UNIVERSITY of VIRGINIA | SCHOOL of NURSING

2026-2027 Clinical Handbook for the Pre-licensure Programs

BSN and CNL Programs

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University of Virginia School of Nursing Professional Standards*

Excellence. Integrity. Leadership.

Nursing is a profession unlike any other. Nurses and nursing students are entrusted with the care of individuals during their most vulnerable moments, exercising sound clinical judgment to influence health outcomes and advocating on behalf of those unable to speak for themselves. As a trusted profession, nurses and nursing students should speak up against unethical, unsafe, or discriminatory behavior. Additionally, prioritizing self-care is critical. These profound responsibilities demand the highest standards. **This Professional Standards document embodies our values and identity. Every student, faculty, and staff member belong here and are accountable for upholding these standards—and for fostering a community that does the same.** UVA School of Nursing doesn't just prepare nurses—we define the standard.

Excellence

- Demonstrate punctuality, preparedness, and active engagement in all professional and academic settings
- Communicate with faculty, staff, students, and those in the community in a timely and respectful manner, following established protocols—particularly in the event of absences due to emergencies
- Follow safety protocols and evidence-based practices diligently
- Collaborate with interdisciplinary teams to deliver the best care
- Maintain a professional appearance in accordance with the School of Nursing dress code

Integrity

- Follow HIPAA guidelines and maintain confidentiality in all settings
- Represent the UVA Nursing community with distinction in every setting – clinical, academic, and beyond
- Maintain a thoughtful and responsible social media presence, recognizing the student role as a representative of the School of Nursing by following the UVA Health Social Media Policy
- Uphold personal and professional integrity including adhering to the UVA Honor System and in the American Nurses Association (ANA) Code of Ethics
- Affirm the inherent right of every individual to be treated with dignity and respect, free from intimidation, harassment, and discrimination

Leadership

- Develop a professional identity grounded in UVA Values
- Support and stand with colleagues in upholding community standards
- Value and learn from feedback from others
- Take responsibility for mistakes and use them as opportunities for growth and learning

***** *Drafted by student representatives in UVA SON academic programs, graduating in 2026, 2027, and 2028.*

Technical Standards on Admission, Progression, and Graduation

Consistent with our mission, vision, and values, the University of Virginia School of Nursing (SON) is committed to the full and equitable inclusion of all students. We are committed to developing all students into nurse leaders, researchers, and clinicians including students with disabilities or temporary medical or related conditions and adopting innovative technology that reduces educational and clinical barriers.

Nursing requires a broad combination of physical and psychosocial skills to provide safe and effective patient care within the healthcare systems of our communities. UVA School of Nursing provides the following description/examples of technical standards to inform prospective and enrolled students of a variety of technical standards required in completing their nursing curriculum. These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of this nursing program. The standards alone are not requirements of admission into the programs and the examples are not all-inclusive. Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs. These standards have been reviewed and approved by the School of Nursing Office of Admissions and Student Services and SON academic leadership, as well as relevant parties at the University of Virginia, including the Office for Equal Opportunity and Civil Rights, and are reviewed for currency and re-confirmed on an annual basis. Students are required to attest to these standards at the time they accept an offer to matriculate into a School of Nursing program and when needed throughout their program of study.

UVA School of Nursing wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), as amended) and all students can study and practice nursing with or without reasonable accommodations. Our program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) as amended. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. The decision regarding appropriate accommodation(s) will be based on the specifics of each case. Students who seek reasonable accommodations for disabilities must contact the University's Student Disability Access Center (SDAC) as soon as possible upon matriculation in the program or upon onset of disability. If a student's ability to meet technical standards changes during their program, the student must register with SDAC as soon as possible for an evaluation of what reasonable accommodations might be necessary. SDAC will determine a student's eligibility and recommend appropriate accommodations and services, through an interactive process with the student and the School of Nursing. SDAC is located on the first floor of the Student Health and Wellness Building.

Technical Standards for Admission, Progression, and Graduation

The curricula leading to degrees in Nursing from the UVA School of Nursing require students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are

required to perform these functions effectively. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following technical standards describe the non-academic qualifications, required in addition to academic qualifications, which are considered essential for entrance to, continuation in, and graduation from a UVA Nursing degree program. Candidates for nursing degrees, with the exception noted for selected graduate programs, must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

Selected Graduate Programs. In graduate programs without clinical components, or involving no direct patient care, the Progression Review Committee governing the specific degree program may modify the standards if they pertain to clinical practice.

Standards:

A. Observation

- Sufficient ability to obtain information from demonstrations and experiments in the basic sciences.
- Sufficient ability to perform health assessments and interventions.
    - observe diagnostic specimens
    - obtain information from digital, analog, and waveform representation of physiologic phenomena to determine a patient's condition (these skills typically require the use of vision, hearing, and touch or the functional equivalent)

Examples of relevant activities:

1. Ability to detect changes in skin color or condition.
2. Ability to detect a heartbeat.
3. Ability to respond to alarms generated by mechanical systems used to monitor patient physiological status.
4. Perceive pain, pressure, temperature, position, vibration, and movement that contribute to the gathering of needed information to evaluate and assess patient situations.

