Williams, 1999).

Nursing focuses on the human condition, quality of life and quality of care issues, and cost-effective health care delivery systems. Each of these would qualify as matters of human urgency and significance. Nursing also focuses on the support of client involvement in self-care, as well as the improvement of adaptation and coping with chronic conditions (Berger & Williams, 1999).

In the present health care delivery system, situations arise where there is a choice between various courses of actions. Nurses must confront complex questions and often even the most justifiable course of action may have undesirable consequences. Nursing's code of ethics (ANA, 2001) assists its members in critically dealing with such conflicts in ethically justifiable ways.

All professions have values or beliefs that influence practice and are considered important to the discipline. For members of a profession to have shared values, there must be a consensus between those who educate and those who employ members of the discipline. Having faculty with joint appointments to clinical and educational settings and engaging collaborative efforts between nursing educators and nursing service representatives in designing internship programs for nursing students are means to the development of shared values (Berger & Williams, 1999).

Professional autonomy for nurses means self-directed clinical practice. Professional accountability means that nurses are directly responsible to their clients for the quality of the nursing care provided. Control implies authority to determine roles, functions, and responsibilities of its members. Nursing must continue its efforts to assure control over personnel and material resources necessary to support nursing practice. Shared governance and participative management are two means which not only will enable nurses to deliver quality health care but also will provide control over professional practice (Berger & Williams, 1999).

Nursing is an evolving profession. The growth of professionalism in nursing has been influenced by higher and more specialized education and by increased autonomy in practice. Increased levels of research activity, accountability, and responsibility have contributed to enhance nursing's status as a profession (Craven & Hirnle, 2000).

Nursing students are expected to demonstrate leadership skills in managing care for diverse populations in a variety of health care settings.

Pathways to Health

Perry (1997) describe the universal aspect of care as a human trait that helps nurses recognize the specific cultural expectations that should be incorporated into professional practice.

Caring from a moral perspective inspires in humans the desire to dedicate themselves to the well-being of others (Potter & Perry, 1997). Caring provides an organizing framework for professional education, research, and theory development (Swanson, 1991).

Throughout the curriculum, the concept of caring is emphasized as a value central to professional practice. Students are expected to exhibit caring behaviors while interacting with individuals, families, and groups in various health care settings. Also, caring, commitment, and respect for the dignity of humans are emphasized as essential components of effective interpersonal interactions.

Communication

Communication is the foundation of professional nursing practice and, as such, is an essential skill. Communication can be defined as the transfer of meaning from the sender to the receiver. Professional nursing practice requires effective communication with clients, other health care professionals, families, groups, and communities. Professional nurses must possess skills in presentation, writing, conflict resolution and assertiveness, negotiation, and therapeutic communication with individuals, groups, and families. Nursing students will be introduced to communication theory, process, and skills with emphasis on self-awareness, effective communication, and presentation skills. Upon this foundation, students will develop therapeutic communication skills and begin to incorporate factors that influence communication into their nursing practice. Throughout the curriculum, students will use these skills to provide nursing care and to participate in health care delivery in increasingly complex clinical situations.

Collaboration

The ability to collaborate is an essential characteristic of a professional nurse. Collaboration can be defined as a process in which two or more people work together, jointly influencing one another, for the attainment of a goal. Williamson's (1981) model of mutual interactions is consistent with this idea of collaboration as an approach to professional nursing practice. This model limits client dependency and professional dominance and maximizes client participation. In this model, terms like "discuss" replace "inform," "enable/empower" replace "allow," "persuade" replaces "prescribe," and "negotiate/bargain" replace "tell." This model identifies an approach to problem-solving that builds on societal values and public and professional interests in the health care encounter (Williamson, 1981).

Collaboration implies partnership, equality, mutual accountability, and democratic decision-making processes. A collaborative approach to nursing and health care recognizes clients' rights to make decisions regarding their health care and emphasizes their role as equal and active participants.

Nurses not only collaborate with the client and the client's family but they must also be able to work well with their nursing peers and with those in positions of authority. They must be able to interact effectively with other professionals who make up the multidisciplinary health care team. They must do so in a way that fosters collegiality, coalition, and congruence of purpose. In short, professional nurses must have competence in both intra- and interprofessional collaboration. Today's nurses must develop skills that would allow them to form and maintain community and clinical partnerships with the goal of identifying creative solutions to complex societal problems. There is a strong need for nursing's collaborative practice with social policy-makers (Berger & Williams, 1999). Nurses must assume an active role in the development of health policy that will assure the highest quality of health care.

Nursing students will be introduced to the concept of collaboration early in the curriculum and will have many opportunities to develop their skills of collaboration during their clinical experiences. Exposure to service-learning projects will further strengthen their ability to collaborate in effective change in the health care delivery system upon graduation.

The College views service-learning as a mechanism through which we can instill in our students a renewed commitment to community. Through service-learning, faculty will be able to transmit important professional values to the students and provide important services to the community. Clinical nursing courses are structured to provide students with opportunities to participate in community partnerships. One of the aims of these community partnerships is to improve the health of the community through education, research, and service. These experiences will provide for students' academic, civic, and career development. Service-learning will broaden students' knowledge about larger social issues and increase their ability to effect change.

Service-learning is not just charitable volunteerism and it is more than experiential learning. It is a paradigm for rethinking the partnership among student, faculty, institutions of higher education, and the communities in which these individuals reside. Service-learning espouses that students learn best by engaging in activities that are personally meaningful and which will have a positive impact on others (Osborne, Penticuff, & Norman, 1997).

Service-learning recognizes that communities are learning environments. It involves students in the public world where ideas like social obligation and communal problem-solving have a chance to grow. Service-learning prepares students for the demands and challenges of public life and citizenship. It makes classroom learning more meaningful for the students through their community involvement. Students become partners with community agencies. They become collaborators and engage in community efforts to solve problems. The community benefits from this partnership by the contribution to its improved welfare. Once the problem is solved, then the students examine the lessons they learned through critical inquiry in the classroom and through self-reflection (Pickeral & Peters, 1997).

