



**MASTER IN NURSING**

**STUDENT  
HANDBOOK**

2007 -2008

## Foreword

Dear Master's Nursing Student:

Welcome to the University of Miami School of Nursing and Health Studies.

We have prepared this *Master's of Science in Nursing Handbook* to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions here at the University of Miami School of Nursing and Health Studies.

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

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

Wishing you a successful school year,

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**Professor and Dean**

**JoAnn Trybulski, PHD, APRN, BC**  
**Associate Dean for Master's Programs**

## TABLE OF CONTENTS

<b>OVERVIEW .....</b>	<b>1</b>
<b>Mission Statement .....</b>	<b>1</b>
<b>Accreditation .....</b>	<b>1</b>
<b>SCHOOL OF NURSING AND HEALTH STUDIES PHILOSOPHY .....</b>	<b>2</b>
<b>MSN EXPECTED PROGRAM OUTCOMES .....</b>	<b>3</b>
<b>ADVISEMENT AND REGISTRATION .....</b>	<b>3</b>
<b>GRADING POLICY .....</b>	<b>4</b>
<b>PROGRESSIONS POLICY .....</b>	<b>4</b>
<b>COURSE AND CLASSROOM REQUIREMENTS .....</b>	<b>5</b>
<b>Course Syllabus .....</b>	<b>5</b>
<b>Textbooks .....</b>	<b>5</b>
<b>Attendance .....</b>	<b>5</b>
<b>Reference Manual for Writing .....</b>	<b>5</b>
<b>Papers.....</b>	<b>5</b>
<b>LEAVES OF ABSENCE AND READMISSION.....</b>	<b>5</b>
<b>ACADEMIC HONESTY POLICIES .....</b>	<b>6</b>
<b>Ethics... ..</b>	<b>6</b>
<b>Honor Code.....</b>	<b>6</b>
<b>Plagiarism .....</b>	<b>6</b>
<b>Sanctions for Plagiarism.....</b>	<b>6</b>
<b>GRADUATE STUDENT ACADEMIC APPEALS PROCESS.....</b>	<b>7</b>
<b>CLINICAL EXPERIENCE GUIDELINES .....</b>	<b>9</b>
<b>Requirements Prior to Starting Clinical Experiences.....</b>	<b>9</b>
<b>Clinical Attire .....</b>	<b>11</b>
<b>Accessories .....</b>	<b>11</b>
<b>Medical Center Identification .....</b>	<b>11</b>
<b>Transportation to Clinical Sites .....</b>	<b>11</b>
<b>Health Insurance Portability and Accountability Act (HIPAA).....</b>	<b>12</b>
<b>POLICY FOR SAFE PRACTICE IN CLINICAL SETTINGS .....</b>	<b>12</b>
<b>PRECAUTIONS TO PREVENT TRANSMISSION OF HIV .....</b>	<b>12</b>
<b>Universal Precautions .....</b>	<b>12</b>
<b>Precautions for Invasive Procedures .....</b>	<b>13</b>
<b>EXPOSURE CONTROL POLICY AND PROCEDURES.....</b>	<b>14</b>
<b>Procedures for Needle Stick/Sharps Injuries and Body Fluid Exposures.....</b>	<b>15</b>
<b>Health Sciences Student Exposure Fee.....</b>	<b>15</b>
<b>COMPUTER LAB INFORMATION.....</b>	<b>16</b>
<b>GRADUATE STUDENT ORGANIZATIONS .....</b>	<b>16</b>
<b>Graduate Student Association.....</b>	<b>16</b>
<b>School of Nursing and Health Studies Committees.....</b>	<b>16</b>
<b>HONOR SOCIETY .....</b>	<b>17</b>
<b>MASTER’S CANDIDACY &amp; PREPARATION FOR GRADUATION .....</b>	<b>17</b>
<b>RECOGNITION CEREMONY .....</b>	<b>17</b>
<b>APPENDICES</b>	
<b>Appendix A: Graduate Nursing Sample Program of Study</b>	
<b>Appendix B: University Student Support Services</b>	
<b>Appendix C: Application for Admission to Candidacy</b>	



## OVERVIEW

Nursing education began at the University of Miami in 1948 with registered nurses admitted to the College of Arts and Sciences for the Bachelor of Science in Nursing (BSN). In 1952, the nursing program became a Department of Nursing within the College and began admitting generic nursing students. The BSN program was approved in 1954 by the Florida State Board of Nursing and Registration. The BSN program received initial national accreditation by the National League for Nursing in May 1956. In 1968, Nursing was transferred to the Medical Center and became a school, reporting to the vice-president for Medical Affairs.