B. Motor

- Ability to provide general care and treatment to patients in varied health care settings.
- Ability to carry out nursing procedures and provide routine and emergency care and treatment to patients.
- Execute motor movements required to provide general care to patients and provide or direct the provision of emergency treatment of patients. Such actions require some degree of coordination of gross and fine muscular movements, balance, and equilibrium.
- Frequently perform motor activities including, but not limited to, walking, lifting patients, bending, standing and sitting actions repeatedly during clinical experiences. Clinical experiences often last up to 12 hours in duration.

Examples of relevant activities:

1. Assess information by palpation, auscultation, percussion and other diagnostic maneuvers.
2. Stamina sufficient to complete assigned periods of clinical practice.
3. Ability to carry out patient care procedures, such as tracheostomy care or performing emergency airway suctioning.
4. Assist with patient positioning, transferring or transporting patients.

C. Behavioral, Communication, and Emotional Abilities

- Ability to interact with colleagues, staff and patients with honesty, integrity, and non-discrimination.
- Capacity for the development of a mature, sensitive and effective therapeutic relationship with patients and others on the health care team.
- Ability to work constructively in stressful and changing environments, with the ability to modify affect and behavior in response to stressful conditions and fatigue.
- Accept feedback, suggestions, and criticism in a constructive manner.
- Communicate with, and care for, in a non-judgmental way, persons who differ from oneself and one's beliefs in a variety of ways
- Demonstrate self-awareness and self-analysis of one's emotional state and reactions.

Examples of relevant activities:

1. Emotional skills sufficient to remain calm in emergency situations.
2. Interpersonal skills sufficient to communicate effectively with patients and families of diverse backgrounds and experiences, including but not limited to religious, cultural and social backgrounds.
3. Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibility's attendant to the diagnosis and care of patients.
4. Sufficient ability to communicate with other members of the health care team* and to fully engage and, at times, coordinate health care team discussions of patient care.
5. Use and understand standard professional nursing and medical terminology when communication with patients, families, and members of the health care team and when documenting on a patient's health record (written and electronic).

D. Cognitive, Conceptual, and Quantitative Abilities

- Ability to read and understand written documents* and solve problems involving measurement, calculation, reasoning, analysis and synthesis.
- Ability to gather data; develop a plan of action; establish priorities; and monitor treatment plans and modalities in a timely manner.
- Participate consistently in learning experiences and as a member of health care teams to achieve a coherent and coordinated curricular experience.
- Acquire and develop clinical reasoning and judgment skills.
- Retrieve and critically appraise evidence-based information to determine optimal plans of care that promote positive patient outcomes.
- Demonstrate freedom from impairment due to alcohol or other drugs.

Examples of relevant activities:

1. Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
2. Quantitative ability sufficient to collect data, prioritize needs and anticipate reactions.

Progression Review Committee (PRC)- The PRC consists of a Chair, voting members of faculty, and ex-officio members including Assistant Dean of OASS, Associate Dean of Strategic Wellness and Opportunity, Associate Dean of Academic Operations, and the Director of Degree Program Administration. The PRC is charged with, among other responsibilities, determining whether students meet the UVA School of Nursing Technical Standards.

When there is a question of a student's ability to meet the Technical Standards, SDAC shall be consulted to help determine if a reasonable accommodation is possible to ameliorate disability-related barriers to meeting these Technical Standards. Note that accommodations cannot eliminate essential program elements. Certain accommodations may not be deemed reasonable, such as requests for an auxiliary aid or intermediary that provides a selective function, cognitive support, or nursing knowledge. Aids and intermediaries may not supplement clinical and ethical judgment.

*In the English language

Clinical Attendance Policy

Attendance Requirements

Attendance at all scheduled clinical learning experiences is required to meet course outcomes, clinical competencies, and program requirements. Clinical learning experiences include, but are not limited to:

- On unit days
- Simulation activities
- Skills laboratory sessions
- Clinical conferences and meetings

Required clinical hours for each course are outlined in the course syllabus, Canvas, and the plan of study. Students are expected to arrive on time and remain for the entirety of all scheduled clinical learning experiences. Students should not schedule appointments or make-up hours for other classes/clinicals that conflict with their scheduled clinical experiences.

Communication Expectations

Students who are unable to attend or who anticipate being late for a clinical learning experience must directly notify their clinical instructor prior to the scheduled start time via phone call and/or text

message as directed by the faculty team. Email may be required as a follow-up communication. Notification from peers will not be accepted.

Failure to notify the clinical instructor before the start of the clinical day may result in the absence being classified as unexcused. Notification of an absence does not classify it as excused or unexcused. See below for further information on what classifies an absence as excused vs. unexcused

Students are responsible for communicating any clinical site furloughs, restrictions, or other circumstances that prevent attendance to the faculty team as soon as they become aware of the situation.

Tardiness

Timely arrival is a professional expectation and an essential component of safe patient care.

Students who arrive late may:

- Be prohibited from participating in the clinical experience.
- Be sent home at the discretion of the clinical instructor.
- Receive a zero (0) for the clinical day.
- Have the day recorded as an unexcused absence.

Repeated tardiness demonstrates a failure to meet professional expectations and may result in a referral to the Progression Review Committee.

The faculty team reserves the right to determine when a student's tardiness disrupts patient care, unit operations, clinical learning activities, or professional standards.

