

# ***Union University College of Nursing and Health Sciences***

**Graduate Nursing Program**  
*(excluding BSN to DNP Nurse Anesthesia)*



**Master of Science in Nursing  
Doctor of Nursing Practice**

**2024 - 2025 Student Handbook**

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## A MESSAGE FROM OUR DEAN

Dear Graduate Nursing Students,

It is a privilege and honor to welcome you to our program. Your decision to pursue your graduate education is a testament to your passion and commitment to advancing the profession of nursing. I'm sure that you are filled with excitement and possibly some nerves, as you begin this program.

While this program will be challenging, it is important to recognize that you are never alone. Deuteronomy 31:6 reminds us to "be strong and courageous! Do not be afraid and do not panic before them. For the Lord your God will personally go ahead of you. He will never fail you or abandon you." I pray that you feel His presence throughout this program. Additionally, our faculty and staff desire your success and want to support you through this transition. Please do not hesitate to reach out with questions. Your faculty and staff want to get to know you better and connect you to resources and networking opportunities.

Your faculty are leaders and experts in their fields and demonstrate this through their continued practice caring for patients, participation in professional organizations, and publications and presentations on the local, state, and national level. In addition to their expertise, you will find them approachable and invested in you embodying our core values of being Christ-centered, excellence driven, people focused, and future directed. I encourage you to take the time to get to know them.

If I can give you one piece of advice, it would be this: You are not defined by a test, program, or career. More than likely, you will have moments where you do not perform to the level you desire. Remember, that these are merely moments or tasks and not your identity. You are made in the image of God and according to John 1:12-13, "But to all who believed him and accepted him, he gave the right to become children of God." When you encounter difficult things in your life, take a deep breath, rest, and know that God is not finished with you. As Philippians 1:6-8 says, "And I am sure that God, who began the good work within you, will continue his work until it is finally finished or when Christ Jesus comes back again."

You have been prayed over prior to starting this program, and your presence here is no accident. Please let me know if I can be of any help to you. I look forward to working with you and celebrating your future successes.

In Him,

Allison Davis, DNP, APRN, FNP-BC  
Interim Dean, College of Nursing and Health Sciences  
Professor of Nursing Union University

## INTRODUCTION

Union University is a private, four-year liberal arts university, founded in 1823, and affiliated with the Tennessee Baptist Convention. As an institution that is Baptist by tradition and evangelical by conviction, Union has a heritage of academic excellence and is well known for providing qualitatively distinctive Christian education. Union seeks to provide a grace filled community and a Christian context where undergraduate and graduate education can be offered. Recognized in the top tier of Southern liberal arts colleges by *U.S. News and World Report*, Union is also ranked as one of five highly selective private institutions by *Time Magazine* and *Princeton Review*.

Union University is in suburban Jackson, Tennessee, a city of about 68,000, located 80 miles east of Memphis and 120 miles west of Nashville. Union University has approximately 3,071 undergraduate and graduate students. There are approximately 2,461 undergraduate and graduate students on the Jackson main campus, 350 students on the Germantown campus, and 260 on the Hendersonville campus.

Union University began an Associate Degree program in the early 1960s in response to community need and the support of leaders in the health care field. In 1977, the insistent demand by RNs and their employers for additional nursing educational opportunities led to a feasibility study and subsequent development of the RN-BSN program. In 1979, the Tennessee Board of Nursing granted initial approval for the RN to BSN program on the main campus in Jackson. The first RN to BSN class graduated in May 1980. In 1986, an RN-BSN program was developed in Memphis. The Memphis campus moved locations and became the Germantown campus in August 1997. A new campus was opened in Hendersonville in the fall of 2012.

In the early in 1990s a local community college developed another Associate Degree program. At that time, Union University School of Nursing seized the opportunity to support professional nursing by focusing on baccalaureate education. In 1992, Union University School of Nursing admitted its first Traditional BSN class. Shortly thereafter, in 1995, the Associate degree program closed. To improve the mobility of licensed practical nurses, the School of Nursing began offering the LPN Bridge program. In January 2004, the Bachelor of Science Accelerated track began delivering a 12-month curriculum for second degree students

The graduate program was initiated in 2000 with a program leading to a Master of Science in Nursing degree. The first cohort of 26 students was admitted in August 2000. Fifteen were admitted on the Jackson campus, and 11 were admitted on the Germantown campus. The MSN program of study is designed to build upon the generalist preparation of the first professional baccalaureate degree. The American Association of Colleges of Nursing (AACN) document, *The Essentials of Master's Education for Advanced Practice Nursing* (2011), serves as the guide for curriculum design and development. In January 2006, the MSN-Nurse Practitioner track was implemented after much support from the community. The MSN option for nurse anesthesia was discontinued with the graduating class of 2015 due to national move towards the BSN to DNP. The specialty tracks currently offered are Nursing Administration, Nursing Education, - Family Nurse Practitioner, and Family Psychiatric Mental Health Nurse Practitioner.

Post-graduate Certificates are awarded in the areas of Nursing Education, Nursing Administration, Family Nurse Practitioner, Family Psychiatric Mental Health Nurse Practitioner, and Nurse Anesthesia. In fall 2009, the Post-Master's Doctor of Nursing Practice (DNP) began with 18 students. The BSN, MSN, and DNP Programs are fully accredited by the *Commission on Collegiate Nursing Education (CCNE)*, *Southern Association of Colleges and Schools (SACS)*, and approved by the Tennessee Board of Nursing (TBN). The Nurse Anesthesia track is also fully accredited by the *Council on Accreditation of Nurse Anesthesia Educational Programs (COA)*. The DNP program is fully accredited by COA, SACS, and CCNE. Tennessee Board of Nursing does not approve doctoral nursing programs.

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## GUIDING STATEMENTS

### Statement of Mission, Purpose and Goals

The purpose of the College of Nursing and Health Sciences is to prepare competent professional nurses who provide caring therapeutic interventions to meet the health needs of culturally diverse persons. The mission of the College of Nursing and Health Sciences is to be excellence-driven, Christ-centered, people-focused, and future directed while preparing qualified individuals for a career in the caring, therapeutic, and teaching profession of nursing.

The mission of the Master of Science Program is to prepare graduates for advanced professional nursing practice with specific functional and clinical abilities. The mission of the Doctor of Nursing Practice program is to prepare experts in specialized advanced nursing practice with a Christ-centered focus.

The “Statement of Mission and Purpose” by the faculty of the College of Nursing and Health Sciences at Union University addresses six concepts: the four main concepts in nursing (person, environment, health, and nursing), plus two additional concepts (professional nursing practice and educational process).

The faculty of the College of Nursing and Health Sciences at Union University believes that a person is a unique individual, family, or community in constant interaction with the spiritual, physiological, sociocultural, and professional environment. Persons are psychological, social, physical, and spiritual entities with varying abilities to communicate and adapt. Societal mores, developmental level, values, and beliefs influence the behavior of individuals, families, and communities as they attempt to meet basic human needs.

Environment includes all the internal and external conditions, circumstances, and influences affecting persons. Changes in the global environment require adaptation. These changes exert an influence upon health status.

Health is a dynamic state of changing, adapting, and developing on a continuum ranging from wellness to illness. Health has a uniquely personal interpretation; therefore, the optimal level of wellness is distinctive to each person. Each person has the right to strive to attain, maintain, and/or regain any level of wellness insofar as it does not constitute a threat to others. Whenever resources are sought or required for the pursuit of the desired level of wellness, nursing is often the source of advocacy, guidance, and care.

The art and science of nursing is a caring, therapeutic, and educative discipline based on an ever-changing body of knowledge generated from nursing theories and nursing research in addition to a shared knowledge from the humanities, biologic sciences, and social sciences. The science-based, goal-directed nursing process is used to assist the person toward the promotion, maintenance, and restoration of health, the adaptation to illness or a peaceful death.