In 1976, seventeen students were enrolled in the new Master of Science in Nursing (MSN) program. In 1980, the School of Nursing achieved the status of all other schools on the Coral Gables campus and the dean of the school began reporting directly to the provost and executive vice president. The MSN program was accredited in 1982 by the National League for Nursing. In 1984 the PhD program in nursing was approved by the Board of Trustees and funded by the Division of Nursing in the Department of Health and Human Services with a one million dollar grant for five years to help develop the doctoral program. It was one of only 25 doctoral programs in nursing at the time of its initiation. The first doctoral students were admitted in 1985, and the first graduate completed her doctorate in December 1987.

The School celebrated its 50<sup>th</sup> anniversary in 1998. The M. Christine Schwartz Center for Nursing Education had its ground breaking in October, 2004. In 2005, the School of Nursing became the School of Nursing and Health Studies to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program.

### Mission Statement

The Mission of the School of Nursing and Health Studies is to educate students and support faculty committed to excellence in the art and science of nursing and health care studies through creating and disseminating health knowledge and developing culturally competent leaders to provide service to our community, the nation, and the world (Adopted by the SONHS, 2005).

### Accreditation

The baccalaureate program is approved by the Florida State Board of Nursing. The baccalaureate and master's programs are accredited by the National League for Nursing Accrediting Commission (NLNAC), 60 Broadway, New York, New York, 10006, (800) 669-1656, or (212) 363-5555. The nurse-midwifery specialty within the master's specialty is accredited by the American College of Nurse-Midwives, Suite 1000, 1522 K Street, NW, Washington, DC, 20910-6374, (202) 289-0171 and the nurse anesthesia specialty is accredited by the Council on Accreditation of Nurse Anesthesia Education programs (COA), 222 South Prospect Avenue, Park Ridge, Illinois, 60068-4001, (847) 692-7050 (ext. 1154).

**UNIVERSITY OF MIAMI, SCHOOL OF NURSING  
AND HEALTH STUDIES PHILOSOPHY**

The School of Nursing and Health Studies is an integral part of the University of Miami and shares in the responsibility to facilitate the development of humanistic and intellectual capabilities of individuals to meet the challenges of a world increasingly characterized by science, technology and resource conservation. The ongoing interaction between the School of Nursing and Health Studies community and the University community serves to complement the functions of each through the exchange of resources, including the collective abilities of faculty and students.

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

Each person is a unique, integrated, holistic human being who is influenced by the complex interaction of biological, psychological, developmental, sociological, economic and cultural variables. Each individual functions in continuous interaction with a constantly changing environment. Each person is an integral part of a family and community in a multicultural society.

Changes in the cultural, economic, technological, political, and sociological environment affect the health care delivery system as well as the health care needs and expectations of clients. Access to health care is a basic right. Health and health alterations are dimensions of life that form a continuum within each person, group and community, can be located. Health is defined as the quality of life as measured by an ever-expanding level of well-being. Health results when energy is mobilized for the promotion, maintenance, and/or restoration of well being. The goal of health promotion and disease prevention is to facilitate the expansion of health regardless of level of functioning by acknowledgment of life-style choices, advocacy and decision-making.

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

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

across the life span.

Professional nursing requires a commitment to life-long learning, which results from interaction between the individual and environment. Faculty and students share responsibility to create a learning environment that stimulates intellectual curiosity, critical thinking, decision-making, and self-directed action. Students enter nursing education at various levels based on their personal backgrounds and career goals. Independent learning and flexibility are encouraged in meeting program objectives. Evaluation, as part of the teaching/learning process, promotes growth and provides direction for improvement of nursing practice, education, and research.

### **MASTERS OF SCIENCE IN NURSING EXPECTED PROGRAM OUTCOMES**

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

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

1. Synthesize knowledge from sciences, humanities, and nursing as a basis for culturally competent and safe advanced practice nursing.
2. Integrate specialized knowledge and skills in a selected area of advanced practice nursing.
3. Incorporate professional ethics and social justice in the development of the advanced practice role.
4. Utilize research for the improvement of nursing practice and the advancement of nursing as an academic discipline.
5. Provide leadership for the improvement of health care systems.
6. Promote peer and interdisciplinary collaboration for the continued growth of the advanced practice nursing.

### **ADVISEMENT AND REGISTRATION**

The lead faculty, program directors, and coordinators of the individual specialty tracks in the Master of Science in Nursing Program also serve as advisors to graduate students. All graduate students need to consult with these advisors to review their Program of Study (a.k.a. program plan) upon initial enrollment. Programs of Study are found in Appendix A. These advisors can address issues related to degree and course requirements, registration, and matriculation in the University.