Evidence-Based Practice

Theory is a creative and rigorous structuring of ideas that project a tentative, purposeful, and systematic view of phenomena (Chinn & Kramer, 1999, p. 51). Theory is an intellectual tool which explains our world (Kim, 1983). Theories guide actions and influence how nurses act in the practice setting. Nursing practice theory is that which guides the nurse's action in attaining nursing goals while caring for individuals, families, and groups. This organized, systematic approach allows for health care needs to be met in a variety of health care settings.

Students will be introduced to nursing, developmental, and learning theories early in the curriculum. Emphasis will be placed on a basic understanding of these theories and their relevance to nursing practice. Later, students will have opportunities to apply various theoretical constructs to selected practice situations. Theory is strongly emphasized as a framework for professional practice.

Students must become informed of current research findings and develop their own sense of inquiry to foster research utilization in order to implement best practices and achieve positive health care outcomes across settings.

Critical Thinking

Critical thinking can be defined as the process of using information to reason, make inferences, and form a mental picture of what is happening in a given situation (Potter & Perry, 1997). In nursing practice, the critical thinking process is reflective, reasoned thinking about nursing problems without a single solution and is focused on deciding what to believe and do (Kataoka-Yahero & Saylor, 1994). Critical thinking allows individuals to think for themselves and to take actions after problems are clearly understood (Potter & Perry, 1997).

Critical thinking skills are essential in today's rapidly changing health care environment. Nurses must challenge ways of providing nursing care and provide scientifically supported evidence for improving client outcomes. By thinking critically, nurses are given opportunities to learn and to positively influence professional practice. To be effective, nurses must be able to analyze, synthesize, and apply knowledge to selected clinical situations.

Both in the classroom and in the clinical settings, students are given opportunities to learn and use critical thinking skills. They are expected to apply information and theory from the sciences, humanities, and nursing to think about resolution of nursing problems. Critical thinking skills also are enhanced through the use of the nursing process in all client care situations.

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Characteristics of Graduates

- Exemplify a personal philosophy of nursing that is consistent with professional standards
- Apply the nursing process as a method of providing professional nursing care to prevent illness; promote, maintain, restore client health; or support clients toward a peaceful death
- Demonstrate responsibility and accountability for professional behavior
- Demonstrate leadership in addressing professional nursing and health issues
- Demonstrate caring, commitment, and respect for the dignity of clients through therapeutic communication
- Promote optimal health through a collaborative nurse-client relationship
- Employ critical thinking skills to make independent and collaborative decisions

- Provide evidence-based professional nursing care
- Provide professional nursing care to diverse populations in a variety of settings
- Collaborate in planning, delivering, and evaluating nursing services in a changing health care system

University and College of Nursing Health Care Policies and Protocols Behavioral Standards

You are expected to read and adhere to policies in these documents:

- Student Rights and Responsibilities <http://www.uky.edu/StudentAffairs/Code>
- Behavioral Standards in Patient Care http://www.mc.uky.edu/learningcenter/Manuals/Behavioral-Standards-In-Patient-Care_2.pdf
- Health Sciences Student Professional Behavior Code <http://www.uky.edu/Regulations/AR/ar083.pdf>

You are also responsible for following policies in other such documents for agencies where clinical and research experiences are obtained. Violations of the standards and behavioral code may affect your ability to progress through the program.

You will sign a form noting familiarity with the Behavioral Standards in Patient Care and Health Sciences Student Professional Behavior Code at the beginning of your program.

http://www.uky.edu/Provost/documents/Behavioral_Standards.pdf

Blood Borne Pathogens Policy and Forms

www.uky.edu/Provost/documents/BBPfinal0704.doc

www.uky.edu/Provost/documents/OccOccForm.pdf

www.uky.edu/Provost/documents/RepOccForm.pdf

CPR

College of Nursing policy requires that you obtain cardiopulmonary resuscitation (CPR) certification. This is a prerequisite to junior- and senior-level courses.

You must complete the CPR requirement prior to beginning clinical experiences in the first semester of your sophomore year. You will be required to submit documentary evidence of certification in CPR earned from a certificate granting program that follows the **American Heart Association** curriculum, to the Office of Student Services.

There are some people who, for good cause, such as a physical handicap, cannot be certified in CPR. Exceptions to this requirement, therefore, **may be made by the director of the undergraduate program in consultation with the appropriate faculty committee.**

You are responsible for your re-certification on an annual basis. Each year you must present

your CPR certification card to Student Services. A copy will be made for your student file.

You may not engage in patient care activities without a current certificate.

Drug Testing and Criminal Background Check

Drug tests (urine screens) and criminal background checks are becoming standard requirements for employment, especially at health care facilities. Such requirements are also often in place for students who rotate through health facilities as part of required educational experiences. Students can expect and should be prepared for them.

If a drug test and/or a criminal background check is required for enrollment and or participation in any course or for the granting of any permit or license required for participation in a course, the expense for the test and/or check must be paid by the student. Drug tests may cost \$40-\$75 and background checks may cost an additional \$10-\$75. The particular types of tests and checks required, as well as the costs for them, are subject to change and beyond the control of the University or the College of Nursing.

If a student fails to pass a drug test and/or a criminal background check, he/she may be ineligible for enrollment in clinical courses, ineligible for graduation and therefore ineligible to continue in the College of Nursing. The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a nurse for any reason, including failure to pass a drug test or criminal background check.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the UK College of Nursing are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.