The faculty of the Union University College of Nursing and Health Sciences believes that a *baccalaureate* in nursing is the first professional degree in nursing. The professional nurse practices in independent, interdependent, and dependent roles in diverse health care delivery systems. The nurse is aware of historical and current issues that affect the practice of nursing and health care delivery. Nurses act responsibly both as individuals accountable for their own actions and as members of a professional group.

The faculty believes that a *master's* in nursing is the first advanced professional degree in nursing. The nurse prepared at the master's level has refined analytical skills, broad based perspectives, in-depth knowledge of the discipline, enhanced communication skills, and the ability to relate theory to practice.

The faculty believes that the *doctorate* in nursing builds upon one's prior nursing education in strengthening the Christian worldview as the foundation of practice while enhancing the knowledge and skills of the nurse in more effectively serving as a member of the healthcare team. These areas of enhancement include scientific underpinnings of practice, organizational and leadership skills, analytical methods to evaluate practice, use of information systems, health care policy, collaborative processes to examine aggregate populations, and educational opportunities to strengthen one's specialty area of practice.

The educational process provides direction and guidance to meet the learning needs of the student and is formal and informal, structured and experiential. Learning is an active lifelong process and is facilitated when a variety of teaching modalities are used to accommodate different learning styles. Enhanced use of informatics and health care technology is included in the educational and clinical arenas. Post-secondary education is necessarily a growth process in which the learner assimilates knowledge through active participation, accomplishes the stated objectives and evaluates personal progress.

Professional nursing education includes a broad knowledge of the arts and sciences. The faculty develops cognitive, affective, and behavioral goals and objectives to measure student learning. Faculty members serve as role models, facilitators of learning and personal resources for students.

In keeping with the educational mission and purpose of the parent institution, the College of Nursing and Health Sciences at Union University encourages the spiritual growth of each individual and upholds the Christian ethic of service in the nursing profession. To this end, the student's curriculum provides a professional base to develop a nursing practice that is excellence-driven and future directed.

*(Reapproved with slight revisions 2005, 2010, 2014)*

## Conceptual Framework

The conceptual framework of the College of Nursing and Health Sciences at Union University is based upon the "Statement of Mission, Purpose and Goals." It elaborates upon the faculty's beliefs about six concepts: the metaparadigm of nursing (**person, environment, health, and nursing**), plus two additional concepts, **nursing as a profession** and **educational process**. The faculty's beliefs about the concepts are further defined, expanded, and synthesized in the following unifiers: **holism, the wellness-illness continuum, research, nursing process, theoretical and empirical knowledge, role development, legal and ethical issues, and communication**. All the faculty beliefs are permeated by the Christian worldview of God which is summarized in the following pretheoretical suppositions.

God is the loving, sovereign creator of all that is. The one God is triune – Father, Son, and Holy Spirit—continually seeking a restorative relationship with His creation. A more complete understanding of God is developed through studying God's revelation, the scripture.

God created persons and environment and it was good. A **person** is a unique individual, family, or community. (1) a **person**, as an individual, bears God's image and is created to be in a relationship with God and other individuals. However, the image of God in humanity is thrown into varying degrees of disharmony and imbalance. Because God is loving and seeks a restorative relationship with humanity, Christ, the Son, died for humanity. Therefore, every human possesses dignity and is worthy of justice, mercy, respect, and Christian love. (2) Person, as a family, is individuals joined together to form the basic unit of society. (3) Person, as community, is formed by individuals, families and/or groups which share common characteristics and distinctly defined boundaries.

God gave persons of authority over the **environment**. Whether individual, family, or community, the person's responsibility to the environment is to preserve and develop it.

God created the first individuals with perfect **health** in which the body, mind, and spirit were integrated in perfect wholeness. When man broke his perfect relationship with God, suffering and death became a natural part of physical life.

**Nursing** is a God-given means of promoting health in persons by teaching and practicing health care in an ethical manner. Recognizing that all knowledge comes from God, **nursing as a profession** has the duty/responsibility to discover and to illuminate God's truth through rational thought about observation and experience relative to nursing. This discovery is accomplished through nursing research, theory development, practice, and education. The discipline of nursing expects that all nurses will practice based upon the ethical codes developed by the discipline. Christian nurses are furthermore called to practice nursing in a manner congruent with the beliefs and values of the Judeo-Christian tradition.

As nursing fosters the total well-being of individuals who were created to reflect God's image, so through the **educational process**, nursing educators comparably foster reasoning, competence, and creativity in students to reflect God's image.

## Concepts

### Person:

Person is a unique individual, family, or community. As such, the nature of person is not static, but dynamic. The **wholistic** individual encompasses body, mind, and spirit: (1) the body—atomy and physiology; (2) the mind/psyche—emotion/affect, intellect/cognition, and will; and (3) spirit—the soul which expresses itself in relationships with God and others. While it is helpful to separately conceive of body, mind, and spirit, they are indivisible and interrelated. The dynamic nature of the individual undergirds a developmental focus of the lifecycle as a series of phases. During each phase of development, from conception through maturity, there is a changing priority of need fulfillment as perceived by the individual.

The **whole** individual is in constant interaction with the environment, and therefore, yields a broader society and culture. This sociocultural outgrowth incorporates ethnicity, beliefs, values/**ethics**, and interpersonal and inter-societal relationships which are developed through **communication**.

Family is individuals who join together to contribute to the physical, psychosocial, and spiritual needs of each other within an environment of love and affection. Functional family dynamics incorporates caring relationships. Individuals and families build and maintain constructive and responsible community relationships.

Community is an aggregate of people who share common characteristics such as geographical,



cultural, religious, or relational characteristics. Community connotes an interdependency that is a means for the production, distribution, and consumption of goods and services; for socialization; for social control; for social relationships; and for mutual support (Kozier, Erb, & Blair, 1997). Communities are responsible for building and maintaining constructive and productive relationships in the broader societal and global contexts.

### **Environment:**

Environment is the internal and external conditions, circumstances, and influences affecting persons. The internal environment of the individual encompasses the body, mind, and spirit. The external environment is all the outer influences that impact upon the person, such as climate, ecology, economy, politics and history, technology, geology, society, and culture. The extent of environment ranges from the interpersonal and local to intersocietally and global. The person's internal and external environments are in constant interaction and change, requiring adaptation, thus influencing health.

### **Health:**

Health is a dynamic process and reflects the integrated **wholeness** of the person's body, mind, and spirit; choices; and environmental factors. Health exists on a **wellness-illness continuum**. The right to seek opportunities for wellness belongs to each person, regardless of social or economic status, personal qualities, or nature of the health need. Usually, the person makes decisions about seeking assistance within the health care system relative to his/her perceived health status on the **wellness-illness continuum**.

**Wellness** is maximum health potential which is reached when each, the body, mind, and spirit, is at its highest level of wholeness. The means to **wellness** consists of: (1) the individual, family, or community making responsible choices according to knowledge and an **ethical framework**. Choices may be influenced by lifestyle, genetic predisposition, family, and cultural belief systems; (2) environmental factors such as healthcare access, financial resources, food sources, climate, etc.; and (3) the interaction between choices and environmental factors. For example, choices about the level of **wellness** the person wishes to achieve or maintain may be limited by society if, by the choices made, a threat is posed to self-and/or others.

As the level of **wellness** decreases the possibility for illness, suffering, and death increases. **Illness** is an absence of integrated wholeness or disintegration. Both **wellness** and **illness** are abstract constructs that are personal and subjective but may be objectively discernible because of common experience and symptom manifestation. Subjective and objective data may be used to discern the quality and quantity of **wellness** or **illness**.

When one or more of the means to **wellness** is not attained or is flawed, suffering may occur. Suffering is the conscious endurance of pain and distress which occur because of a perceived loss or **illness**. When health is insufficient to sustain life, death occurs. Death is the end of physical life.

### **Nursing:**

Nursing is an applied discipline, which expresses itself in nursing practice and has its foundation in **scientific/empirical knowledge, theory, evidenced based practice principles (EBP), and research**. Nursing in its fullest sense is also a caring, therapeutic, and teaching discipline. The body of nursing **knowledge** is ever-expanding through future-directed **research** and **theory** development. The **research** process is one means for developing scientific problem-

solving and EBP **research** findings are used to guide nursing practice. Nursing **theories** are tested and supported by **knowledge** gained through **research**.