To register for classes, Master's students must schedule an appointment with their advisor. Advising reminders are generally shown in myUM. Registration for summer and fall semesters typically opens in April. Spring registration opens in November. However, students should consult the University's academic calendar for the exact dates.

During the advising session, students will sign a UM Course Request form. Advisors will either instruct the student to submit the form to the Office of Students Services, Room 153 or will submit the forms themselves. All add and drop forms must be signed by both the student and the advisor and submitted to the Office of Student Services, Room 153. Students must allow 24 hours for processing.

For various reasons such as financial cancellation, failure to submit a local address, non-compliance with the Office of Student Health Services, a student may be unable to register because a "STOP" has been placed on the student's record. If the student has caused the stop, the student needs to exercise initiative in assisting the Office of Student Services to clear the stop.

Late registration fees go into effect on the second day of the semester. Dropping courses on the second day and thereafter results in a tuition refund or owing tuition which is prorated according to the *University of Miami Bulletin* ([www.miami.edu/bulletin](http://www.miami.edu/bulletin)). Students should familiarize themselves with the *Bulletin* in order to be aware of the University's policies and procedures.

### **GRADING POLICY**

The grading scale of the School of Nursing and Health Studies is consistent with the University of Miami grading standards as set forth in the University of Miami Bulletin ([www.miami.edu/bulletin](http://www.miami.edu/bulletin)). Students receive a syllabus at the beginning of each course that gives detailed grading requirements.

### **PROGRESSIONS POLICY**

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

1. A graduate student must maintain a 3.0 overall UM grade point average.
2. Any graduate student who receives a "C" in a nursing course will not progress and will be dismissed from his or her program.
3. A grade of "B-" or "C+" for a course is below graduate standards, constitutes a failure, and the student must repeat that course.
4. A student may only repeat one course.
5. All grades are included in the computation of the UM overall grade point average including those that are failed or repeated.

## COURSE AND CLASSROOM REQUIREMENTS

### **Course Syllabus**

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

### **Textbooks**

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

### **Attendance**

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

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

### **Reference Manual for Writing Papers**

All written work for courses in the School of Nursing and Health Studies must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association Manual*, 5<sup>th</sup> Edition. Washington DC: American Psychological Association (2001).

## LEAVES OF ABSENCE AND READMISSION

Graduate students must formally request a Leave of Absence (LOA) if their enrollment lapses by one semester (spring or fall) or more. The application must be reviewed by the Graduate Academic Standing and Admissions committee and a recommendation made to the Associate Dean of Master's Programs at the School of Nursing and Health Studies. A student with an LOA who desires to again enroll in courses, must complete a Readmission Application. Readmission is contingent upon review by the Graduate Academic Standing and Admissions Committee which will make a recommendation to the Associate Dean for Master's Programs.

## ACADEMIC HONESTY POLICIES

### Ethics

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

### Honor Code

The School of Nursing and Health Studies supports the Graduate Honor Code found at <http://www.miami.edu/pdf/graduatehonorcode.pdf> In addition to the policies set forth in the Honor Code, the School's faculty has adopted the following policy on plagiarism:

### **Plagiarism**

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

The following paragraphs explain what constitutes plagiarism:

Plagiarism can be defined essentially as the deliberate act of taking the writings and/or ideas of someone else and representing them as your own. Plagiarism commonly takes three forms.

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

own work.

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

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

### **Sanctions For Plagiarism**

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

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

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

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

## **GRADUATE STUDENT ACADEMIC APPEALS PROCESS**

The graduate student academic appeals process detailed below applies to the School of Nursing and Health Studies. Grounds for an academic appeal include, but are not limited to program dismissals, grade appeals, completion of terms of an independent study contract, completion of incompletes, overrides for registration, acknowledgement of transfer credits, issues with transcripts, course prerequisites, course waivers or withdrawals, requirement to repeat a course, and issues with ethical practice.

### **Grade appeals**

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom.

It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are: (1) The application of non-academic criteria in the grading process, as listed in the University's non-discrimination and affirmative action statute: race, color, sex, national origin, religions, age, sexual orientation, marital status, or handicap; (2) sexual harassment, or (3) failure to adhere to the grading criteria established for the course.

### Decisions made outside of the GASAC

Decisions made by the Graduate School Honor Council or by Accessibility Resources will not be heard through the SONHS appeal process. The student should appeal through the appeal processes of the Graduate School Honor Council or Accessibility Resources.