Excused Absences

Students who miss a clinical learning experience due to illness or emergency (i.e., circumstances outside of a student's control) must notify their clinical instructor prior to the start of the clinical day in accordance with course communication expectations.

Students with an excused absence may be provided with an opportunity to make up missed clinical hours. The faculty team will determine the format, timing, and location of the make-up experience. Whenever possible, make-up hours will occur in the same setting in which the absence occurred. When this is not feasible, simulation or other faculty-approved learning experiences may be assigned.

The faculty team may communicate designated make-up dates at the beginning of the semester. Students are to remain available for all official make-up days. Make-up days are set with regards to the availability of the clinical site and instructor. If a student is unable to attend an assigned make-up date, the clinical coordinator may work with the student to identify an alternative make-up opportunity within the semester, when available.

Unexcused Absences

Students who miss a clinical learning experience for an unexcused reason must notify the faculty team according to course communication expectations.

Because clinical placements, faculty time, and educational resources are limited, opportunities to make up hours missed due to unexcused absences may not be available. Any make-up experience for an unexcused absence is at the discretion of the faculty team and subject to available resources. Make up opportunities may vary across clinical experiences.

An unexcused absence may result in:

- A zero (0) on the EASI evaluation for the missed clinical day.
- Loss of opportunity to complete a make-up experience & therefore unable to complete the total course required clinical hours, which may result in an alternate plan of study.
- Referral to the Progression Review Committee.
- Failure of the course.

Repeated unexcused absences are considered a serious breach of professional responsibility and may result in a determination that the student has not met course outcomes or professional standards required for progression in the nursing program.

Documentation of Absences and Make-Up Hours

All missed clinical experiences, whether excused or unexcused, must be documented in Typhon as zero (0) clinical hours for the scheduled day.

Approved make-up hours will be documented in Typhon on the date the make-up experience is completed.

Non-Compliance with Clinical Requirements

Students are responsible for meeting all clinical participation requirements, including but not limited to:

- Required health and compliance documentation
- Background checks and onboarding requirements
- Clinical site requirements (i.e., required online training/modules, required in-person training, paperwork, etc.)
- Required certifications
- Uniform and dress code requirements
- Equipment and preparation expectations
- Assigned pre-clinical coursework or activities

Students who are not compliant with program, course, or clinical agency requirements will be dismissed from the clinical experience or prohibited from attending.

Missed clinical experiences resulting from non-compliance will be considered an **unexcused absence** and will be subject to all policies and consequences associated with unexcused absences.

Impact on Clinical Evaluation

An unexcused absence will result in a score of zero (0) for the EASI evaluation associated with the missed clinical day. This score will be included in the calculation of the student's final clinical grade.

If make-up hours are completed, the make-up experience will be evaluated on a pass/fail basis. Completion of make-up hours does not replace, remove, or alter the original zero (0) earned for the missed clinical day.

Patterns of absences, tardiness, or failure to meet clinical expectations may also be reflected in professionalism and clinical performance evaluations.

Progression Requirements

Students must complete all required clinical hours and successfully meet all clinical outcomes to pass the course and progress in the nursing program.

Failure to complete required clinical hours, repeated absences, repeated tardiness, or failure to meet professional and clinical expectations may result in:

- Failure of the course; and/or
- Delayed progression in the program of study.

All clinical hours must be accurately documented and approved. Failure to complete required clinical hours due to an emergency or extended illness may result in the submission of an Incomplete grade to the Registrar. In case of unexcused absences, an Incomplete will not be approved. Please see the Undergraduate or Graduate Record for the policy on granting Incompletes.

Faculty Discretion

The School of Nursing reserves the right to determine the classification of absences, the availability and format of make-up experiences, and the academic consequences associated with attendance concerns. Decisions regarding attendance, tardiness, make-up opportunities, clinical hour completion, and progression are made by the faculty team in accordance with course requirements, School of Nursing policies, and accreditation standards.

Clinical Placement Process

The lead clinical coordinators arrange for clinical (group and precepted) experiences. The BSN and CNL Program Manager works with the BSN and CNL Leadership teams to make clinical assignments each semester. Clinical facility legal contracts do not allow for students to arrange their own clinical or practicum placements. Students should not independently reach out (formally or informally) to a site or preceptor with an inquiry on behalf of the School.

The UVA SON clinical contract database is available online and includes clinical sites across the state of Virginia. Clinical/practicum placement may be anywhere in Virginia. Students could be paired with a preceptor that works any day of the week (including weekends) and offshifts (evening, nights) and varying lengths of shifts.

The UVA SON reserves the right to change a student's clinical site and/or preceptor if necessary. The UVA SON reserves the right to remove any student from clinical for misconduct, unprofessional behavior, unsafe clinical performance, and/or for failure to meet compliance requirements.

Clinical Agencies

Formal affiliation agreements are executed with all agencies prior to placement of students in clinical sites to provide direct care to patients. If the student is an employee of the agency, an agreement is still needed with the agency. While performing the practicum activities, the individual is in the role of student, not employee. Therefore, they would be considered an agent of the University. Agreements must be fully executed and include the signatures of the authorized representative of the facility, a representative of the School of Nursing, and the University Director of Financial Operations (Office of Tax Compliance & Contracting). Students will be placed in clinical sites only when enrolled in a credit-bearing course for which the student paid tuition and in which participation in the clinical experience is a course requirement. This applies to all clinical experiences that require the student to have patient contact.