**Theoretical and empirical knowledge** from the nursing, biological and social sciences, and the humanities are synthesized in utilization of the **nursing process**. The **nursing process** is a science-based series of activities employed by the nurse as a methodical, ongoing effort toward achieving desired outcomes for person, environment, and health. The steps of the nursing process include assessment, nursing diagnosis, planning, implementation, and evaluation. This process occurs dynamically in a back-and-forth fashion.

The caring component of nursing reflects the nurse's concern, empathy, and love for others. The caring role is best fulfilled as the nurse demonstrates the Christ-centered **ethic** of service in relation to God and to person.

The therapeutic component of nursing is realized by providing health care or knowledge of health care practices to enhance the person's level of **wellness**. The teaching component of nursing includes providing information to make health care decisions, acquire skills, and change behavior.

When it is not possible to promote **wellness**, nursing seeks to enable persons to adjust to **illness** and/or relieve suffering. When it is not possible to promote life, nursing seeks to enable persons to adjust to loss and a peaceful death.

### **Nursing as a Profession:**

The *baccalaureate* in nursing is the basic educational preparation for professional nurses. **Role development** of the professional nurse focuses on the ability to function as a care provider, manager, health teacher, counselor, advocate, change agent, and leader for individuals of all ages, families, and communities from intercultural populations. Critical thinking and decision-making skills are developed and then applied in the implementation of quality care in diverse settings. Graduates are prepared to be generalists who promote health and **wellness**.

The *master* in nursing is educational preparation for nurses with a baccalaureate degree who seek roles requiring advanced nursing skills in order to function as providers and organizers of health care. Building on baccalaureate competencies, the nurse is prepared to skillfully apply frameworks, models of care, concepts, and rationales in practice. Union University offers educational tracks in the various graduate nursing specialties.

The *doctorate* in nursing is educational preparation that prepares the nurse to provide nursing interventions that influence health care outcomes for individuals or populations, including the direct care of individual patients, management of care for individuals and populations, administration of nursing and health care organizations, and the development and implementation of health policy. Preparation at the practice doctorate level includes advanced preparation in nursing based on nursing science, and is at the highest level of nursing practice.

**Role development** empowers the nurse to meet emerging health needs in a changing and global society. **Role development** is enhanced by: (1) use of an ever-evolving body of knowledge from nursing and other related fields in making autonomous judgments regarding health interventions; (2) ability to focus on promoting and maintaining the desired optimal level of function on the **wellness-illness continuum** for individuals, families, and groups in a variety of acute care and community based healthcare delivery systems; (3) contribution to the evidenced-based practice (EBP) professional knowledge base through participating in clinical **research** efforts; (4) evaluation of the effectiveness of one's own practice; (5) support of professional goals for improved practice; and (6) accountability for life-long learning.

Accountability for all professional nurses is based on **legal and ethical** standards of safe nursing practice as defined by the nurse practice acts, standards of nursing practice, licensure legislation, and professional nursing organizations. In addition, the *master's* prepared nurse may also be bound by the standards of specialty certification. Each professional nurse is accountable for individual nursing actions and for responsibilities delegated to others. Responsibility and accountability include collaboration and **communication** with other members of the trans-disciplinary healthcare team to provide quality care. Professional ethics and a Christian approach to health care require that nursing care should be directed toward providing (1) access to health care regardless of economic status, personal qualities, or nature of the health need; (2) quality health care; and (3) cost-effective and therapeutic use of environmental resources and healthcare personnel.

The professional nurse utilizes therapeutic **communication**, which entails active listening, verbal and non-verbal empathic responses, assertiveness skills and mutual goal setting. **Communication** skills are essential for **nursing process**, group process, health teaching and counseling. Written and verbal communication of comprehensive data between the nurse, the client and other health care professionals is vital for continuity of care.

### **Educational Process:**

The educational process is designed to provide a variety of experiences that enable the student to be an effective participant in learning. It is formal and informal, structured and experiential, and is enhanced by an environment of mutual respect in which the teacher and student interact for accomplishing shared goals. Education at Union University provides organized opportunities which encourage academic growth, personal growth, the expression of Christian values, and a commitment to life-long learning.

Preparation for the practice of professional nursing requires a strong liberal arts foundation. *Baccalaureate* nursing education is a process of learning that combines principles of nursing science with the humanities and the biologic and social sciences.

Preparation for the advanced practice of nursing requires expansion and refinement of prior knowledge and the acquisition of new knowledge in a broader healthcare context. Nursing **theory, research**, healthcare **ethics**, health policy and economics, health promotion, and issues of human diversity are components of the *master's* program core. Specialty curricular content is offered in various nursing specialties.

Learning is a process involving active participation of the student to attain a change in behavior. Each person has a different educational, socioeconomic and cultural background, and varied learning potential. Therefore, learning is an individual, dynamic process. Learning is enhanced by several factors including: (1) clear, attainable, and meaningful outcomes; (2) a variety of relevant learning experiences planned to help students achieve the outcomes; (3) arrangement of learning experiences in a sequence which provides continuity and reinforcement, progressing from simple to complex and from familiar to unfamiliar.

The teaching role of the faculty is to structure people-focused learning experiences in an environment to facilitate maximum internalization, integration, and synthesis of knowledge. The faculty respects the uniqueness of the student's life experiences. The sharing of those experiences enriches the educational process. The faculty promotes self-direction of the student, and functions as a resource by providing guidance and feedback. Furthermore, the faculty serves as a role model through active involvement in advancing nursing as a profession.

**Summary:** In keeping with the “Statement of Mission, Purpose, and Goals”, the concepts of or pertaining to **person, environment, health, nursing, nursing as a profession, and educational process** have been defined and clarified. The concepts have been further expanded through the use of the unifiers: **holism, well-illness continuum, research, EBP, nursing process, theoretical and empirical knowledge, role development, legal and ethical issues, and communication.** This conceptualization provides the structure upon which outcome criteria are established, courses are developed, and curriculum is evaluated.

*(Reapproved with slight revisions 2005, 2010, 2014)*

## CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS

### PREFACE

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession.

The Code of Ethics for Nurses serves the following purposes:

- *It is a succinct statement of the ethical values, obligations, duties, and professional ideals of nurses individually and collectively.*
- *It is the profession's nonnegotiable ethical standard.*
- *It is an expression of nursing's own understanding of its commitment to society.*

There are numerous approaches for addressing ethics; these include adopting or subscribing to ethical theories, including humanist, feminist, and social ethics, adhering to ethical principles, and cultivating virtues. The Code of Ethics for Nurses reflects all these approaches. The words “ethical” and “moral” are used throughout the Code of Ethics. “Ethical” is used to refer to reasons for decisions about how one ought to act, using the above-mentioned approaches. In general, the word “moral” overlaps with “ethical” but is more aligned with personal belief and cultural values. Statements that describe activities and attributes of nurses in this Code of Ethics are to be understood as normative or prescriptive statements expressing expectations of ethical behavior.

The Code of Ethics for Nurses uses the term *patient* to refer to recipients of nursing care. The derivation of this word refers to “one who suffers,” reflecting a universal aspect of human existence. Nonetheless, it is recognized that nurses also provide services to those seeking health as well as those responding to illness, to students and to staff, in health care facilities as well in communities. Similarly, the term *practice* refers to the actions of the nurse in whatever role the nurse fulfills, including direct patient care provider, educator, administrator, researcher, policy developer, or other. Thus, the values and obligations expressed in this Code of Ethics apply to nurses in all roles and settings.

The Code of Ethics for Nurses is a dynamic document. As nursing and its social context change, changes to the Code of Ethics are also necessary. The Code of Ethics consists of two components: the provisions and the accompanying interpretive statements. There are nine provisions. The first three describe the most fundamental values and commitments of the nurse, the next three address boundaries of duty and loyalty, and the last three address aspects of duties beyond individual patient encounters. For each provision, there are interpretive statements that provide greater specificity for practice and are responsive to the contemporary context of nursing.