### University Ombudsperson

The student and/or faculty may contact the University Ombudsperson at any time for assistance with any problem associated with an academic appeal. The Ombudsperson for the University of Miami may be reached at 305-284-4922 or [ombudsperson@miami.edu](mailto:ombudsperson@miami.edu).

#### Step 1. Instructor Review

The student should discuss the dispute with the instructor who is or was involved with the appeal.

#### Step 2. Written Formal Appeal

If resolution of the dispute was not reached through the instructor or associate dean, the student then may file a written appeal to the Graduate Admissions and Academic Standing Committee. Student communications to the Committee represent the right to decide whether or not it will hear the appeal presented by the student. The Committee meets and forwards its recommendation to the Dean.

Written appeals must be filed **within 30 days** of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the university. The Committee may, at its sole discretion, decide to hear appeals filed after the preceding time periods have elapsed.

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

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

- d. All written decisions of individual faculty/administrators which are available to the student or in the student's possession.
- e. If the appeal is based on or related to a disability:

The student should provide a copy of the Letter to Professors received from Accessibility Resources (AR) and describe any other information pertinent to the question of disability.

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

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

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

The Committee will communicate its findings and recommendations to the Dean. The final decision with respect to the appeal will be made by the Dean and communicated to the student in writing. Once a decision has been rendered by the Dean and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University appeals process. This process begins with the student contacting the University Ombudsperson office at 305-284-4922 or [ombudsperson@miami.edu](mailto:ombudsperson@miami.edu).

## CLINICAL EXPERIENCE GUIDELINES

### **Requirements Prior to Starting Clinicals**

Prior to beginning a master's program, all students must meet the requirements for clinical courses as specified by the agencies with whom the School contracts. This is for the safety of students, clients, agency employees, and all those with whom students interact. Verification of compliance must be submitted annually to the Office of Student Services. **Failure to comply with these requirements will result in the student being withdrawn from clinical experiences.**

### **Florida RN License**

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

### **Physical Examination**

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

### **Background Check, Fingerprinting and Drug Testing Clearance**

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, has set forth requirements mandating that students in a healthcare field must now complete the same background check as hospital employees. American DataBank has been asked to perform background checks for University of Miami nursing students every year. For further information, please visit the SONHS website at <http://www6.miami.edu/sonhs/undergrad/screening.html>.

### **Cardiopulmonary Resuscitation (CPR) Certification**

All students need to be CPR certified. - The certification required is the Basic Life Support for Health Care Providers (adult, child and infant) a Heart Saver course is not acceptable. - Please go to <http://www.americanheart.org/> and click on the link on CPR & ECC. - Please fax us or send a copy of the CPR with the immunization form.

### **Immunizations**

Students must submit the immunization forms completed by their physicians located at <http://www6.miami.edu/sonhs/undergrad/screening.html>. to **both** the School of Nursing and Health Studies and to the University of Miami Student Health Services Office. The UM Student Health Services office will accept a fax at 305-284-6463.

- **Tuberculosis - PPD Skin Test**  
Required yearly. If positive, a chest x-ray is required within the last 12 months.
- **Hepatitis B Series**  
A series of three injections is given over a period of six months. Students may decline the Hepatitis B vaccination series for certain medical reasons; however, a Hepatitis B Virus Vaccination Declination Form must be submitted.
- **Varicella (Chicken Pox)**  
Titer required if individual was vaccinated, if not, vaccination is required.
- **Measles, Mumps and Rubella**  
Documentation of vaccination on or after first birthday or laboratory evidence of immunity by antibody titer.

- **Tetanus/Diphtheria**  
Booster required every 10 years.

Some of these immunizations are available at low cost through the Student Health Service, (305) 284-5927, 5513 Merrick Drive who can also test for and verify existing immunity.

### **Clinical Agency Requirements**

Our clinical agencies' contracts require that students practicing in the clinical setting comply with Federal OSHA and JCAHO regulations. Students may not participate in clinical activities until they provide evidence of compliance. Absence from clinical laboratory experiences due to a student's lack of compliance with this requirement will be considered as an unexcused absence, and may not be made up.

### **Clinical Attire**

Approved nursing attire must be worn during all clinical experiences. The student represents not only himself/herself, but the School of Nursing and Health Studies and the University of Miami, as well as the nursing profession. The student is expected to present a clean, well-groomed appearance. For purposes of infection control, hair must be worn off the collar. Uniforms should be purchased with comfort and professional appearance in mind. A University of Miami name pin must be worn on the uniform and the lab coat at all times.