The faculty member placing students and the students assigned to agencies are responsible for knowing and adhering to the contents of the affiliation agreement, including its conditions and responsibilities.

The School does not provide legal advice to the student regarding whether to submit to the conditions set by the facility. The School does not pay any student costs related to the clinical experience. If the student declines or fails to participate in or complete the clinical experience and the experience is a requirement for the course, the student will not successfully complete the course and may not graduate. The student is solely responsible for the consequences of their decision regarding whether to submit to the conditions or requirements established by the facility.

Students who are unable to finish clinical hours within the term are required to have written approval of the faculty member and must submit the Incomplete Grade Form for approval. Students cannot begin clinical hours before the semester begins.

Clinical Agency Requirements

Students must meet the requirements of the clinical agency to which they are assigned as outlined in the clinical agency contract and managed by School of Nursing Compliance Officers. This may include requirements such as respiratory mask fit, infection control training, criminal background investigations, and mandatory drug screening. Verification of the satisfaction of any applicable compliance requirements as required by the clinical agency must be on file with the School prior to attendance in the clinical environment. Any additional charge/fee for compliance must be covered by the student. Failure to meet these requirements can result in dismissal from the clinical environment and/or suspension from the program.

Clinical Practice of Students

As denoted in 18VAC90-27-110 in the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for safe performance; refer to the code for more information.

The School of Nursing uses Truescreen's myRecordTracker for the management of student competencies and compliance. Students must submit and update documentation required by the University, School of Nursing, and affiliated clinical facilities such as a criminal background check, CPR certification, immunizations, trainings, annual flu vaccinations, signed program forms, drug screens as needed.

The table in Appendix A outlines the requirements that students will need to upload, the type of documentation required, and the due date.

To legally protect both students and our clinical agencies, students may not engage in clinical learning until all requirements are satisfied. There are no exceptions to this requirement. A violation of this policy results in a referral to the Progression Review Committee.

Students are expected to maintain full compliance for the entire duration of their program.

CPR Certification

Students are required to obtain certification in cardiopulmonary resuscitation for adults, children, and infants prior to entering clinical courses. Students must complete the American Heart Association Basic Life Support for Health Care Providers certification. Certification earned through the American Red Cross will not be considered acceptable to meet this requirement.

Certification must be maintained throughout the program and must be renewed every 2 years. Recertification documentation must be uploaded to the student's myRecord Tracker account in Truescreen prior to expiration. It is the student's responsibility to monitor expiration dates and ensure they obtain renewal prior to the expiration date. Documentation of renewal must be uploaded to myRecordTracker by the expiration date. Failure to do so will result in removal from the clinical setting until updated documentation is received.

Criminal Background Check (CBC)

All students* are required to undergo and satisfactorily complete a criminal background check (CBC) as a condition of admission to the School of Nursing (SON). Admission may be denied or rescinded based on the results of the background check. Background reports and other submitted information are confidential and may only be accessed by the school's compliance office or other designated personnel, in accordance with the Family Educational Rights and Privacy Act (FERPA).

The UVA SON Compliance Officers will initiate the background check process with students prior to their initial point of entry into the program. Additionally, different clinical agencies may require students to complete an updated, recent criminal background investigation when students are assigned to clinicals.

The Director of Compliance, Accreditation and Enhancement (Director), together with the Associate Dean of Academic Operations (ADAO), will notify students whose background checks contain flagged findings, but who are nonetheless permitted to enroll. Students will be informed that this decision does not guarantee:

- placement at any clinical facility, or

- acceptance by any state licensing agency for registration, permit, or licensure. Students should refer to the Virginia Board of Nursing (or the Board for the state in which they plan to seek licensure) for information on criminal background checks required for licensure and barriers to licensure.

Such students will be asked to meet with the Director and ADAO to discuss the situation and provide a reflective statement addressing personal growth and development since the incident. The SON will notify clinical sites, as required by contractual obligations, of concerns identified on CBCs for final site approval.

Applicants and students have the right to review their background check for accuracy and completeness and may request verification from the reporting company. Before the school makes any final determination that may adversely affect an applicant or student, a copy of (or access to) the report will be provided, along with information about the right to challenge its accuracy. The SON emphasizes that reporting agencies do not make enrollment decisions.

A CBC is valid for the duration of continuous enrollment. The SON, at its discretion, may request a new background check if deemed warranted. Students who have a break in enrollment must complete a new CBC. A "break in enrollment" is defined as non-enrollment for at least one term in the approved program curriculum. However, an officially approved leave of absence will not be considered a break in enrollment.

Students must report any criminal conviction (other than minor traffic violations) occurring after matriculation to the compliance office. Criminal activity during enrollment may result in disciplinary action, up to and including dismissal, and will be handled in accordance with university policies. Students should be aware that criminal convictions may impact both their academic status and their eligibility for clinical practica.

Drug Screening

The UVA SON uses myTruescreen for drug screening/testing. If students are placed at a clinical agency that requires the completion of a drug screen, the students will be notified of this requirement by the UVA SON Compliance Officers and will receive an email from Application Station with instructions for completing the drug screen. Results with no adverse findings must be received by the due date. Failure to complete this screening/testing could result in a delayed start to the clinical placement.