Consequently, the interpretive statements are subject to more frequent revision than are the provisions. Additional ethical guidance and detail can be found in ANA or constituent member association position statements that address clinical, research, administrative, educational, or public policy issues.

**The Code of Ethics for Nurses with Interpretive Statements** provides a framework for nurses to use in ethical analysis and decision-making. The Code of Ethics establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or amendment except by formal process of the House of Delegates of the ANA. The Code of Ethics for Nurses reflects the proud ethical heritage of nursing, a guide for nurses now and in the future.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

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## STAFF

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### Fax Numbers:

#### Jackson

731-661-5959

#### Germantown

901-759-5874

#### Hendersonville

615-447-2560



## CAMPUS INFORMATION

### JACKSON CAMPUS

#### Library Hours

Jackson – 731-661-5418

The following link provides up to date information about the library services for the Jackson and Germantown campuses. (Closed during required chapels, other exceptions as posted)

<http://www.uu.edu/library/>

#### Computing Services Hours (731-661-5400)

The following link provides up to date information about computer lab hours and the IT Help Desk. The link provides information for both the Jackson and Germantown campuses.

<http://www.uu.edu/it/help/labhours.cfm>

Please note reserved signs. Labs will close for required chapels and school holidays.

**NOTICE:** The schedule may change for inclement weather, school holidays, etc. Please plan accordingly. The campus is only open at night and on Saturdays if there are classes scheduled. In the event there are no classes, the building will be closed, therefore no access to the computer labs. Look for signs with building schedules on them around campus or call during the week.

#### Activities Center (731-661-5150)

**Dining on Campus** <https://www.uu.edu/studentlife/dining/>

#### Wellness Center Hours (731-661-5447)

(Schedule may vary due to available staffing)

### GERMANTOWN CAMPUS

#### Building Hours: (subject to change and not applicable during holiday and break periods)

Monday - Thursday

8:00 am to 4:30 pm

Friday

8:00 am to 4:00 pm

#### Bookstore

There is no **bookstore** on the Germantown Campus. Union University students can access texts via <https://bookstore.uu.edu/home>.

#### Germantown Student Canteen

This is located on the ground floor. Students will find drink and snack machines as well as a refrigerator and microwave. It is the responsibility of all who use this room to help keep it clean.

#### Library Hours

Germantown (Room 209) – 901-312-1904

The following link provides up to date information about the library services for the Jackson and Germantown campuses. (Closed during Required Chapels, other exceptions as Posted)

<http://www.uu.edu/library/>

### **Technology Labs and Student Printing**

Computers and printers are in the computer labs and the library. Printing is available through Paw Print accounts. The following link provides up to date information about computer lab hours and the IT Help Desk. The link provides information for both the Jackson and Germantown campuses.

<http://www.uu.edu/it/help/labhours.cfm>

**Technology Support Coordinator (Germantown): Erica Cole:** [ecole@uu.edu](mailto:ecole@uu.edu) or 901-312-1948

## **HENDERSONVILLE CAMPUS**

**Building Hours: (subject to change and not applicable during holiday and break periods)**

Monday - Friday

8:00 am to 4:30 pm

### **Technology Labs and Student Printing**

There is no dedicated computer lab for student use. Laptops may be checked out during daytime office hours by inquiring in the Administrative Office suite on the first floor. Student printing through Paw Print is available in the Academic Commons on the first floor.

### **Bookstore**

There is no bookstore on the Hendersonville campus. Union University students can access texts via <https://bookstore.uu.edu/home> .

### **Library**

Hendersonville students utilize the Union online library and its many resources. Students may utilize the Hendersonville public library located near the campus.

### **Food**

Vending machines are available on the second floor.

### **The Academic Commons**

The Commons is a gathering and study area for Union students. The daily newspaper and informational announcements are posted in the Commons.

## MASTER OF SCIENCE IN NURSING PROGRAM

### Program Description

The Master of Science in Nursing Program prepares students in advanced theory and practice in a specialized area of nursing. Graduate students are prepared to assume functional advanced practice roles in their specialty areas of nursing. The combination of theory, research, and professional development also prepares graduates for doctoral study in nursing.

Our curriculum assists students in developing a conceptual frame of reference for analyzing nursing problems, utilizing theories related to nursing practice, and integrating principles of spiritual care and bioethics in their professional roles. They have the opportunity to practice in a variety of health-care settings.

### Program Goals

- To provide masters nursing education that builds on one's previous nursing foundation.
- To prepare the graduate for advanced professional nursing practice with specific functional and clinical abilities.
- To prepare advanced practice nurses academically for doctoral study in nursing.

### Program Outcomes

The graduate of the master's nursing program will be able to:

- Incorporate theory and research in advanced nursing practice.
- Assume leadership roles in one's specialty area of nursing to promote health and well-being of persons in an intercultural world.
- Integrate knowledge of healthcare economics and policy into the delivery of cost effective, ethically responsible nursing care.
- Manage information using technology to influence nursing practice.
- Demonstrate competency in the selected nursing practice.

### Curriculum Models for all MSN Level Tracks

For all information on track specifics and curriculum model information, including hour requirements, please visit the following link: <https://www.uu.edu/programs/nursing/graduate/>

## DOCTOR OF NURSING PRACTICE

### Program Description

The Doctor of Nursing Practice Program (DNP) prepares graduates for the specialty areas of executive leadership, nurse anesthesia, and nurse practitioner. The DNP Program provides the student with the opportunity to strengthen one's clinical skills by gaining intensive experiences in one's specialty area of practice, enhance the understanding of the theoretical underpinnings that supports one's specialty area of practice, and broaden one's perspective of healthcare systems and delivery models from a Christian worldview.

The post-master's DNP is designed as a full-time, part-time, or accelerated track that begins the fall of each year. Students are expected to be on campus for four 1-week sessions (approximately seven 1-week sessions for part-time) during the program with an ongoing intensive online educational process through Canvas. The clinical fellowships are expected to be completed in the area in which you live with clinical agency support from the institution in completing your DNP project.

The RN to DNP and BSN to DNP programs are available in Nurse Anesthesia (see separate handbook), Family Nurse Practitioner, Family Psychiatric Mental Health Nurse Practitioner, and Executive Leadership and are only offered as full-time options. The Nurse Anesthesia and Nurse Practitioner tracks require a blend of on-line and/or weekly on-campus sessions, while the Executive Leadership option is fully online with scheduled on-campus intensives.

### Program Goals

- To provide doctoral nursing education that builds one's prior nursing education.
- To prepare the graduate for enhanced knowledge and skills in a specialized area of practice
- To develop the graduate as a leader of one's specialty area of practice implementing the Christian worldview.

### Program Outcomes

The graduate of the DNP Program will be able to:

- Demonstrate expertise in an area of specialized advanced nursing practice.
- Integrate biosciences, education, research, business, and technology into advanced nursing practice within the Christian worldview.
- Formulate organizational and systems components for leadership and quality improvement to enhance patient outcomes
- Promote transformation of health care through interprofessional collaboration, policy development and technology utilization within an area of specialized advanced nursing practice.
- Evaluate outcomes of evidence-based research and design appropriate interventions for specialized area of advanced nursing practice to improve the health of individuals, aggregates, and populations.