Health Fee and Activity Fees

Full-time students taking classes on the Lexington Campus are required to pay health and activity fees each semester. Part-time students may opt to pay only the health fee or the health fee and the Seaton Center fee. Paying the Seaton Center fee without the health fee is not an option and paying a portion of the Seaton Center fee is not an option. Paying these fees entitles students to use University resources and receive medical treatment by the University Student Health Services. These fees must be paid by the first day of classes in the fall and spring semesters.

For Fees information, please contact Student Billing Services at (859) 257-3406, 18 Funkhouser Building, 8:30 a.m. - 4 p.m., Monday through Friday.

Health Insurance Portability and Accountability Act (HIPAA)

This federal law has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPAA. Training is mandatory and must be completed before you will be allowed to participate in clinical practica or data collection. Training is to be completed online using

“Blackboard”

Go to <http://www.uky.edu>. Click on link blue, Click on myUK and login, Click on the Blackboard link and click on User Login. "Welcome" page appears; Click the green Courses tab. In box type NUR001 and the click GO! Enroll.

Questions or issues regarding the University's response to HIPAA:

www.mc.uky.edu/compliance/hipaa/hipaa.htm

Please notify the Office of Student Services (323-5108) if you have not completed this training within the first eight weeks of your first enrollment in the College of Nursing.

Identification Badges

All students using Medical Center facilities for any purpose must wear an identification badge. If you lose your badge you will be required to pay for a replacement. You will be unable to use Medical Center facilities without it. Forms and directions are available in the Office of Student Services.

Immunization Requirements

<http://www.mc.uky.edu/nursing/academic/application/ImmuneReq.htm>

Technical Standards

One goal of the College of Nursing is preparation for the professional practice of nursing through programs of undergraduate and graduate education. Graduates of the degree programs must demonstrate competencies in those intellectual, psychomotor, and social tasks that together represent the fundamentals of nursing practice. Applicants and students will be judged not only on their scholastic ability and achievement, but also on their intellectual, physical, and emotional capacities to meet the full requirements of the respective curricula.

The standards of admission to the undergraduate and graduate programs are established by the faculty and reflect the achievements, skills, and abilities needed for the practice of professional and advanced nursing. Respective faculty groups recommend the admission of applicants to the program director and based upon information in the application, and where applicable, letters of recommendation and personal interviews.

Nationally recognized organizations that accredit various programs in the College require the development of broad knowledge and specialized skills and behaviors to prepare for delivering general or advanced nursing care. This educational process enables students to become self-directed learners, pursue further education, and deliver competent nursing care. Courses in nursing and the basic sciences provide a core of knowledge necessary for clinical practice, while

clinical courses include diverse experiences in inpatient and outpatient settings that lead to competence in the practice of nursing at a basic or advanced level.

The following technical standards specify those attributes the faculty believes are necessary for completing the educational programs in nursing. These standards describe the essential functions students must demonstrate to fulfill the requirements of the degree programs in nursing and thus are prerequisites for entrance, continuation, and graduation.

The University of Kentucky College of Nursing will consider for admission any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed in this document. Applicants are NOT required to disclose the nature of any disability, but an applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the program director for the particular program of study. If appropriate, and upon the request of the applicant, student, or faculty, reasonable accommodations for a disability will be provided.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with nursing education or practice. Other illnesses may lead to high likelihood of student absences and should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude and demeanor may jeopardize patient care, and thus become grounds for course failure and possible dismissal from a nursing program.

Students must possess aptitude, abilities, and skills in five areas: (a) observation; (b) communication; (c) sensory and motor coordination and function; (d) conceptualization, integration, and quantification; and (e) behavioral and social skills, abilities, and aptitude. These areas are described in detail below.

Observation

Students must be able to observe a patient accurately, at a distance and close-at-hand, noting nonverbal as well as verbal signals. Specific visual tasks include, but are not limited, to the following: observing skin and anatomic structures and body movements, reading written and illustrated material, seeing class and clinical demonstrations, discriminating numbers and patterns associated with patient care instruments and tests (such as sphygmomanometers, electrocardiograms, urine output).

Communication

Students must be able to relate effectively and sensitively to patients and families, conveying a sense of compassion and empathy. Students must be able to elicit information from patients; accurately describe changes in mood, activity, and posture; and perceive verbal and nonverbal interactions. Communication includes reading and writing as well as speaking and listening. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with members of the health care team. Specific requirements include, but are not limited, to the following: eliciting pain levels from patients, providing patient teaching, and

reporting changes in patient states to other members of the health care team. Students must learn to recognize and appropriately respond to emotions such as sadness, worry, fear and anger in patients. Students must be able to read and record observations and plans legibly, efficiently, and accurately in documents such as the patient record. They must be able to prepare and convey concise, but complete, summaries of brief and prolonged encounters with patients. Students must be able to complete forms according to directions in a timely fashion.

Sensory and Motor

Students must have sufficient sensory and motor function to perform a physical examination using palpitation, auscultation, percussion, and other diagnostic maneuvers. In general, this requires sufficient exteroceptive sense (touch, pain, temperature), proprioceptive sense (position, pressure, movement, stereognosis, vibration), physical strength, and motor function. Students should be able to execute motor movements to provide general care and to competently use patient care equipment (such as intravenous monitors, sterile equipment, catheters). They must be able to respond promptly to urgencies within a health care setting, and must not hinder the ability of co-workers to provide prompt treatment and care. Students must be able to learn to perform basic laboratory tests, diagnostic and therapeutic procedures, and patient care procedures (such as fingerstick, dressing changes, intravenous insertions). Examples of emergency treatment reasonably required of nursing students include responding quickly when called, initiating appropriate therapeutic procedures, administering intravenous medication, applying pressure to stop bleeding, and performing cardiopulmonary resuscitation.