EPIC Training and Access

EPIC is the electronic health record used by UVA Health System. All pre-licensure students are required to complete online training modules to obtain access to EPIC. Scheduling of EPIC training is coordinated by the Program Manager and the School of Nursing Information Systems teams. Students must complete all steps of the EPIC training to receive access to the system. Students may not engage in clinical learning until all EPIC training requirements are satisfied. There are no exceptions to this requirement. A violation of this policy results in a referral to the Progression Review Committee.

Additional EPIC training may be required for practicum placements, i.e. Main OR placements.

Mandatory Clinical Training Requirements

All UVA SON students are required to complete New Student Learning modules and annual retraining modules in WorkDay. Additionally, students placed at non-UVA sites may be required to complete additional modules and training specific to the site. The Program Manager notifies the Compliance Officer of clinical assignments, and the Compliance Officer will notify students of the specific requirements. These mandatory trainings must be completed before the student may be in the clinical setting. There are no exceptions to this requirement. A violation of this policy results in a referral to the Progression Review Committee.

Clinical areas/ facilities may require students to complete additional trainings, to include safety training for procedural areas that require radiological imaging. Additional trainings cannot count towards total clinical hours, as they are considered preparation for clinical/professional behavior.

Protected Health Information (PHI)

The Health Insurance Portability and Accountability Act (HIPAA) has important personal and professional implications for SON faculty, staff, and students. The regulations prohibit the disclosure, intentional or otherwise, of patients' **protected health information (PHI)**. These regulations apply to information contained in any format, including electronic and hardcopy health records. Patient information may not be reproduced (copied and pasted, photographed) from any electronic or written medium. When collecting data for an academic clinical assignment, students and faculty must consider carefully what clinical data is absolutely necessary for effective learning. The following excerpt is from the United States Department of Health and Human Services website. Faculty, staff, and students are directed to the HHS website for further information and clarity. Specific concerns and questions should be directed to the School of Nursing's Information Systems staff for advice or referral to the appropriate authority.

"**Protected Health Information.** The Privacy Rule protects all "*individually identifiable health information*" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI)."[12]

"Individually identifiable health information" is information, including demographic data, that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.[13] Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number)."

Guidelines for Accessing Epic in Clinical Prep

- The first preference for Epic access is to perform preparation on the nursing unit. Benefits: meet your patient(s), meet the staff, and become oriented to the unit.

- Do not print and remove patient information from Epic. Printed documentation must not be transported outside of the Medical Center, and must be shredded using a secure shredder (refer to your unit's protocol for shredding materials).
- Do not copy and paste blocks of information from Epic, such as into clinical logs. Your clinical logs should include only de-identified data, and reflect your personal observations, interpretations of data, and reflections. Including test results and other relevant patient information is fine, provided it is de-identified.
- Never email patient data.
- Only access the patients and data you need for your clinical or practicum experience.
- Do not access medical records for yourself, friends, or family — access only the patient data you *need* for clinical, and which is for patients for whom you are providing direct care in the clinical setting.
- Do not share patient information with anyone, or access patient information for anyone with whom you are not involved with direct patient care in the Medical Center.
- Protect your computer and the data to which you have access through best practices: keep software up to date, don't use unnecessary file-sharing software, keep your computer free of malware, and don't access Websites of questionable legal status.
- Protect patient information when it is in your possession.
- Log out of Epic sessions promptly (or secure them if at a UVAHS workstation).
- All clinical notes, Typhon entries, Canvas submissions, etc. must be de-identified.

Identifiers include:

- Names
- All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes
- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older
- Telephone numbers
- Fax numbers
- Electronic mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code that is derived from or related to information about the individual

Guidance for Students

Students **never** must transmit, print, or store PHI, to include the following:

- Students must not store PHI on removable media, smartphones, laptops, desktops, etc.
- Students must not transmit or store PHI within email
- Students must not transmit or store PHI within, Canvas, or within Typhon (an online clinical portfolio system)
- Students must not transmit or store PHI within other electronic systems without prior, written, Vice Presidential level approval (obtained through consultation with School of Nursing Information Systems security staff)
- Clinical logs, Typhon entries, and all other electronic storage and transmittal of clinical information must be fully de-identified
- Refer to the list of PHI data elements to understand full de-identification.
- *Helpful suggestion: don't wax poetic in narrative – stick to the basics; the "need-to-know."*

Please note, especially, the following PHI data element restriction:

[PHI includes] any other unique identifying number, characteristic, or code that is **derived from** or **related to** information about the individual. *See HHS Health Information Privacy > The De-identification Standard for further guidance.*

The above means that the following, among other data elements, constitute PHI, and must be protected and avoided in the preparation of clinical logs, Typhon entries, etc.

Protected PHI elements that students may attempt to use in clinical logs, Typhon entries, and other work, and which **must be avoided** include:

- Patient initials
- Patient age if over 89
- Patient's town or city of residence (some, limited exceptions exist)
- Any portion of a patient's Medical Record Number (MRN), Social Security Number (SSN), or other unique identifier
- Patient family history or demographic information that, taken in whole, may reveal the identity of the patient
- Facial photographs
- Extraneous patient history
- Extraneous patient familial and personal information

For example, the following statement (not a real case) could reveal the identity of a patient, and must be avoided: "A 23-year old male elementary school teacher from the Crozet community, complaining of shortness of breath, presented himself to the Emergency Department."