### Curriculum Models for all DNP Level Tracks

For all information on track specifics and curriculum model information, including hour requirements, please visit the following link: <https://www.uu.edu/programs/nursing/graduate/>

## GRADUATE COURSES

All graduate courses and content descriptions can be found in the Nursing Catalogue via this link

<https://uu.smartcatalogiq.com/en/2024/2024-25-graduate-catalogue/college-of-nursing-and-health-sciences/master-of-science-in-nursing/>

## ORIENTATION AND POLICY INFORMATION

- Use your faculty as resource persons. Ask for help whenever you do not understand your reading, returned written work, lecture, etc. We want to help you.
- Prepare a schedule to allow yourself adequate time for reading, study, literature searches, and presentation and manuscript preparation.
- Submit written work on appropriate paper, on-time, and typed neatly in APA style unless otherwise specified.
- Become familiar with your student email address. We ask that you check for incoming messages **at least daily**. Home email addresses should be provided to the Graduate Program Coordinator.
- Notify the coordinator of the program if your name, mailing address, or email address changes.
- Prior to or upon admission, each student will undergo a criminal background check. The student will be responsible for the cost of the criminal background check. If the student is found to have a felony or criminal history that prevents the student from gaining clinical experiences, the student will be immediately dismissed from the program.
- Students admitted to the program must have and maintain:
  - Current CPR certification for all graduate students
  - Evidence of Hepatitis B, MMR, polio, varicella, and tetanus vaccination or immunity
  - Freedom from tuberculosis as evidenced by a negative PPD or health provider examination
  - Health insurance

### Plagiarism

The university is concerned about the growing issue of plagiarism. Plagiarism may occur in many ways and may present itself intentionally or unintentionally. To avoid plagiarism, please review the following website information. It is the student's responsibility to avoid plagiarism as this violation may lead to the receiving of an "F" for a course and/or being dismissed from the Graduate program.

<https://wts.indiana.edu/writing-guides/plagiarism.html>

For further review, there is an editorial about plagiarism by Diana J. Mason, PhD, RN, FAAN, AJN Editor-in-Chief in the American Journal of Nursing, July 2002, Vol. 102, No. 7

## General Program Policies

- **POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING POLICIES AS NOTED IN THE GRADUATE ACADEMIC CATALOGUE**  
<http://www.uu.edu/catalogue/graduate/>
- Nurses liability insurance is required of all graduate students. You will receive a charge of \$25 each fall semester for the mandatory professional malpractice insurance.
- All students must maintain current licensure, CPR certification and immunization status. All updated information should be uploaded into the Castle Branch portal.
- Problems regarding a course should first be registered with course faculty, then with the Chair of the specific track, then with the Associate Dean of Graduate Programs, and finally with the Dean of the College of Nursing and Health Sciences. The University's appeal procedures are stated in the Union University Campus Life handbook  
<https://www.uu.edu/studentlife/handbook/cvs2425.pdf>.
- Regular and successive attendance is expected of all students enrolled in face-to-face classes. Each faculty member will decide how this policy will be administered in his or her classes. Due to the accelerated nature of almost all courses in the graduate programs, absence from class should be avoided whenever possible.
- Graduating students are expected to attend graduation activities and exercises.
- If a graduate student is unable to fulfill his/her clinical course obligation in a course due to conflicts in the clinical setting, inability to receive appropriate teaching and/or evaluations, or university faculty advisor deems the clinical experience inadequate, the student may be required to relocate to a facility as requested by the faculty advisor to complete the clinical obligation. The relocation will occur at the student's expense.
- Union University is not liable for the fulfilling of your degree requirements if for whatever reason the student is unable to obtain the required clinical experiences at the affiliated clinical sites.

## Clinical Guidelines and Expectations

The student must successfully complete the required number of clinical/simulation hours for each course. Clinical/practicum experiences are vital to student success. Clinical experiences are carefully planned to integrate theoretical content and clinical practice. If a clinical site requires TCPS management, the student will coordinate with their advisor and the TCPS clinical coordinator for the graduate nursing program to ensure all requirements are met for each facility.

## Clinical Attendance

Attendance in the clinical setting is expected for successful course completion. Students must coordinate their clinical schedule with their assigned preceptor. A copy of the planned clinical schedule should be uploaded in Typhon under "Student Schedules." **Any changes to the planned schedule need to be updated in Typhon immediately and the student's clinical professor should be notified of the change immediately by email.**

In the event a student will be late/absent from a clinical experience, the student must notify the clinical instructor and preceptor by phone **prior** to the absence or tardy. If the instructor cannot be reached by phone, then an email should be sent to the course instructor. If the preceptor cannot be reached, the clinical agency must be notified of the absence. Students are responsible for

rescheduling any missed clinical time to ensure the required number of clinical hours are achieved.

**Failure to complete the required number of clinical hours will result in failure of the course.**

### **Professional Conduct**

Professional conduct is always expected of all CON students. Professional conduct includes but is not limited to:

- Being on-time and prepared for all clinical experiences.
- Being attentive and eager to learn, interacting with the preceptor and patients, and staying engaged for the full clinical experience each clinical day.
- Maintaining privacy and confidentiality of PHI.
- Communicating effectively and in a timely manner. Communication with the clinical preceptor and clinical professor is important, especially for clinical concerns, scheduling concerns, treatment questions, Typhon or electronic issues, etc.
- Following all policy and procedure guidelines of the clinical facility.
- Limiting use of personal electronic devices. Cell phones, computers, and other electronic devices are to be kept in a secure area outside of patient and employee viewing, unless, being utilized for medical or patient visit needs. Personal calls, texting, shopping, or other personal electronic usage should not take place in the clinical setting. For electronic emergency situations, please inform your clinical preceptor and move to your facility's designated area for communication.

Once clinical placements are established, if a faculty member or preceptor determines that a student is not prepared for a clinical experience, the student may be dismissed from the clinical area and the clinical advisor will notify course faculty who will schedule a meeting to discuss concerns.

When the action of the student is such that it seriously jeopardizes a patient's physical or emotional well-being, the student may be dismissed from the program by the College of Nursing for failure to provide safe patient care as outlined in the Academic Standards below.

### **COVID Policy**

Due to the ongoing COVID-19 pandemic and any other unforeseeable events, this class may at times require alternate methods of instruction. Students must have reliable high-speed internet access and a computer with a camera capable of recording the student during computer use. Students should be prepared for schedule changes to facilitate learning for all students.

In the event COVID-19 or other pandemic interferes with clinical placement, students may experience changes in clinical schedules or delayed graduation in order to obtain required clinical hours to meet the requirements for graduation, the Commission on Collegiate Education requirements, and eligibility for the national certification examinations.

At this time, Union University does not require vaccination against COVID for any student. Some healthcare facilities may require vaccination or have other requirements for unvaccinated individuals before approving students to enter the clinical site. Please note, your ability to secure a clinical site may be hindered if you are not fully vaccinated.

All students must self-monitor for symptoms of COVID-19, and if symptoms develop, students should follow the most recent guidelines from the CDC, your provider, and the health department. If you are feeling ill (including having a new onset cough, new shortness of breath, a temperature at or above 100.4° F., new loss of taste or smell, or muscle or body aches), you may not come to class/clinical. If this situation occurs, you must notify course faculty as soon as possible to make alternate arrangements for class information. If you begin feeling ill during class, please notify your professor immediately. The College of Nursing will follow CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>) regarding your return to the classroom. Clinical sites will have their own guidelines, which will be followed by all students.

You may find additional specific Union University information at the following link:

<https://www.uu.edu/studentlife/health-services/covid-19.cfm>.

### **Academic Standards, Requirements for Progression, Probation, and Dismissal:**

Students must maintain an overall B average. After completion of 9 graduate hours at Union University, a graduate student whose cumulative GPA from courses completed at Union University for graduate credit is below 3.0 will be placed on academic probation. A student placed on academic probation has one semester to increase his or her cumulative GPA to 3.0 or greater to be removed from a probationary status. If the student fails to increase his or her cumulative GPA to 3.0 or greater during the following semester, the student will be dismissed from the MSN Program.

*Students must make a grade of B or higher in all track specific and 700 level courses (excluding pass/fail courses) in order to progress in or graduate from the graduate nursing program.*

### ***Students will also be dismissed without opportunity for probation if they:***

- Receive an “F” (i.e., any grade below a “C”) in any course
- Receive more than two “C” grades in any non-track specific courses

The program faculty recognize that situations may arise which prevent students from successfully matriculating through the program. Students who are concerned about their academic standing should contact his or her advisor. If it appears the student may not be able to achieve a minimum passing grade in a course, they may be encouraged by the appropriate Program Chair to withdraw from the program. This can potentially prevent the student from acquiring an F on their Union University transcript if the dropped class occurs prior to the deadline listed on the academic calendar (“last day to drop a class”). All students who withdraw or who are academically dismissed from the program may not be eligible for readmission.