Intellectual-Conceptual

These abilities include measuring, calculating, reasoning, analyzing, judging, recognizing numbers, and synthesizing. Problem solving, a critical skill demanded of nurses, requires all of these intellectual abilities, and must be performed quickly, especially in emergency situations. Students must be able to identify significant findings from history, physical, and laboratory data, and recall and retain information. They must be able to arrive at a nursing diagnosis, plan and evaluate care, and evaluate the outcomes of care. Students must be able to provide reasoned explanations for their diagnoses, learn to prescribe therapies (which may include medications), and become skilled in managing time, people, and resources according to their level of educational preparation. The ability to collaborate with other health care professionals, and to incorporate new information from patients, families, peers, teachings, and literature into decision making is essential. Discriminating judgments in patient assessment, care planning and evaluating are mandatory. Students must be able to identify and communicate the limits of their knowledge to others when appropriate. Students must be able to interpret graphs describing relationships and to use other modes of data presentation.

Behavioral Attributes

Empathy, integrity, honesty, concern for others, interpersonal skills, interest, and motivation are personal qualities required of all nurses. Students must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities attendant to the care of patients, and the development of

mature, culturally sensitive, and effective relationships with patients. These attributes require the ability to be aware of, and appropriately react to, one's own immediate emotional responses and biases. Students must be able to develop professional relationships with patients, providing comfort and reassurance when appropriate, while protecting patient confidentiality. Students must possess adequate endurance and strength to function effectively under stress and for extended periods. Students must be able to adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in the clinical problems of many patients. Students are expected to accept appropriate suggestions and criticisms, and respond by modifications of behaviors when necessary.

Computer and E-mail Resources

Computing account access: www.uky.edu/IT/CustomerService/Accounts

Computer Labs: www.uky.edu/SCS

Computer Center: www.uky.edu/ComputingCenter

E-mail access

E-mail is the primary mode of communication between you and the faculty. Faculty members use the UK e-mail address that is provided to you at the beginning of your program. It is imperative that you check your e-mail at least once a week for important announcements, scholarship notices, and special events.

UK Information Technology (UKIT) uses Microsoft Exchange 2007. Go to the Account Manager at <https://ukam.uky.edu/manager> and create new password self-reset questions and answers. For tips and FAQs, visit www.uky.edu/email/exchange2007.

Other Resources

- **Bulletin Boards**

Policy changes are posted on the small bulletin board by the door in the mailbox room outside Student Services. You are responsible for noting changes posted as you will not be informed in any other way. Policy changes may affect your progress. Many items of interest to students are posted on the College's bulletin boards. Articles about employment opportunities, applications and information on financial aid, and notices from faculty are also posted. You will find additional information such as general college announcements, scholarship notices, and special events on the bulletin wall in the Office of Student Services.

- **Calculators**

Only non-programmable calculators are permitted for use in nursing classes.

- **Campus Safety**

The following information is provided by the *University of Kentucky Police Department*. "Crime prevention is defined as the anticipation, recognition and appraisal of a crime risk and the initiation of some action to remove or reduce it. The University of Kentucky Police Department has developed crime prevention programs, established security standards and implemented physical security techniques in an effort to create a safer environment for those who live, study and work on the University of Kentucky campus.

"As a community, we encourage opportunistic crime by our *lackadaisical attitudes*. The focus of the Crime Prevention Office is to create a partnership between the University community and the police. **Our goal is to create a heightened sense of awareness in each individual so that they may assume a greater level of responsibility for their own safety.**"

"To ensure your safety and the safety of others at the University of Kentucky, you are encouraged to familiarize yourself with the crime prevention information on the police department's Web site, www.uky.edu/Police.

- Coping with threats and violence (safety escort service, emergency telephones, safe walking routes)
- Crime prevention information
- Educational programs
- Citizen's preparedness guide
- Emergency services (how to report an emergency, such as a fire, fire alarm, bomb threat, tornado, earthquake, etc.).

"Don't walk alone on campus at night. **SAFECATS** is UK's free escort and safe transportation service. Call 323-FREE or 323-3733 between 8:30 p.m. -1:30 a.m. Sunday through Thursday."

"**Cat's Path** is a series of recommended popular walking routes that span central campus. The routes were specifically chosen due to their frequent use and accessibility to major campus destinations. Marked with highly visible signage and paw print ground logos, the Cat's Path is patrolled frequently by University Police, both on foot and in special police golf carts. Everyone on campus is encouraged to use these routes, particularly during hours of limited visibility. The paths are not designed to replace current personal safety efforts, such as traveling in groups and remaining alert; however, the increased police presence and path improvements provide one more tool in your personal safety arsenal."

University of Kentucky Police Department

Emergencies: 911

(859) 257-1616

Free call from your cell phone - #UKPD (#8573)

- **Change of Address/Name**

It is your responsibility to keep the College and the University Registrar informed of any address or name changes. We frequently mail important information to you, so it is to your advantage to keep name and address information current. Your current address should be on file in the Office of Student Services and with the Registrar at all times. For changes, the College's Student Services Office has the appropriate form for you to complete. You will also need to contact the University Registrar's Office, 10 Funkhouser Building, 257-3161 immediately. You can make this change online on myUK.

- **Discrimination and Harassment**

University Administrative Regulations <http://www.uky.edu/Regs/AR/ar041.pdf>
prohibit all discrimination on the basis of sex, race, ethnic origin, sexual orientation,

color, creed, religion, age, or political belief. Sexual harassment is an explicit violation of Administrative Regulations and should be reported. Students, faculty members, staff members, or house officers at the University of Kentucky who believe they have been sexually harassed may consult staff in the Equal Opportunity Office (257-8927) to resolve a complain of sexual harassment. Additional information about "Preventing Sexual Harassment" training will be communicated to you through the college deans and unit directors.

- **Expenses**

In addition to regular University fees and cost of books, as a College of Nursing student, you should anticipate the following additional expenses:

- **Uniforms**

You will be required to adhere to the dress codes of the agencies to which you are assigned for clinical work.