Acceptable: "A male in his mid-20s, complaining of shortness of breath, presented himself to the Emergency Department."

To protect against potential disclosure of PHI, as in the acceptable use case above, practice the following:

- Be as generic in narrative as possible as respect to patient identification
- Avoid all personal initials (e.g., do not use “NB” to identify the patient if NB are the patient’s initials). Refer to the patient as “ED Patient,” “6/25 ED Patient,” “Patient #1,” “6/25 Burn Patient,” etc.
- Avoid any mention of places of residence or work. Avoid mentioning location where an accident occurred.
- Avoid mentioning profession, familial information, and other information not pertinent to the required narrative.

Students, also, must avoid social media postings about patients and patient care scenarios, and must avoid taking photos in clinical settings or wherever patients, patient families, or patient visitors may be present.

BSN Practicum Hour Completion

Students may not participate in clinical/practicum hours when the University is officially closed. For example, in Spring, the University is closed on the following dates: MLK, Jr Day and Spring Break Day (students could potentially complete practicum hours the night before or after the actual day off- ex. MLK Jr Day is 1/20 so a student could complete a night shift beginning on 1/19 or 1/20, but not a day shift on 1/20). The academic calendar be found here: https://registrar.virginia.edu/calendar/academic. The University Employee Calendar can be found here: https://hr.virginia.edu/time/holiday-calendars. In addition to holidays/university closure, the University occasionally closes for unexpected events such as inclement weather. If the University is not operating in person or is closed due to an unexpected event, students cannot participate in clinical/practicum, regardless of the location. If the university suspends operation due to an unexpected event, please look for additional guidance, via email, as soon as possible to the closure event.

Clinical/Practicum hours must be completed and documented by the end of the semester- the last day of classes. If a student needs additional time to complete hours, they may have to take an incomplete in practicum and the student and course professor should have a conversation regarding a plan for progression.

During fall break/reading days and spring break, even though the University is not officially closed and faculty may be working, prelicensure students may not complete practicum/clinical hours that involve direct patient care, as they are expected to follow the typical calendar of undergraduate students. This includes the CNL, BSN, and ABSN programs.

Pre-licensure students may complete practicum hours during day, evening, and night shifts and on the weekend with faculty aware and able to respond in emergency situations. Clinical/Practicum hour policies should be updated in the syllabi each semester in all courses with a practicum/clinical component so students are fully aware of when practicum hours may and may not be completed based on varying holiday dates. Additionally, our clinical partners and preceptors should also have this awareness.

*in Fall, Election Day, day before Thanksgiving, Thanksgiving, day after Thanksgiving are all days when the university is closed and practicum hours should not be completed. One exception is Labor Day, as classes are held despite that being a holiday for employees. Students should be able to complete practicum hours on Labor Day with appropriate faculty supervision. In Summers, there are typically 3 days when the university is closed - Memorial Day, Juneteenth, and July 4th.

CNL Practicum & Capstone Hour Completion

Students may not participate in clinical/practicum hours when the University is officially closed. For example, in Spring, the University is closed on the following dates: MLK, Jr Day and Spring Break Day (students could potentially complete practicum hours the night before or after the actual day off- ex. MLK Jr Day is 1/20 so a student could complete a night shift beginning on 1/19 or 1/20, but not a day shift on 1/20). The academic calendar be found here: https://registrar.virginia.edu/calendar/academic. The University Employee Calendar can be found here: https://hr.virginia.edu/time/holiday-calendars. In addition to holidays/university closure, the University occasionally closes for unexpected events such as inclement weather. If the University is not operating in person or is closed due to an unexpected event, students cannot participate in clinical/practicum, regardless of the location. If the university suspends operation due to an unexpected event, please look for additional guidance, via email, as soon as possible to the closure event.

Clinical/Practicum hours must be completed and documented by the end of the semester- the last day of classes. If a student needs additional time to complete hours, they may have to take an incomplete in practicum and the student and course professor should have a conversation regarding a plan for progression.

During fall break/reading days and spring break, even though the University is not officially closed and faculty may be working, CNL students may not provide any direct patient care hours; however, they can participate in capstone implementation activities.

CNL students may complete practicum hours during day, evening, and night shifts and on the weekend with faculty aware and able to respond in emergency situations. Clinical/Practicum hour policies should be updated in the syllabi each semester in all courses with a practicum/clinical component so students are fully aware of when practicum hours may and may not be completed based on varying holiday dates. Additionally, our clinical partners and preceptors should also have this awareness.

*in Fall, Election Day, day before Thanksgiving, Thanksgiving, day after Thanksgiving are all days when the university is closed and practicum hours (direct or capstone implementation activities) should not be completed. One exception is Labor Day, as classes are held despite that being a holiday for employees. Students should be able to complete practicum hours on Labor Day with appropriate faculty supervision. In Summers, there are typically 3 days when the university is closed -Memorial Day, Juneteenth, and July 4th.