### **Accessories**

A watch with a second hand is required. A stethoscope is required. A blood pressure cuff is strongly recommended. Jewelry should be chosen with cleanliness, safety, and professionalism in mind. A watch is the only arm jewelry allowed; rings should be limited to one per hand; earrings, if worn, are to be small; neck chains, if worn, must be covered by the uniform. Nose or tongue rings are unacceptable.

### **Medical Center Identification**

A University of Miami identification card (with photograph) is required in order to use Calder Medical Library. This identification must be worn by students whenever they are on the Medical campus. Calder Library is located on the medical campus at 1601 NW Tenth Avenue and contains many health related sources that are not available at Richter. Students must present their University of Miami ID cards when checking out materials.

### **Transportation to Clinical Sites**

Students are responsible for arranging their own transportation between the Coral Gables campus, the Medical campus and various clinical facilities. Car pools are encouraged when possible. Metrorail passes may be purchased on the Coral Gables campus. Each student is

encouraged to plan accordingly for transportation in order to avoid being late for classes and/or clinical experiences.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

HIPAA information and policies are located at the University of Miami's Office of HIPAA Privacy and Security website at <http://www.med.miami.edu/hipaa/public/>.

**POLICY FOR SAFE PRACTICE IN CLINICAL SETTINGS**

As registered nurses, students are expected to practice safely and ethically adhering to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act which is located online at [http://www.doh.state.fl.us/mqa/nursing/info\\_PracticeAct.pdf](http://www.doh.state.fl.us/mqa/nursing/info_PracticeAct.pdf). For the safety of our students, patients, clients, and community, graduate nursing students are subject to random drug testing.

**PRECAUTIONS TO PREVENT TRANSMISSION OF HIV  
CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)  
ATLANTA, GEORGIA**

**Universal Precautions**

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by CDC, and referred to as "universal blood and body-fluid precautions" or "universal precautions" should be used in the care of all patients, especially including those in emergency-care settings in which the risk of blood exposure is increased and the infection status of patient is usually unknown.

1. All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant health-care workers are not known to be at greater risk of contracting HIV infection than health-care workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for all patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

### **Precautions for Invasive Procedures**

In this document, an invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries 1) in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices; 2) cardiac catheterization and angiographic procedures; 3) a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or 4) the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure, during which bleeding occurs or the potential for bleeding exists. The universal blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.

1. All health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eye wear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of material that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as patient safety permits; the needle or instrument involved in the incident should also be removed from the sterile field.

## EXPOSURE CONTROL POLICY AND PROCEDURES

### (Needle Stick Policy)

**PURPOSE:** The purpose of this policy is to set forth the procedures for students, faculty and/or staff to follow in the event of an exposure, during a clinical experience, to bloodborne pathogens or other potentially infectious materials through a needle stick, sharps injury, splashes onto broken skin, splashes into eyes or mouth, or through a human bite that breaks the skin.

**POLICY:** Prompt reporting of any exposure to bloodborne pathogens or other potentially infectious materials is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner. Under this policy, in the event of an exposure incident, students and faculty are directed to immediately contact the University's Department of Risk Management, who will then make the necessary arrangements for evaluation, testing and treatment, if necessary.

#### **A. Procedures for Needle Stick/Sharps Injuries and Body Fluid Exposures.**

Specifically, the following procedures should be followed in the event of any exposure incident:

1. The student should immediately notify the clinical faculty member or preceptor who is responsible for the learning experience in which the student is engaged. Again, prompt reporting of all exposures is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner.
2. Unless extraordinary circumstances are present, the clinical faculty member or preceptor shall assist the student in shedding contaminated clothing, wiping/washing off visible blood and/or body fluids and disinfecting the area

exposed in an acceptable manner (i.e. a skin-approved bactericidal soap, a waterless cleaner, etc.). Care should be taken not to use abrasives or cleaners that will damage the skin. If blood and/or other body fluids are splashed in the eye or mucous membrane, flush the affected area vigorously with running water.