Senior College of Nursing Pin

As a senior you may purchase a College of Nursing pin (which may be worn only after graduation) Place your order through Student Services during the semester prior to graduation. Information will be given to you regarding this order. The cost of the pin varies according to type of metal and current market prices.

- **Watch**

A watch with a second hand is necessary before starting your clinical experience.

- **Books**

The cost of textbooks for nursing students ranges from \$600-\$1000 per semester. Book stores near campus:

[http://www.kennedys.com/\(c4ruelylu0org545dqmhh5b3\)/index.aspx](http://www.kennedys.com/(c4ruelylu0org545dqmhh5b3)/index.aspx)

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=16403&langId=-1&catalogId=10001>

- **Medical Center Weapons Policy and Procedures Policy (10/14/94)**

This policy governs the possession and use of firearms, ammunition and other dangerous weapons. It is applicable to all staff, faculty, students, patients and visitors. For the purposes of this policy, a deadly weapon is defined as an object which is capable of causing death or serious physical injury. No firearms, ammunition, or dangerous weapons are allowed in buildings, University vehicles or facilities of the Medical Center. The only exceptions to this policy will be for University Police officers, or civil law enforcement officers who are required to carry firearms or weapons when in discharge of their official duties, and private police or security personnel when hired by, or under contract with the University. Law enforcement officers who are attending school as students must keep their weapons concealed unless they are wearing a uniform.

- **Procedures**

Medical Center Security will comply with and shall enforce all applicable local, state and federal laws and regulations relative to this policy.

- If an employee suspects that an individual, other than a law enforcement officer, is carrying or storing a deadly weapon on Medical Center property, the employee will immediately:

- **Call Medical Center Security 323-6156.**

- **The employee will give his/her name and location to the Security Office. Medical Center Security will notify University Police.**
 - If an employee discovers an individual other than a law enforcement officer is carrying or storing a deadly weapon on Medical Center property, the employee will immediately:
 - **Call 911 to notify University Police.**
 - **The employee should remain on the phone until dismissed by the police dispatcher.**
- **Request to Borrow Equipment**

Occasionally, you may find that it is necessary to borrow equipment from the nursing skills laboratory for use in off-site laboratory experiences. Such requests should be made in writing at least one week in advance to the instructional specialist in charge of maintaining the laboratory.
- **Student Employment**

If you choose to work you must do so under the regulations of the University (see University of Kentucky Bulletin). A student employed in a health care facility (versus supervised clinical experience as part of a course requirement) is in no way related to the College of Nursing during such work periods. Uniforms bearing the College of Nursing insignia (name pin and student patch) must not be worn. You may not perform any acts that you have not been approved to perform by personnel in the agency of employment, nor may you call yourself a nursing student. We strongly advise you not to attempt to work full time while carrying 6 or more hours, or three different courses.
- **Student Mailboxes and Lockers**

Each CON student taking courses on campus has an assigned mailbox in 117 College of Nursing Bldg. Your mailbox is used to disseminate College information and notices, to return papers, and for messages. Please check your mailbox at least once a week. We specifically do not allow use of your mailbox for student questionnaires/projects, unless you first submit the proposed questionnaires/projects to the director of the undergraduate program. You may obtain policies related to this procedure for approval from the Office of Student Services. Lockers are also available in room 117 College of Nursing Bldg. Please provide your own lock. Sharing of a locker may be necessary if there are not enough spaces for all students. **NOTE:** If your lock remains on the locker at the end of the eight-week summer session we will remove it.
- **Taping Lectures**

You may tape record lectures for personal use with the consent of the instructor.
- **Transportation to Clinical Facilities for Student Experiences**

To meet the changing emphasis in health education, some courses will require clinical experiences off campus in community facilities located within the city, as well as outside the Lexington area. Our faculty negotiate clinical facilities for student experiences. Students are expected to provide their own transportation.

Academics

- **Attendance**

We know your regular class attendance will most effectively maximize learning and use of your time and effort. Because some instructors limit the number of absences allowed (see course syllabus), our faculty will determine the effect of excessive or unjustified absence or lateness on your course grade and/or continuation in the program. Our College will request a medical report from you for excessive absence or illness. The part-time options for study are designed for those who must work half time or more. We *strongly* recommend that you not attempt to work full time if you take more than six hours per semester.

- **Achievement Examinations**

You will be required to complete standardized achievement examinations at the end of major clinical courses, and at the end of the program, to facilitate the evaluation of program effectiveness and to help you determine your level of preparation for NCLEX.

- **Cheating and Plagiarism**

- The University Senate has established the minimum penalty for cheating and plagiarism as the assignment of a grade of "E" in the course (see Student Rights and Responsibilities Senate Rule 6.3.1 & 2 <http://www.uky.edu/StudentAffairs/Code/part2.html> and University of Kentucky, the Office of Academic Ombud Services <http://www.uky.edu/Ombud/Plagiarism.pdf>).

- **Challenge Policy and Procedures (Approved Spring 1994)**

- The student must be enrolled in the College of Nursing and in good academic standing before submitting an application to challenge a nursing course.
- The student who is interested in challenging an undergraduate course must request challenge information from the Student Services Office. Student Services will provide the student with
 - One copy of the general challenge information and
 - One copy of challenge criteria and procedures for the specific course the student is considering challenging.
- If the student decides to begin the challenge process the following steps will be taken:
- The student must obtain a Request for Special Exam form from the Registrar's Office. This form is to be completed, signed by the student, the challenge administration faculty, and the assistant dean.
- The undergraduate program director is responsible for placing a copy of the request in the student's file and sending the original copy to the registrar. Once this has been completed, the challenge can be administered.
- Refer student to individual course challenge criteria for specific deadlines for initiating the challenge process.
- The Registrar's Office will send the challenge administering faculty a Grade Assignment form. If the challenge process is completed, the faculty will place a photocopy of the Grade Assignment in the student's file and will send the original to the Registrar's Office.