*(See Union University Graduate Catalogue.)*

### **Grading Scale for Graduate Nursing Courses**

**A = 93 – 100**

**B = 92 – 85**

**C = 84 – 75**

**F = 74 and below**

**\*\*There is no “D” assigned in any graduate nursing course. The grading scale above applies only to nursing courses.**



**Criteria for Dismissal:**

**Any of the following conditions may result in immediate dismissal from the School of Nursing – Graduate Program. Behaviors identified as criteria for dismissal include but not limited to:**

- Unsafe clinical practice that may impact patient safety.
- Any instance that warrants a second warning.
- Disrespect for a faculty member or clinical site representative.
- Academic dishonesty in any form (e.g., plagiarism, cheating, stealing).
- Misrepresentation or fabrication of events surrounding an incident involving professional and/or course related practice.
- Misrepresentation or fabrication of data or clinical records.
- Breach of professional ethics (See ANA Code for Nurses).
- Behavior not commensurate with professional expectations.
- Positive drug test or criminal background check while enrolled in the program. A student can be asked to complete a drug test or criminal background check by the Dean of the College of Nursing and Health Sciences at any time while enrolled in the program. Failure to abide in completing the test or obtaining adequate documents will be automatic dismissal from the program. All expenses are the responsibility of the student.

**\*\* The student will not be eligible for readmission to the College of Nursing and Health Sciences in any of the above cases.**

**Probation**

Any student who is in violation of graduate nursing program policies will receive a formal letter of warning outlining the behavior. The student may be placed on probation and allowed to continue in the program. The duration of the probation period will be no less than one full semester. Students must meet with the program chair to discuss the violation, review the probation stipulation, and formulate a plan to succeed in the program. Failure to meet the probation stipulations may result in immediate dismissal from the program at any time during the probation period. Any behaviors that warrant a second probation period will result in immediate dismissal from the graduate nursing program.

**Campus Life Handbook**

Students are to follow the policies and procedures documented in the Handbook. <https://www.uu.edu/studentlife/handbook/cvs2425.pdf>

- Union University “Our Statement of Faith”
- Adult Values
- Judicial Process for Value Violations
- Academic Grievance Procedures

**Drug Free Environment**

For those applicants accepted into the program, a background check and initial drug screen will be required upon August enrollment (at student’s expense).

In addition, unscheduled drug screening or background check (at the students' expense) may be done of students at the discretion of Union University or clinical sites.

## **Student Alcohol and Drug Testing Policy to Maintain Wellness**

### **Introduction**

All students enrolled in Union University are expected to have the responsibility, accountability, and competence to make positive choices that maintain and improve their physical, mental and spiritual well-being.

“Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price, therefore glorify God in your body and in your spirit, which are God's.”

1 Corinthians 7:19-20

Union University firmly believes that the use of alcohol and drugs can have a negative effect on the performance of the student's intellectual and spiritual development. The potential for alcohol and drug abuse threatens the viability of the student's professional development, the public's confidence in Union's programs and its academic reputation among colleges and universities. Most importantly, alcohol and drug abuse affects individual wellness which is imperative in maintaining a healthy mind and body to serve within God's kingdom and be productive for His purposes.

### **Definitions**

**Alcohol** means any product of distillation of any fermented liquid or any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits, and alcohol used in the manufacture of denatured alcohol, flavoring extracts, syrups, or medicinal, mechanical, scientific or culinary preparations.

**Drug** means any controlled substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812). Such drugs include, but are not limited to, amphetamines, barbiturates, benzodiazepines, cocaine, methaqualone, opiates (codeine, heroin, morphine, papaverine), phenycyclidine (PCP) and cannabinoids (THC, marijuana). In accordance with this policy, “drug” also means any legend drug obtained in violation of any Food and Drug Administration enforced statute or regulation. The abuse and/or dependence upon legally permitted substances such as, tobacco, prescription drugs, etc. is also prohibited.

**Drug paraphernalia** means any equipment, product or material that is used or intended for use in concealing a drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body a drug or controlled substance.

**Drug test or test** means any chemical, biological or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites. Tests may be based on breath, saliva, urine, blood and/or hair samples.

**Reasonable-suspicion drug testing** means alcohol or drug testing based on a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience. Among other things, the facts and inferences may be based upon:

- Observable phenomena such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of alcohol or a drug;
- Abnormal conduct or erratic behavior or a significant deterioration in performance;
- A report of alcohol or drug use, provided by a reliable and credible source;
- Evidence that an individual has tampered with an alcohol or drug test while in the academic program; and/or
- Evidence that a student has used, possessed, sold, solicited or transferred drugs or used alcohol.

**Refusal to test** means:

- Failure to provide adequate urine, hair, swab or other biological material for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for testing,
- Engaging in conduct that obstructs or interferes with the testing process,
- Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing,
- Failure to be readily available for requested testing,
- Failure to report to, and undergo prohibited substances testing as required, and/or
- Alteration or adulteration of a specimen or admission to the collector that you adulterated or substituted a specimen.

**Under the influence** means a condition which alters, impairs, diminishes or affects the body's sensory, cognitive or motor function due to alcohol or drug consumption; drug consumption may include extensive use of prescribed medications as well as illegal use of drugs. This also means the detectable presence of substances within the body, regardless of when consumed, having an alcohol test result of 0.04 or greater alcohol concentration and/or having a positive alcohol or drug test.

*A student's use of stimulants (as evidenced by a positive drug screen) without a current prescription will be considered to be abuse of prescription drugs and a "positive" test as noted below.*

### **General Policy**

Any of the following actions constitutes a violation of the policy and may subject a student to disciplinary action including immediate termination from the program:

- Consuming or being under the influence of alcohol, smoking or using smokeless tobacco on University property, at a clinical site, or as a representative of Union University.
- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while on University property, in a clinical site or as a representative of Union University.
- Using any prescription drug without a current, valid prescription or being under the influence of any prescription drug without a current, valid prescription. A valid prescription is one that is issued by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date. This includes prescription stimulants without a valid, current (within 6 months) psychosocial evaluation.
- Using any drug (over the counter or prescription, regardless of possession of a valid prescription), that has the potential to impair judgment while on University property, a clinical site or while serving as a representative of Union University.
- Refusal to test.
- Conviction of illegal possession and/or illegal distribution of drugs or alcohol.

### **Types of Testing**

**Applicant Testing:** All applicants accepted into a health-related academic program may, depending on the program requirements, be required to submit to an initial drug screen upon enrollment. This will be *at the student's expense*.

**Random Testing:** The student may be selected at random for drug and/or alcohol testing at any interval determined by the University. When selected for random testing the student must visit the designated laboratory **within twenty-four (24) hours of notification**.

**Reasonable Suspicion Testing:** Union University may ask the student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

**Post-Incident Testing:** Any student involved in an on-campus or clinical site incident which injures the student, another student, or a patient under circumstances that suggest possible use or influence of drugs or alcohol in the incident may be asked to submit to a drug and/or alcohol test.

**Clinical Site Testing Requirements:** To meet clinical obligations, additional drug screens may be required by specific clinical sites at the student's expense.

### **College of Nursing Testing Procedure/Collection of Samples**

All testing will be performed by designated laboratories certified by either the SAMHSA (Department of Health and Human Services) or other governmental entity. Testing shall be in accordance with industry standards and in accordance with any applicable federal and state laws. The collection procedures shall be designed to ensure the security and integrity of the specimen

provided by each student and those procedures shall follow chain-of-custody guidelines.