3. The clinical faculty member or preceptor shall assist the student in completing an Incident Report, which shall include the date and time of exposure and how the incident occurred. The clinical faculty member or preceptor shall then call the Department of Risk Management on the Coral Gables campus to report the incident (during business hours, (305) 284-3163; after hours and on weekends, (443) 794-0261, and shall fax over the completed Incident Report to that office. Risk Management shall inform the School of Nursing and Health Studies of such incident.
4. If the exposure incident occurred at a hospital, health care agency or clinic (hereinafter referred to as "Health Care Agency") that is able to provide the necessary medical evaluation, initial prophylactic treatment and testing, the clinical preceptor or faculty member shall notify the appropriate personnel at the Health Care Agency that an exposure incident has occurred. Risk Management shall make the necessary arrangements with the Health Care Agency for evaluation, testing and prophylactic treatment, which must be started within two (2) hours to be effective. Risk Management will also work with the clinical faculty member or preceptor and the Health Care Agency to obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HBV, and HCV infectivity. If warranted after initial prophylactic treatment, Risk Management shall make arrangements with the Health Care Agency for continued prophylactic treatment for the student. Risk Management will also make arrangements with the Health Care Agency for all necessary follow-up testing and treatment, including any counseling.
5. If the Health Care Agency where the exposure incident has occurred is unable or unwilling to perform the medical evaluation, testing and treatment, Risk Management shall make the necessary arrangements for the student to be tested and treated at Physician's Health Center (PHC). There are two locations: 7400 North Kendall Drive, Miami, Florida, 305-670-2798, open Monday thru Friday, 8:30 a.m. to 5:30 p.m., or 6221 NW 36 Street, Miami, Florida, 305-271-3627, open Monday thru Saturday, including any follow-up testing and treatment that may be necessary. If there is not sufficient time for the student to be tested and treated at PHC, Risk Management shall make arrangements for the student to be taken to the nearest emergency room for testing and treatment, including any follow-up testing and treatment.
6. All costs involved in the evaluation, testing and standard treatment after an exposure incident shall be covered by the University of Miami through an insurance policy maintained by the School of Nursing and Health Studies, subject to limits and exclusions set forth in such policy.

7. In addition to Risk Management, the student and/or the clinical faculty member or preceptor may also call the 24-hour nationwide Needle Stick hotline at 1-888-HIV-4911 if there are any questions or concerns about the exposure incident, evaluation or treatment. Furthermore, this policy shall be posted on the School of Nursing and Health Studies' website for easy access.

## **B. Health Sciences Student Exposure Fee.**

School of Nursing and Health Studies students shall be charged a fee to offset the costs of providing the insurance policy covering the costs in the event of exposure to blood-borne pathogens or other potentially infectious materials as defined above. Such fee, the amount of which may be changed at any time or from time to time by the School upon notice to students, shall be assessed at the commencement of each student's clinical program.

### **COMPUTER LAB INFORMATION**

A computer lab is located on the first floor of the M. Christine Schwartz Center. The hours of operation are: Monday - Friday, from 8:00 AM - 5:30 PM. A list of the University of Miami Computing Center Labs is located at <http://www.it.miami.edu/labs/>.

### **GRADUATE STUDENT ORGANIZATIONS**

#### **Graduate Student Association**

The Graduate Student Association (GSA) is the student government organization representing students in the Graduate School, including graduate students in the School of Architecture, College of Arts and Sciences, School of Business Administration, School of Communication, School of Continuing Studies, School of Education, College of Engineering, School of International Studies, School of Medicine, School of Music, School of Nursing and Health Studies, and the Rosenstiel School of Marine and Atmospheric Sciences. Established in 1969, the GSA is one of the oldest graduate student governments in the United States. The primary function of the GSA is to provide the means for responsible and effective graduate student participation in the planning and conduct of University affairs. The GSA serves as liaison between graduate students, individually and collectively, the faculty and the administration. In addition, the GSA exists as a social and intellectual forum to support and improve the quality of the graduate student environment at the University of Miami. Visit their Home page at [www.miami.edu/gsa](http://www.miami.edu/gsa).

#### **School of Nursing and Health Studies Committees**

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

The following School of Nursing and Health Studies Standing Committee student membership:

#### Curriculum Committee

The Curriculum Committee is responsible for developing, implementing, and evaluating the curriculum of the different program areas of the School of Nursing and Health Studies.

### **HONOR SOCIETY**

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

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

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

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

### **MASTER'S CANDIDACY AND PREPARATION FOR GRADUATION**

#### Master's Candidacy

Students must apply for Master's Candidacy after completing 12 credits and submit the application form (Appendix C) to the Associate Dean's Office. Students may not receive candidacy and graduate in the same semester so it is extremely important for student's in three-semester programs to apply in the second semester of enrollment.