- **The Challenge Process**

- Once the student has read the general and course specific challenge criteria and procedures, and the process listed in section I B has been completed, the student will contact the designated challenge faculty member for the course.
- The designated challenge faculty member will make the necessary arrangements for student challenge and will notify the primary faculty and program director.
- All challenges will be completed by the last drop/add day of fall semester.

College of Nursing Probation and Academic Suspension Standards

Undergraduate students in the professional nursing program are subject to the University's general regulations for undergraduate students pertaining to scholastic probation, academic suspension, and reinstatement. In addition, the following standards apply.

- **(NOTE:** In the statements below, the phrase "in the College of Nursing [CON]" refers to courses with an NUR prefix that are specific requirements for the degree of Bachelor of Science in Nursing. The phrase "by the CON" refers to other courses (required by the College of Nursing which do not have the NUR prefix).

These standards apply to all undergraduate nursing students unless alternative action is recommended by the Undergraduate Student Admission and Progression Committee and approved by the dean of the College of Nursing.

- **Undergraduate Program Probation**

Regardless of academic standing in the University, a student shall be placed on probation when the student:

- earns a semester grade point average (GPA) less than 2.0 in courses required by the College of Nursing, or
- earns a grade less than a "C" (2.0) for any required courses with a NUR prefix.

- **Removal from Undergraduate Program Probation**

A student shall be removed from probation when the student:

- in the semester following probation earns a semester GPA of at least 2.0 in courses required by the College of Nursing, AND
- earns at least a grade of "C" (2.0) in each course required in the CON with a NUR prefix for which the student previously earned a grade below "C" (2.0).

- **Undergraduate Program Suspension**

A student shall be suspended from the undergraduate nursing program when the student:

- earns less than a semester GPA of 2.0 in courses required by the CON either at the end of the first probationary period or in any subsequent semester, OR
- for a second time fails to earn a grade of "C" (2.0) in a course required in the CON with a NUR prefix, OR
- fails to earn a grade of "C" (2.0) in any two courses required in the CON with a NUR prefix, OR
- earns less than a GPA of 1.5 in the courses required by the CON at the end of any semester, except for the first semester at the University, with a preliminary probationary period.

- **Removal from Suspension**

After the period of regular University suspension rules, a student may be reinstated into the CON when the student meets the requirements for admission.

- **Appeals of Academic Actions**

If you wish to appeal one of the above academic actions, address your concern in writing to the Undergraduate Student Admission and Progression Committee (USAPC). The appeal then proceeds through established academic channels.

- **Faculty and Course Evaluations**

The College of Nursing uses a Web-based site for evaluation of teaching. Student feedback regarding courses and faculty instruction is very important to the College. Student comments make a difference in the planning and presentation of our curriculum. The composite results are shared with individual faculty members and administrators only after final grades are submitted. All evaluations are anonymous and cannot be linked to any individual student. The evaluation forms are online on a confidential evaluation site, <http://128.163.99.54/etw/crseval.asp>. Announcements about evaluations will be sent to students at appropriate times during the semester. To receive announcements about the evaluations, students must activate and use their UK e-mail addresses. The announcements will contain the information students need to log on to the site and to access the evaluations. Students who don't visit the Web site within the designated time will receive an incomplete ("I") in the course that will remain until the Web site is visited.

- **Failing Grade in a Nursing (NUR) course**

A student must repeat any Nursing (NUR) course in which they do not receive a "C" before progressing to the next semester. NOTE: Repeating a nursing course is permitted on a space available basis only. Priority enrollment in nursing courses is given to students who are on track.

- **Formatting and Style Guidelines-American Psychological Association (APA)**

(Modified APA Guidelines) Updated Fall 2007

General Document Guidelines

- Margins: 1 inch all sides
- 12 point font, Times New Roman or Courier
- Spacing: Double spaced throughout. Double space between ALL lines of text. This includes the reference page.
- Headings: centered, uppercase and lowercase
- Title page: to include title (upper and lower case), course affiliation, author's name. All lines double spaced, centered on page. No running heads.

Text Citations: Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources.

- When the names of the authors of a source are part of the formal structure of the sentence, the publication year appears in parentheses following identification of the authors.

Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks...

- When the authors of a source are NOT part of the formal structure of the sentence, both the authors and years of publication appear in parentheses, separated by semicolons.

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991) [Note: & is used when multiple authors are identified in parenthetical material. When several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames.]

- When a source that has two authors is cited, both authors are included every time the source is cited.
- When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used.

Larson et al. (1991) showed that...

- Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read that is cited in a source that you have read, use the following format for the text citation and *list only the source you have read in the references list*:

Grayson (as cited in Murzynski & Degelman, 1996) identified four.....

Quotations: When a direct quotation is used, always include the author, year, and page number as part of the citation.

- A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence.

Patients receiving prayer had “less congestive heart failure, required less antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated” (Byrd, 1988, p. 839).

- A lengthier quotation of 40 or more words should appear (without quotation marks) apart from the surrounding text, in block format, with each line indented five spaces from the left margin. When quoting, always provide the author, year, and specific page citation in the text.

Miele (1993) found the following:

The placebo effect, which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors were never exhibited again, even when real drugs were administered. Earlier studies (e.g. Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276).

References

1. The first lines of all references are aligned at the left margin, with each subsequent line indented 5 spaces.
2. All entries are organized alphabetically by surnames of first authors
3. Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. If no author is identified, the title of the document begins the reference.
4. Year of publication: In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use “n.d.” in parentheses following the authors.
5. Source reference: Include title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books, titles of web sites, titles of periodicals, and periodical volume numbers.