A Medical Review Officer shall be designated to receive all laboratory results from every type of test and assure that an individual who has tested positive has been afforded an opportunity to justify the test result. If the MRO determines that there is no legitimate explanation for the positive result, such result will then be considered a verified positive test result.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test.

### **Disciplinary Procedures**

- Positive drug screen for any of the criteria listed above:

*Students receiving a positive test for alcohol or drugs will be dismissed from the graduate nursing program.*

Clinical sites do not allow students that have tested positive to enter their facility. Without clinical hours and experience, students would be unable to qualify for graduation from the graduate nursing program or to sit for their certification exam.

### **Alcohol/Drug Related Convictions**

Students who are convicted of any alcohol or drug related violation under state or federal law or who plead guilty or nolo contendere (i.e. no contest) to such charges must inform the University in writing within five (5) days of the conviction or plea. Failure to report a conviction will result in disciplinary action, up to and including dismissal from their academic program and University.

### **Cost of Process**

Students are responsible for costs associated with enrollment and pre-clinical drug testing and required background checks.

### **Miscellaneous**

While it is the desire of the University to promote a wellness plan that supports the grace filled community of the University, there are many external factors (e.g. licensing boards and clinical facility requirements) that may prohibit the student's ability to complete program requirements and may therefore result in program and University dismissal. If this occurs, the University is not liable for any effects this may cause in being unable to foster the student's completion of the program's academic requirements.

### **Alcohol Consumption**

There is to be no consumption of alcohol at functions where you participate as a Union student. This includes professional presentations/meetings (local, district, national), mission trips, etc. If alcohol is consumed at these functions, there will be penalty including suspension, probation, and possible dismissal.

Please be aware that any photos, videos, social media postings, or other depictions of a student consuming alcohol may constitute a violation of the Community Values Statement. Please refer to the 2022-2023 Campus Life Handbook <https://www.uu.edu/studentlife/handbook/cvs2425.pdf>

### **Social Media Policy**

It is never appropriate to share comments, updates, or critiques on any public forum (e.g., Facebook or twitter). Items, photos, and comments shared on these sites are available to the public and any that are in direct violation with our community values may result in disciplinary action (e.g., probation, suspension, and/or dismissal). For your convenience, below is a portion of the community values statement that you signed upon entering the graduate nursing program:

*PERSONAL ABUSE. Personal abuse is defined as any behavior that results in harassment, coercion, threat, disrespect and/or intimidation of another person, or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological wellbeing of a person. Inappropriate narrative on a personal blog (e.g., Facebook) may be considered personal abuse.*

Violations of this are considered very serious because they not only reflect upon your character but reflect upon the graduate nursing program and the University and individuals will be disciplined as appropriate.

These blog sites (e.g., Facebook, Twitter) are not to be utilized to address items such as clinical concerns, clinical sites or concerns with the nurse practitioner track faculty or coursework at Union University. Direct violation with this policy may result in disciplinary action as listed above. (e.g., probation, suspension, and/or dismissal)

Students are not to access, view, or post to social media while at clinical sites unless you are on break and not in patient care areas. Direct violation with this policy may result in disciplinary action as listed above. (e.g., probation, suspension, and/or dismissal)

### **Texting**

Under no circumstances will cell phone texting be tolerated in the clinical setting in the presence of patients. Students are permitted to have cell phones that are in the silent mode in their possession. **In addition, no texting is allowed unless the student is on break or at lunch and in a non-public setting where conversations may be overheard.** Violation of this policy may result in suspension or dismissal from the graduate nursing program.

### **Handheld Electronic Devices (HED)**

1. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and for following HIPAA guidelines when using their HED in the clinical setting. **NOTE: AT NO TIME IS IT PERMISSIBLE TO PUT ANY PATIENT IDENTIFIERS OR PERSONAL PATIENT INFORMATION ON YOUR DEVICE**
2. The primary purpose for the HED in the clinical setting is for reference purposes (e.g., electronic drug guide, medical dictionary, etc.). It may be used as a calculator as well.
3. Telephone and camera functions must be turned off during clinical experiences by placing the HED in “airplane” mode (please refer to instructions on your specific device to accomplish this).
  - a. **STUDENTS ARE PROHIBITED FROM TAKING PHOTOGRAPHS IN ALL CLINICAL SITES.** This includes taking pictures of documents or computer screens to capture patient data.
  - b. Sending or receiving text or other messages on the HED during clinical is not permitted. (*NOTE: Faculty members will have a cell phone in case of emergency*).
  - c. No pictures are to be taken in the Cadaver or Plastination labs. These are a person’s body and must be treated with respect.
4. Infection control precautions must be maintained when using a HED in patient care areas. (**See Handheld Device Hygiene below**)
5. When accessing information on your device you must step away from public view. Patients and visitors do not know if you are using the HED for work or personal business and, to avoid any misunderstandings, keep your device out of sight in general areas on the unit.

### **Handheld Device Hygiene**

- a. Wash hands before using the HED.
- b. Avoid using device with contaminated gloves. Plan ahead for procedures.
- c. Wipe down handheld device using solutions **ONLY** recommended by the device manufacturer.
- d. Avoid areas that can possibly contaminate the device (e.g., bedside tables, patient bed).
- e. **DO NOT take device into isolation rooms.**
- f. Use common sense. Think before using the device in the clinical setting. Remember, you intend to bring your handheld electronic device home to use again.

**NOTE:** Taking your personal handheld electronic device into the clinical setting is purely optional. You are solely responsible for its safety and security and use in accordance with the policies of the clinical site and this policy. Union University and the clinical agency are **NOT** responsible if your personal handheld electronic device is lost, stolen, broken, or contaminated to the point it is not usable.

### **Disclosure of Offenses Post-Background Check Completion:**

All graduate nursing students are required to complete a background check upon entering the College of Nursing. Please note the following statement regarding continued enrollment in the graduate nursing program:

Current full and part-time, MSN, Post-graduate Certificate, and DNP students are required to immediately report to their program chair and the Associate Dean of Graduate Programs any infractions (arrest, criminal charge, or conviction) that could potentially encumber your nursing license. Such actions may prohibit your ability to complete the required clinical hours in various clinical agencies and successfully complete the graduate nursing program. Failure to disclose information may result in dismissal from the program.

**Student E-Mail**

Union University provides an email account to support students in their graduate studies. Students are required to have an email address that ends with '@my.uu.edu'. All communication from the graduate nursing students will be sent to the uu.edu address. Students are expected to check their e-mail on a daily basis for updated communications.

**Dress Code**

In all clinical or Fellowship settings the student is to wear a name badge that identifies the student with Union University College of Nursing and Health Sciences.

**Hospital or Clinical Settings:**

Students are to wear a white finger-tip length lab coat (no embroidery, emblems, or logos). The UU ID badge should be clearly visible. All articles of personal attire should be scrupulously clean, i.e., freshly washed, wrinkle-free and in good condition. A watch with a second hand, a wedding and/or engagement ring and one pair of plain pierced earrings are the only items of jewelry that may be worn.

Hair must be well groomed and, if longer than collar length, it must be worn up or secured at the nape of the neck. Ribbons and headbands are not permitted. Male students should be clean shaven or wear neatly trimmed beards or moustaches. Fingernails should be clean, short, rounded, smooth and unpolished. All direct care providers should have nails less than 1/4 inch long. Short nails and clear polish seem to have no effect on the microbial load. Long nails and artificial nails increase the microbial load. Long nails can injure the patient and cause gloves to tear and are not permitted.

Professional clothing (business casual) is appropriate for most agencies. Wear solid pants or skirts. Skirts should cover your knees when seated. Polo type shirts or button-down shirts/blouses will expose no immodest skin and completely cover midriff. Proper under garments must be worn. Closed-toed shoes and hosiery/socks are required. Scrubs should only be worn in certain clinical settings i.e., ED, OR, or critical care units. You must have approval from preceptor and clinical instructor before these can be worn. Jeans, tee shirts, tee shirts with logos, and athletic/tennis shoes are not to be worn in any setting.