#### Graduation

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

#### Graduation Clearance

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

**School Of Nursing And Health Studies Recognition Ceremony**

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

# **APPENDICES**

# **APPENDIX A**

**Graduate Nursing Plans of Study  
Fall 2007**

## Plan of Study for Nurse Anesthesia For Students Entering in the Fall Semester 2007

Faculty Program Director and Advisor: Nate Apatov 305-284-3348 [nateapatov@miami.edu](mailto:nateapatov@miami.edu)  
 Program Coordinator: Marlene Pino 305-243-9264 [mpino@miami.edu](mailto:mpino@miami.edu)

<b><i>Fall Semester 1</i></b> NUR 570 Psychobiology NUR613 Advanced Health Assessment and Diagnostic Reasoning (3) NUR601 Advanced Pharmacology (3) NUR612 Advanced Physiology/Pathophysiology for Advanced Practice Nursing (3)	12 credits
<b><i>Spring Semester 1</i></b> NUR608 Concepts of Advanced Practice Nursing (3) NUR630 Research and Evidence-Based Advanced Practice Nursing (3) NUR614 Basic Concepts in Anesthesia Nursing (3) NUR616 Pharmacology for Acute Care and Anesthesia Nursing (3) *SIMULATION 12 HOURS	12credits
<b><i>Summer Semester 1</i></b> NUR609 Professionalism in Advanced Practice Nursing (2) NUR619 Advanced Concepts in Anesthesia Nursing I (3) SIMULATION 6HOURS CLINICAL HOURS 36 HOURS/WEEK	5 credits
<b><i>Fall Semester 2</i></b> NUR 615 Professional Aspects of Anesthesia Nursing (2) NUR619 Advanced Concepts in Anesthesia Nursing II (3) SIMULATION 6HOURS CLINICAL HOURS 36 HOURS/WEEK	5 credits
<b><i>Spring Semester 2</i></b> NUR645 Interdisciplinary Anesthesia Nursing Internship I (3) SIMULATION 6HOURS CLINICAL HOURS 36 HOURS/WEEK	3 credits
<b><i>Summer Semester 2</i></b> NUR646 Interdisciplinary Anesthesia Nursing Internship II (3) SIMULATION 6HOURS CLINICAL HOURS 36 HOURS/WEEK	3 credits
<b><i>Fall Semester 3</i></b> NUR650 Interdisciplinary Anesthesia Nursing Internship III (3) SIMULATION 6HOURS CLINICAL HOURS 36 HOURS/WEEK	3 credits
<b>TOTAL</b>	<b>43 credits</b>

NOTE: This plan of study may be updated or revised by the faculty. Students must meet with their advisors each semester to register for classes.

**Plan of Study for Family Nurse Practitioner for Students Entering in the Fall Semester 2007**  
**Faculty Program Director and Advisor: Elaine Kauschnuger 305-284-6026 [ekauschinger@miami.edu](mailto:ekauschinger@miami.edu)**

Semester 1	FALL	Credit
NUR 601	Advanced Pharmacology	3
NUR 612	<b><u>Advanced Physiology/Pathophysiology for Advanced Practice Nursing</u></b>	3
NUR 613	Advanced Health Assessment & Diagnostic Reasoning (2 classes/1 clinical)	3
NUR 628	Adult 1 (1 class/3 clinicals)	4
		13 credits

Semester 2	SPRING	Credit
NUR 608	Concepts	3
NUR 623	Infant child (2 classes/1 clinical)	3
NUR 627	Pre Natal (1 class/1 clinical)	2
NUR 631	Adult II (2 classes/2 clinicals)	4
		12 credits

Semester 3	SUMMER	Credit
NUR 609	Professionalism in Advanced Practice Nursing	2
NUR 630	Research and Evidence-Based Advanced Practice Nursing	3
NUR 647	Advance Practice Nursing Integration	7
		12 credits

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**37  
credits**

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NOTE: This plan of study may be updated or revised by the faculty. Students must meet with their advisors each semester to register for classes.

**Plan of Study for Acute Care Practitioner for Students Entering in the Fall Semester 2007**

Faculty Program Director and Advisor: Joanna Sikkema 305-284-1525 [jdsikkema@miami.edu](mailto:jdsikkema@miami.edu)

<b>Semester 1</b>		<b>FALL</b>	<b>Credit</b>
NUR 601	Advanced Pharmacology		3
NUR 612	<b>Advanced Physiology/Pathophysiology for Advanced Practice Nursing</b>		3
NUR 613	Advanced Health Assessment & Diagnostic Reasoning (2 classes/1 clinical)		3
NUR 628	Adult 1 (1 class/3 clinicals)		4
			13 credits

<b>Semester 2</b>		<b>SPRING</b>	<b>Credit</b>
NUR 608	Concepts		3
NUR 616	Pharmacology for Acute Care & Anesthesia Nursing		3
NUR 631	Adult II (2 classes/5 clinicals)		7
			13 credits

<b>Semester 3</b>		<b>SUMMER</b>	<b>Credit</b>
NUR 609	Professionalism in Advanced Practice Nursing		3
NUR 622	Acute Care Nursing of Adults 1		4
NUR 630	Research and Evidence-Based Advanced Practice Nursing		3
			10 credits

<b>Semester 4</b>		<b>FALL</b>	<b>Credit</b>
NUR 621	Diagnostics & Therapeutic Interventions		2
NUR 620	Acute Care Nursing of Adults II		7
			9 credits

**45  
credits**

NOTE: This plan of study may be updated or revised by the faculty. Students must meet with their advisors each semester to register for classes.