Examples of sources:

- i. Journal article

- a. Murzynski, J., & Degelman, D. (1996). Body language in women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology, 26*, 1617-1626.
- ii. Book
 - a. Paloutzian, R.F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston: Allyn and Bacon.
- iii. Stand alone web document, no date
 - a. Degelman, D., & Harris, M.L. (n.d.). *APA style essentials*. Retrieved May 18, 2000, from http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796
- iv. Stand alone web document, no date/author
 - a. *Gender and society*. (n.d.). Retrieved December 31, 2001, from <http://www.trinity.edu/~mkearl/gender.html>
- v. Journal article from database
 - a. Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence, 15*, 503-522. Retrieved May 20, 2000, from ProQuest database.
- vi. Article or chapter in an edited book
 - a. Shea, J.D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York: Oxford University Press.

For examples of electronic reference formats: <http://www.apastyle.org/eleceref.html>

Mike Strahan at Northern Michigan University has pulled together a really nice succinct APA guide including changes from the new *APA Style Guide to Electronic Resources*. It uses examples and web links and is available at: <http://www.nmu.edu/library/apastyle.htm>

Please note that these APA modifications will be insufficient for acceptance when submitting scholarly work outside of the College of Nursing.

Program Evaluations

In order to provide input for monitoring and improving program quality, College of Nursing students may periodically be asked to take selected standardized tests or participate in other evaluation activities.

Grading Policy

The grading policy for the College of Nursing is as follows:

A = 92-100

B = 84-91

C = 76-83

D = 68-75

E = less than 67

Laboratory

Your laboratory experience essentially affects fulfillment of your course and program objectives. Client welfare and/or College/agency relationships will be affected by your approach to laboratory activities and by how well you perform. We require you to fulfill

your laboratory responsibilities, including field trips to health agencies other than those usually used for laboratory experience. You will encounter travel for placements outside Fayette County for distances of not more than 70 miles weekly. We will expect you to be responsible for transportation and travel expenses. Please be prompt. If for any reason you cannot be prompt or present for laboratory activities you must notify your instructor and/or clinical faculty as far in advance as possible.

Med-Math Competency Policy

Accurate dosage calculation is a major function of professional nursing practice and essential for safe nursing care. The med-math competency policy is one measure of assuring that nursing students and graduates of the University of Kentucky are competent in this area. Each student must demonstrate competency at 100 percent mastery on the med-math exam in each clinical course in which enrolled. The date and time for completion of med-math mastery exam is established by the course faculty and published in the syllabus. Failure to demonstrate 100 percent mastery by the designated date will result in failure in the course. Beginning with NUR 861 (first semester sophomore course), each clinical course syllabus will outline the med-math policy and the expectations for demonstrating competency with a specific timeframe to complete requirement. Every clinical course will administer a med-math test. Students may use whatever method of calculation they desire to arrive at the correct answers. Students may use non-programmable calculators purchased in Student Services.

Part-Time Study

As a degree candidate, if you do not complete all requirements within a seven-year period (five years for R.N.s) after admission to the College, your records will be re-evaluated and you may be required to repeat or take selected courses (see [UK Bulletin](#)). If you need to pursue part-time study, ask your advisor to plan an individualized program of study to meet your degree requirements.

Progression from Pre-Nursing Status to Acceptance into Professional Nursing Curriculum

Pre-nursing students may apply for admission to the Professional Nursing Curriculum at the sophomore level contingent upon maintenance of:

- minimum cumulative grade point average of 2.5 or greater
- a "C" in all required pre-nursing courses
- documentation of C.N.A. certification
- Admission is competitive.

Reading and Study Skills

- University Counseling and Testing Center
 - This office offers a number of programs designed to help learners develop and/or improve reading and study skills, such as Study Skills for Women in Continuing Education; Critical Reading and Thinking; and the Study Skills Derby. Call (859) 257-8701 for further information. The Counseling and Testing Center is located in 201 Frazee Hall.

- Center for Academic Resources and Enrichment Services (CARES)
 - This office is a part of the Office of Multicultural and Academic Affairs. It is located at 660 South Limestone. Phone: (859) 323-6347
- University Writing Center
 - The writing center is located on the 5th floor of W.T. Young Library. Appointments may be required at certain times during the semester. Call 257-1368 for assistance.

Repeat Option

Students may use repeat options to replace grades - up to three different courses repeated one time. The attached form should be completed and returned to Student Services by the beginning of the last week of classes any semester to apply the repeat option to that semester.

Schedule of Classes <http://www.uky.edu/Registrar/schedule.htm>

Dean's List

You must attain an overall semester GPA of 3.5 or higher. Each semester, full-time students with 12 or more hours are eligible for this College honor.

University Academic and Suspension Policies

(from the UK Students Rights and Responsibilities booklet)

- Probation
 - Students are placed on probation if their cumulative grade point average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA shall be removed from probation.
 - Freshmen who have completed a semester of 18 or fewer hours with a GPA of less than 1.75. Students on probation for this reason who achieve a cumulative GPA of 2.0 shall be removed from probation. The dean shall warn students with GPAs between 1.75 and 1.99 inclusively that they are not making satisfactory academic progress.
 - Students have two consecutive academic terms with semesters GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or better will be removed from probation.
 - The dean of the College may continue a student on academic probation if the individual case justifies.
- Suspension
 - A student has three consecutive semesters in which their cumulative GPA remains below 2.0.