**College of Nursing and Health Sciences Sponsored Organizations**



Nu Lambda is a chapter of **Sigma Theta Tau International**, the Nursing Honor Society. Its purposes are to recognize superior achievement, to develop leadership qualities, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the profession. Membership is by invitation to undergraduate students, graduate students and community leaders. The criteria for induction of graduate students are completion of one-fourth of the required nursing curriculum and a GPA of 3.5 or greater. After graduation, students continue their membership in the society as alumni.

Graduate nursing students are strongly encouraged to hold membership in **the American Nurses Association (ANA) and Tennessee Nurses Association (TNA)** if they reside in Tennessee. Most professional nursing organizations have student memberships at a discount rate, so students should take advantage of those opportunities.

## Library Resources for Nursing Students

The most useful library resources for nursing students are gathered on the Nursing Research Guide at <http://guides.uu.edu/nursing>. From this guide, you can access library databases for doing research, the library catalog to locate both print and electronic books, useful websites, information on citing sources, and other relevant links.

### Databases

The databases for nursing topics are found on the databases page of the research guide <http://guides.uu.edu/nursing/databases>. The primary databases are listed first, including CINAHL, Science Direct, MEDLINE and Nursing and Allied Health Collection. Other useful health sciences databases are listed below the primary databases. Descriptions of the databases and their content are included on the website. The descriptions can help you determine which databases are most likely to have content related to your topic.

### Notes on specific databases

- MEDLINE vs PubMed: PubMed is a public database available through the National Library of Medicine. MEDLINE is a subscription service that searches the same content. We have MEDLINE access on several different platforms (one is listed with the primary databases and others are listed with the other databases). All of these (all MEDLINES and PubMed) are searching the same content, though the interface will be different.
- SciFinder: This is primarily a chemistry a database. It requires an individual account which must be created on campus. (According to our license agreement we cannot provide remote access to the registration.) If you are enrolled in an online program and need access to the SciFinder, please contact the library and we will be glad to create the account for you.
- MicroMedex: **username:** unionu **password:** 9acdmdx
- *UpToDate* is available through the Union University library. Students can also download the app.

### Books

The books page of the guide, <http://guides.uu.edu/nursing/books>, provides access to the library

catalog. Several electronic books databases have significant collections in health sciences, including Ebsco Ebooks, OVID Ebooks and R2 Library. If you are enrolled in an online program and need access to print books we hold in our library, you can fill out an interlibrary loan form at <http://www.uu.edu/library/services/ill/> Make a note in the comments section that you are a distance student and need the book(s) sent directly to you.

### **Off Campus Access to Electronic Resources**

Off campus access is provided through a proxy server (with the exception of databases mentioned above). You will be prompted to login with your UU network credentials. This will be your username (firstname.lastname) and password that you use to login to Canvas, email or other UU resources. DO NOT include “@my.uu.edu” as part of your username.

### **Common issues**

- The proxy login page has the UU crest in the center. If you get any other login screen, your UU credentials will not work. Try clearing your browser cache and cookies and navigate to the database again. If you continue to get a different login, please contact the library at [library@uu.edu](mailto:library@uu.edu).
- Do not try to save bookmarks to specific databases. They often include extra information that breaks the connection with the proxy server. Always begin at one of the database lists on the library website.
- If the browser will not load the page when you click on the database link—either it simply spins and does nothing or gives you a “cannot load page” error message—this usually indicates the proxy server is being blocked by a firewall or security software. This is especially common when trying to access databases on business networks. Adding an exception to ezproxy.uu.edu should resolve the problem. (If you are at work, this would need to be done at the network level by the IT dept.)

### **Research Coach**

Research assistance is provided through the Research Coach program. This is one-on-one assistance to help you learn which databases to use, how to search, and how to use and cite sources. More information can be found at <http://www.uu.edu/library/research/coach.cfm> Research coaching for online students can be done over the phone, through skype/Zoom/Teams or other applications.

### **Contact the Library:**

#### **Phone**

**For research help**

731-661-6571

#### **Email**

**For research help**

[reference@uu.edu](mailto:reference@uu.edu)

#### **Website**

**Homepage**

<http://www.uu.edu/library>

**For general questions**

**Or questions about**

**your account,**

**renewing books, etc.**

731-661-5070

**For general help or**

**report issues with**

**access**

[library@uu.edu](mailto:library@uu.edu)

**Ask-a-librarian**

<http://www.uu.edu/library/ask.cfm>

### **Computer Requirements**

*Each student is required to have access to a personal computer and printer outside of the university. It is not the university's responsibility to print or copy documents that the faculty may send to you via email attachments or distribute in the classroom.* It is the student's responsibility to be able to send/receive emails with attachments and operate basic computer software such as Word, Excel, and PowerPoint. At times, the student will be required to watch videos that contain audio and video through PowerPoint. The student is responsible for sending or receiving information from a computer that has an active, up-to-date antivirus program. The university will provide you an email account free of charge. *The student communicating from distant sites should communicate through high-speed internet access.* Students are encouraged to contact the Help desk ([help@uu.edu](mailto:help@uu.edu)) if they encounter computer or learning program problems. Additional IT information is available at <http://www.uu.edu/it/>

### **Students with Disabilities or Academic Accommodations**

#### **ADA Policy/Accommodations**

Any student with a disability requesting academic accommodations is encouraged to speak with the course instructor immediately at the beginning of the semester. In addition, the student must provide the instructor with a letter of accommodations from the Office of Disability Services (ODS). For more information about registering with ODS please visit [www.uu.edu/ods](http://www.uu.edu/ods) or contact Esperanza Gonzalez, Director for Disability Services, at [egonzalez@uu.edu](mailto:egonzalez@uu.edu) or (731) 661-6520. ODS is located in PAC F-39. All information disclosed during this process will be handled in compliance with FERPA policies regarding privacy of information.

### **Limited English Proficiency Policy**

Union University may approve select accommodations for specific undergraduate and graduate students who have limited English proficiency (LEP). Intended to be a semester-long support system to aid in navigating academic English discourse demands, these accommodations are based on student need and the availability of resources through Union's English Learners Program. The goal is to aid the LEP student in gaining the English proficiency necessary to continue in her/his studies without the need for additional accommodations. However, LEP students may seek accommodations for additional semesters if needed.

- Students with limited English proficiency should contact Dr. Phillip Ryan ([pryan@uu.edu](mailto:pryan@uu.edu)) to begin the evaluation process and learn more about select resources.
- Dr. Phillip Ryan or his designee, in consultation with the Institute for International and Intercultural Studies (IIIS) faculty at Union University and the professor for English 111 and 112 for Internationals, will determine student eligibility and specific accommodations if needed. Recommended accommodations may include but are not limited to extended time on tests, Hundley Center support, or the ability to record class lectures.
- If approved, Dr. Phillip Ryan will send recommendations to the student, cooperating faculty, and the student's academic advisor.

## **Policy Acknowledgement by the Student**

**POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING  
POLICIES AS NOTED IN THE GRADUATE ACADEMIC CATALOGUE  
<http://www.uu.edu/catalogue/graduate/> AND THE CAMPUS LIFE HANDBOOK  
<https://www.uu.edu/studentlife/handbook/cvs2425.pdf>**

The signature of the graduate student below indicates they have read and understood the student handbook and agree to abide by the provisions within. This signed agreement will be placed in the student's file as a permanent record.

Printed Name  
Graduate Student \_\_\_\_\_ Date \_\_\_\_\_

*Signature* \_\_\_\_\_

*A COPY IS TO BE RETAINED BY THE STUDENT*

**Student Alcohol and Drug Testing Policy to Maintain Wellness  
Acknowledgement**

The signature of the graduate student below indicates they have read and understood the information related to student alcohol and drug testing and wellness, and agree to abide by the provisions within. This signed agreement will be placed in the student's file as a permanent record.

Printed Name  
Graduate Student \_\_\_\_\_ Date \_\_\_\_\_

*Signature* \_\_\_\_\_

*A COPY IS TO BE RETAINED BY THE STUDENT*