Respiratory Mask Fit (RMF)

All nursing students assigned to clinicals are required to complete a respiratory mask fit annually to protect both the student and patients with certain respiratory infections. This requirement must be met before beginning clinicals and completed again on an annual basis. Pre-licensure students will complete fit testing at the School of Nursing during designated Compliance Days. If fit testing is completed at the

School during these designated days, the cost is included in your Clinical Services Fee. If students are unable to complete fit testing on these days or no-show for your appointment, they will be required to complete fit testing at WorkMed at their own expense.

Fit testing must be completed either through the School of Nursing or UVA WorkMed. We will not accept results of fit testing completed elsewhere (e.g. through an employer).

Social Media Policy

The School of Nursing follows the guidance outlined in the UVA Health Systems Social Media policies. These policies apply in all clinical settings, including non-UVA Health facilities.

Wireless Devices and Other Radio Frequency Producing Equipment Medical Center Policy v.2
Wireless Communications Device Medical Center Policy v.2
Photographs and Recordings of Patients, Visitors and Covered Persons Medical Center Policy v.2

Transportation Policy

Nursing students are responsible for all travel arrangements and expenses to/ from clinical sites, and e access to a reliable vehicle. Carpooling is encouraged. Due to clinical site locations and availability, for some clinical experiences (i.e., Community/Public Health), access to carpooling may not be a reliable source. For these experiences, students will need access to a reliable vehicle.

Students are solely responsible for all transportation-related costs, including fuel and parking. Mileage reimbursement and other travel-related reimbursements are not available and will not be provided by the School of Nursing.

Travel time to clinical sites and/or post conference meetings cannot count towards total clinical time.

For clinicals at UVA Health, students can use Safe Walk, a walking escort program offered through the University Parking & Transportation Office. Students who would like an escort to clinicals should 434-984-7622, ext. 406 to set up an escort the night before clinical.

Links to information about the bus schedule, including the TransLoc app, is available on the University Parking & Transportation website.

Typhon

The UVA SON uses the Typhon NSST system (Typhon Group) for student portfolio development and student clinical activity tracking throughout the BSN and CNL curricula. Access to this system is required for all students. Pre-licensure students pay a one-time access fee. Initial training to Typhon will be provided for all students prior to entering the clinical setting. Ongoing use of Typhon will continue throughout the program and access is available for five years after graduation.

Students are responsible for maintaining their information in Typhon, including time logs, case logs, external documents, a clinical skills checklist, and reviewing faculty feedback on the EASI evaluations.

Uniform Policy

Clinical attire and appearance standards are provided to promote professionalism, safety, and infection prevention. Students will be requested to leave the clinical setting when their clinical

attire does not adhere to guidelines. Some units have a stricter uniform policy. Students are required to review and abide by the uniform policy on the unit where they are assigned.

Hospital/Clinic:

- **Clinical ID Requirements** – When functioning in the role of a UVA clinical/practicum student, regardless of any other affiliation that the student may have with the facility where clinical/practicum hours are being complete, the student must wear the UVA Health System identification badge and the badge buddy that identifies the student as a nursing student. The requirement applies to UVA Health and third-party facilities. UVA Health System ID badges are distributed to students by the Program Manager Team prior to the start of labs.

  SON IDs are to be worn above the waist and visible during clinical preparation and clinical experiences. Students must adhere to the UVA Health System ID Badge Policy.

  If a student needs a replacement ID badge, the student should contact the Senior Student Services Coordinator on the first floor of the Claude Moore Nursing Education Building to request a UVA Health System ID badge application. The student is responsible for obtaining the replacement badge and the cost associated with the new badge from the UVA Health ID Badge Services office, located in the West Complex of the Medical Center.

  If the student leaves the program at any time (i.e., a leave of absence, withdrawal, or graduation), the UVA ID badge must be surrendered to the Program Manager or Student Success Specialist. To surrender the badge to UVA Nursing Information Systems, visit McLeod Hall, Room 3014.

  If a student receives an ID badge for a clinical rotation at a non-UVA facility, the badge must be returned to the facility's ID badge office on the last day of clinical or practicum.

- **Scrub Top and Pants**– Approved UVA School of Nursing scrubs are available at the Newcomb Hall Bookstore. Uniform scrubs should be clean and pressed; scrub ties are to be tucked inside. A plain, white T-shirt or tank top worn under the scrub top is suggested.
- **Vest** – Approved UVA School of Nursing vests are an optional part of the uniform. Vests must be clean and purchased directly from the Newcomb Hall Bookstore. Vests in different color or design purchased from nursing student organizations or outside of the bookstore are not acceptable. Nursing Student ID badges must be worn visibly outside of the vest.
- **Shoes**– Shoes must be clean, closed-toe and closed-back (entire foot must be covered), in good condition, and appropriate for the clinical setting. They must be made of solid material. Shoes cannot have mesh, fabric or be permeable to liquids or sharps. Soles should be non-skid. Shoes can be made for health care professionals or tennis shoes as long as they meet the above specifications.
- **Socks** – Socks must be of a solid, neutral color and cover the ankle.
- **Hair**– Hair is to be clean and worn up or back, clear of face in a professional manner.
- **Fingernails**– Nails are to be clean, trimmed, less than ¼ inch in length and shall not wear artificial nails (including but not limited to hybrid gels) or nail extenders of any type; only regular nail polish in good condition (i.e., not peeling or chipping) is permitted.