- A student fails to earn a 2.0 semester GPA for any term while on probation.
- A student is subject to suspension without a preliminary probationary semester if his/her GPA is below 0.6 after their first term of full-time enrollment in the University System. This provision does not pertain to students who have transferred from the Community College System.
- A student under academic suspension from the University may not enroll in any courses offered by the University of Kentucky nor take any examination for University of Kentucky credit while on academic suspension.
- A student who has been academically suspended from the University a second time shall not be readmitted to the University except in unusual circumstances and then only upon recommendation of the dean of the college in which the student plans to enroll and approval of the University Senate Council.
- Once reported to the University Registrar an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances. In such cases a written notice of rescission documenting the basis for the action must be filed with the University Registrar by the dean imposing the original suspension. (US: 10/16/89)

University regulations regarding the grading system, scholastic probation, academic suspension because of low scholarship, and reinstatement and readmission are found in the University of Kentucky Bulletin and in the Student Rights and Responsibilities publication. You should obtain each of these publications, as you are responsible for knowing these regulations which apply to all University students.

Graduation Eligibility

You are responsible for being familiar with requirements for the Bachelor of Science in Nursing degree and for conferring with advisors when selecting your courses. The University will award your degree upon your successful completion of the College and University requirements. You will find curriculum requirements for R.N. and four-year students, as well as descriptions of nursing courses, in the [University of Kentucky Bulletin](#).

To be eligible for a degree, you must file an application through the College's Office of Student Services within 30 days after the beginning of the semester (or 15 days in the summer session) in which you expect to complete your degree requirements. Check the [University Calendar](#) for the specific dates and ask for application cards from the Office of Student Services.

To be eligible for graduation, you must meet University and College requirements for graduation. You must achieve a grade point average of 2.0 in nursing and a 2.0 overall grade point average. Application for your degree must be filed in the Office of Student Services within two weeks after the beginning of the semester or summer session in which your requirements will be completed. These dates are published in the [UK Bulletin](#) and the [Schedule of Classes](#). Library fines and other financial obligations must be paid prior to commencement ceremonies.

The Kentucky Board of Nursing requires that you report all misdemeanor and/or felony convictions on your licensure application. Some convictions are serious enough that they may prevent your being licensed as a registered nurse (see: Questions about Applications for Licensure with Criminal Convictions). If you have questions about this seek assistance from your academic advisor and/or the director of the undergraduate program.

Interruption of Nursing Program

Temporary Leave

- You should submit requests for leave of absence, for pregnancy or other reasons, in writing to the Office of Student Services. Your request will be forwarded to the chairperson of the Undergraduate Student Admission and Progression Committee in the College of Nursing. Leave of absence requests will be reviewed on an individual basis but will require that you:
- Meet the current grade point average admission criteria, (2.50 on all college work attempted),
- Be considered in good standing with the University, (2.00 UK grade point average)
- Be considered in good standing with the College of Nursing, (2.00 Nursing grade point average).

Readmission Policy Following Withdrawal

- University of Kentucky
As a former University of Kentucky student in good standing you are eligible for readmission. Readmission requests to the University and the College of Nursing must meet College application deadlines.
- College of Nursing
Readmission to the College of Nursing following an interruption of your program is not automatic. At the time you request readmission to the University of Kentucky, you should also address a request to the dean of the College of Nursing. College policy affecting readmission is as follows:
 - If you remain withdrawn from the nursing program for more than two semesters you will be expected to meet any new admission and graduation requirements of the College occurring since your withdrawal date.
 - If you withdraw but plan to return before this two-semester time lapse you may be readmitted:
 - provided you are in good standing.
 - provided you have reapplied prior to appropriate application deadline dates.
 - provided you have requested readmission, by letter, to the dean and provided the dean has approved the readmission.
 - provided the College can accommodate your current class needs.

Withdrawal

While enrolled in the College of Nursing you may need to interrupt your program for various reasons. If you leave the University during any term you must withdraw

officially; otherwise, all grades for the semester will be recorded as "E." The University of Kentucky Bulletin <http://www.uky.edu/Registrar/Bulletin.htm> covers withdrawal procedures.

Kentucky Board of Nursing Licensure, Registration Policies and Continuing Education

The Kentucky Board of Nursing (KBN) Credentials Branch is responsible for licensing practical nurses and registered nurses. Applicants for nursing licensure are required by the KBN to report all misdemeanors and felony convictions, and to undergo a criminal background check, which is part of the licensure process. Questions about this policy and the process involved must be directed to the KBN. Please visit the KBN Web-page at <http://kbn.ky.gov/default.htm> to access the most current information on Applications for Licensure and Registration.

Continuing Education Credit R.N. Students

Regulations of the Kentucky Board of Nursing require mandatory continuing education for all nurses licensed in Kentucky. To be eligible for renewal of a license, each registered nurse is required to document attendance at no less than 30 contact hours of continuing education activity for a two-year period beginning November 1 and ending October 31 of the second year. Academic courses in nursing, including dissertation credit, will meet continuing education requirements. For example, one 3-credit course equals 45 contact hours.

The Board intends to randomly audit licensees biennially to ascertain eligibility for re-licensure. Board personnel indicate that your grade report will constitute sufficient documentation of attendance. They also recommend that a copy of the catalog description for courses submitted to meet the continuing education requirement be attached to your grade report and retained in your files.

Kentucky Board of Nursing
312 Whittington Parkway
Suite 300
Louisville, KY 40222
Phone: (502) 429-3300
or (800) 305-2042

Career Center

In seeking employment opportunities now - and after you graduate from UK – the College strongly urges you to contact the James W. Stuckert Career Center.

The Office of Student Services does not serve as a repository for resumes and recommendations for student placement and is not equipped to provide employers with the necessary credentials that are generally requested when seeking qualified candidates for positions. Registering with the Career Center ensures that your completed placement credentials are readily available to employers. We do not require completion of placement credentials, but we encourage graduates to keep up to date credentials that will facilitate future employment opportunities. Contact the center at (859) 257-2746 or

<http://www.uky.edu/CareerCenter>.

Bachelor of Science in Nursing Curriculum

- 4 Year B.S.N. Student Sample Schedule
- Second Degree B.S.N. Student Sample Schedule
- R.N.-B.S.N. and R.N.-M.S.N. Registered Nurse Student Sample Schedules