**APPENDIX B**  
**University Student Support Services**

## Appendix B

### UNIVERSITY STUDENT SUPPORT SERVICES

Dean of the School of Nursing and Health Studies, Dr. Nilda (Nena) P. Peragallo...	305-284-3666
Associate Dean for Master's Programs – Dr. JoAnn Trybulski.....	305-284-6702
Director of Admissions & Recruiting – Kathy Del Toro.....	305-284-4732
Coordinator Admissions and Registration – Anne Stabb.....	305-284-2533
Academic Development.....	305-284-2800
Accessibility Resources .....	305-284-2374
Continuing Studies.....	305-284-4000
Counseling Center.....	305-284-5511
Financial Assistance Services.....	305-284-5212
International Student and Scholar Services .....	305-284-2928
<i>Miami Hurricane</i> .....	305-284-4401
Multicultural Student Affairs.....	305-284-2855
Public Safety .....	305-284-6666
Residence Halls Office .....	305-284-4505
Rumor Control .....	305-284-5151
Student Accounts .....	305-284-6430
Student Activities.....	305-284-6399
Student Health Services .....	305-284-5927
Student Life and University Center .....	305-284-2805
Testing Center.....	305-284-2450
Toppel Center for Career Planning and Placement .....	305-284-5451
Graduate Student Association.....	305-284-6750
Wellness and Recreation.....	305-284-3253
Hurricane Hot Line .....	305-284-5151
Hurricane (Weather) Announcements: .....	WVUM - FM - 90.5
.....	WIAZ - AM - 610
.....	WTAL - FM - 94.6
Storm Updates.....	<a href="http://www.miami.edu/prepare">www.miami.edu/prepare</a>
University of Miami Radio Station:.....	WVUM - FM - 90.5
University Website: .....	<a href="http://www.miami.edu">www.miami.edu</a>
Writing Center .....	305-284-2956
University Chaplains:	
St. Augustine Catholic Church/Student Center.....	305-661-1648
Baptist Campus Ministry.....	305-667-1066
Christian Science Organization.....	305-667-0703
Episcopal Church Center.....	305-661-4859
Hillel Jewish Student Center .....	305-665-6948
Wesley Foundation (United Methodist) .....	305-661-1695

# **APPENDIX C**

Application for Admission to Candidacy  
For The Master's Degree

Submit this application to the Office of Student Services in the Schwartz Center, Room 153 after completing 12 credits of study. Students may not receive candidacy and graduate in the same semester.

**APPLICATION FOR ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE**

**UNIVERSITY OF MIAMI GRADUATE SCHOOL**

**Submitted by the School of Nursing and Health Studies**

STUDENT NUMBER \_\_\_\_\_ STUDENT EMAIL \_\_\_\_\_

I, \_\_\_\_\_ ADDRESS \_\_\_\_\_

(Please Print)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

having completed \_\_\_\_\_ hours of graduate study with a cumulative grade point average of \_\_\_\_\_, do hereby apply for admission to candidacy for the Master of Science in Nursing with a specialization in \_\_\_\_\_.

I took the Graduate Record Exam Test: \_\_\_\_\_

(Date)

I submitted all original undergraduate or graduate transcripts Yes No (circle one)

Subject of my intended Thesis (If applicable): \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

.....  
Recommendation of Dept. or School

Thesis Committee Recommended (if applicable):

(Please print or type)

Action taken:

by: \_\_\_\_\_

\_\_\_\_\_  
(Chairperson)

on: \_\_\_\_\_

\_\_\_\_\_

Please return to Graduate School for final action.

\_\_\_\_\_  
(Outside Member)

.....  
GPA : \_\_\_\_\_

GRE-V: \_\_\_\_\_

Q: \_\_\_\_\_

AWA: \_\_\_\_\_

UNDERGRADUATE WORK AT \_\_\_\_\_

DEGREE AWARDED/DATE \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone \_\_\_\_\_