- **Jewelry/Piercings**– Infection prevention and safety should be considered when wearing jewelry. Some units do not permit jewelry (e.g., NICU). Students must adhere to all unit-based policies. Jewelry should be minimal in-patient care areas; no long, dangling earrings.
- **Perfume, Cologne and Make-Up** – Perfume and cologne are not to be worn to prevent possible allergic reactions and/or nausea that it may evoke in patients. Make-up is limited in nature.

Community:

Scrub uniforms are required in the community setting with some exceptions determined by the site. If the students are not wearing the school uniform scrubs, they are expected to wear clothing that is professional and/or based on the dress code for nurses in the clinical site.

Appendix A

Compliance Requirement Name	Description	Annual / One Time Requirement
Healthy Hoos Report	The Healthy Hoos Immunization Report is created by Student Health & Wellness. Students access their report from the Healthy Hoos Portal. Do NOT upload your Pre-Entrance Health Form here. Students are required to upload this report on an annual basis to myRecord Tracker.	Annual and as needed for non-UVA clinical site placements
Hep B 3 shot series and positive titer of immunity	Requirement for all students per the Pre-Entrance Health Form	One time
MMR 2 shots or Titer	Requirement for all students per the Pre-Entrance Health Form	One time
Varicella 2 shots of Titer	Requirement for all students per the Pre-Entrance Health Form	One time
TDAP within the last 10 years	Requirement for all students per the Pre-Entrance Health Form	One Time unless expired
Meningitis	Requirement for all BSN students per the Pre-Entrance Health Form Optional for CNL students > 22 years of age	One Time
Polio	Requirement for all students per the Pre-Entrance Health Form	One Time
Tuberculosis	2 step PPD test or blood test requirement for all students per the Pre-Entrance Health Form (the first is placed and read (48–72 hours later), followed by a second test (1–3 weeks later) which is also read 48–72 hours later) Many sites require an updated PPD or blood test.	Upon admission and as needed for non-UVA clinical site compliance
TB Risk Assessment Screening	Students can upload any of the following: 1. TB risk assessment form* 2. TB risk questionnaire from the Heathy Hoos portal – documentation must include your name 3. **FOR NEW STUDENTS ONLY:** TB risk assessment from the Pre-Entrance Health Form *TB risk assessment form is located in myRecord Tracker or email the SON Compliance Officer.	Annual
Influenza	Documentation of flu vaccination or waiver for all students in clinical (2nd – 4th Year BSNs, ABSNs, CNLs, and RN-CNLs) Not required for RN to BSNs and 1st year BSNs	Annual

COVID 19	Documentation of COVID 19 vaccination series or waiver.	One time
Physicalam	Pre-Entrance Health Form for all students who pay the comprehensive services fee (BSNs, CNLs, ABSNs). This is not a requirement for RN to BSN and RN to CNL students.	One time
CPR	BLS certification card from the American Heart Association for all nursing students (starting in 2nd year for BSNs). 2nd Year BSNs are certified in Fall Semester of year 2 and again in the fall semester of year 4. ABSNs are certified in August of year 1 CPR Certification classes for the BSN students are coordinated with Piedmont Virginia Community College. Compliance Coordinators will communicate CPR class offerings to students. The cost of the courses is covered in the clinical services fee paid by the BSN students. CNL students are required to schedule their own CPR certification classes and pay all applicable fees.	As needed Updated documentation must be uploaded before the end of the month in which certification expires.
Respiratoy Mask Fit	Requirement for all students in a clinical setting. Students will complete this requirement at SON Compliance Days. All students must complete the UVA Health RFT Medical Evaluation Form and receive clearance from UVA WorkMed before their appointment. This form will be emailed. Clean shaven appearance is mandatory. Students must also refrain from eating, drinking, smoking, or chewing gum for 30 minutes before testing (No Exceptions).	Annual Updated documentation must be uploaded before the end of the month in which your respiratory mask fit expires.
Glucometer raining	Requirement for all students in a clinical setting. Online modules must be completed in advance of SON Compliance Days where in-person training will take place.	Annual
WorkDaydules	All students are assigned the New Student Mandatory Training. Returning students are assigned the Annual Retraining. Additional modules may be required for some placements.	Annual

Crisis Prevention Institution (CPI) Training	Crisis Prevention Institute (CPI) training is required for all prelicensure nursing students (BSN, ABSN, and CNL). BSN and ABSN students will complete training during their NUCO 4310 lab hours. CNLs will complete training during Summer Year 1. *Exemption - BSN and ABSN students assigned to Western State Hospital for their NUCO 4310 clinicals will complete Therapeutic Options training at WSH in lieu of CPI Training.*"	One time
Student Health Release Form	One-time requirement for all students who pay the comprehensive services fee.	One time
SON Clinical Site Release Form	One-time requirement for all students completing clinical/practicum.	One time
Fingerprint Criminal Background Check	All students are required to complete a criminal background check (CBC) and fingerprinting prior to matriculation in the program.	One time – at matriculation
Additional Criminal Background Check	Some clinical agencies will request that students have an updated CBC prior to starting clinical/practicum. If students are required to complete a drug screen, they will receive instructions from the Compliance Coordinators.	Varies
Drug Screening	Some clinical agencies will request that students complete a drug screen prior to starting clinical/practicum. If students are required to complete a drug screen, they will receive instructions from the Compliance Coordinators.	Varies