



SCHOOL *of* NURSING

2025-2026 Practicum/Clinical Handbook for the APRN 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

Practicum (Clinical) Placement Process

Preparing APRN practicum placements is a complex, multi-step collaborative effort with each member of the APRN program team playing a crucial, specialized role in the success of placements, and ultimately, student experience. This collaborative process includes the APRN Program Manager (PM), Specialty Leads (SL), Compliance Coordinators, the Director of Degree Program Administration (DDPA), the Senior Academic Degree Programs Assistant (SADPA), and the Program Lead (PL).

The process begins with a planning orientation and student interest survey, followed by matching students to preceptors and clinical sites that best fit their learning needs, and the requirements of their specialty track. Program managers and specialty leads work together to ensure clinical practicum placements meet both logistical and educational requirements, while compliance coordinators verify that all site-specific requirements are met before students begin their practicum.

Throughout the semester, ongoing communication and teamwork help address any placement challenges and ensure students are prepared for their clinical experiences. After each term, evaluations of sites and preceptors inform future placements, maintaining high standards for student learning and professional development.

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 off-shifts (evening, nights) and varying lengths of shifts.

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

Preceptors

The UVA SON is committed to placing every student in a setting that supports their professional growth as an advanced practice student. The practicum experience is designed to foster students' professional growth while ensuring that they meet specific objectives within their specialty track and prepare them for the specialty certification exam. With a mutual goal of supporting the student's professional growth and successful academic progression, the UVA SON has established partnerships with vetted practicum sites and highly qualified preceptors. In the event a modification is deemed necessary, the UVA SON reserves the right to change the assigned clinical site and/or preceptor. The UVA SON acknowledges the following potential indications by either the student, preceptor, or clinical site as indication for modification: inability to meet practicum objectives, misconduct, unprofessional behavior, unsafe clinical performance, for failure to meet compliance requirements. While students have the right to refuse a clinical/practicum placement site/preceptor; the SON is not required to provide an alternative secondary site or preceptor, as a result of a student refusal. Once a preceptor/site has been refused the SON deems the student responsible for identifying and providing contact information for three alternate preceptors at a site with an active contract to the Specialty Lead for their consideration within 5 calendar days. The preceptor will then determine subsequent approval based upon regulatory requirements and SON guideline.

If a student has a safety or compliance concern about a preceptor/practice setting, they must immediately (within 24 hours of recognition) notify the UVA SON Specialty Track Lead (via email or phone call) who will review, mediate, and develop a plan for resolution in conjunction with the Program Lead. **The Specialty Track Lead and Program Lead will work with the student to document the situation.** Additionally, if a preceptor fails to meet program standards, is suspended, or is under investigation by the Board of Medicine or Nursing, the School will reassign the student and remove the preceptor from the list of approved clinical mentors. The UVA SON also reserves the right to remove a student from any clinical site that is unsafe, noncompliant, or no longer approved for placements.

Travel

The goal of the practicum placement is to ensure high quality clinical learning. The Practicum Placement team makes effort to honor location requests for practicum when possible. It is important to note, students may be required to travel a distance for practicum rotations. All students should be prepared to have at least one clinical experience at a UVA Health facility, if required. Whenever possible the Practicum Placement Team will strive to keep practicum sites within a 70-mile radius of the student's current residence. However, to provide unique training experiences within a specialty, students may need to travel up to 100 miles for no more than one set of experiences within a practicum course. Nursing students are responsible for all travel arrangements and expenses to/from clinical sites, including access to a reliable vehicle. Travel time to clinical sites and course practicum meetings cannot count towards total clinical time.

Due to insurance regulations, students are not approved for practicum when the University is closed due to a Holiday or inclement weather.

Clinical Agencies

Formal affiliation agreements are individually nuanced according to the unique facility, and in line with our Responsibility and Compliance with Affiliation Policy. Formal affiliation agreements are executed and/or reviewed prior to placement of students in clinical sites and students must not provide direct care to patients without an agreement in place and ratified. Even if a student is an employee of the proposed agency, a ratified SON agreement is required as outlined above. 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.

Even if a student is an employee of the proposed agency, the individual assumes the role of a student, not an employee while performing clinical/practicum activities and would be considered an agent of the University

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 required competencies of each clinical agency to which they are assigned as outlined in the unique clinical agency contract. This may include requirements such as respiratory mask fit, infection control training, criminal background investigations, and Documentation of these requirements is satisfied using Truescreen's myRecordTracker.

Students are required to fulfill the competencies mandated by each clinical agency to which they are assigned, as stipulated in the individual clinical agency contract. This may encompass requirements such as respiratory mask fitting, infection control training, criminal background investigations, and mandatory drug screening. Compliance with these requirements is documented through Truescreen's myRecordTracker.

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.

Compliance Requirements

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

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.

CPR Certification

Students are required to obtain certification in cardiopulmonary resuscitation for adults, children, and infants prior to entering clinical courses. The UVA SON only accepts the American Heart Association Basic Life Support for Health Care Providers certification. 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 complete a criminal background check prior to course enrollment in the School of Nursing. The UVA SON Compliance Officers communicate this requirement to students. Additionally, different clinical agencies may require students to complete an updated, recent criminal background investigation when students are assigned to clinicals. 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. Students who have been on a Leave of Absence for two or more consecutive semesters will be required to complete a new criminal background check.

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 (EHR) used at UVA Health, and many other large health facilities. All students enrolled in clinicals/practicums at UVA Health are required to complete mandatory UVA Health and Epic training prior to beginning the clinical practicum. UVA Health training requirements are assigned through Workday.

Students at non-UVA Health facilities are required to complete online training contractually required by the clinical agreement, plus any additional training (including EHR training) that the third-party facility may require. Contractually-required training typically is assigned in UVA Workday. Additional training that is unique to the needs of the third-party facility may require in-person, online, or hybrid training, and facilities will utilize their own training delivery systems and scheduling for those training requirements. Students must complete all required training prior to beginning the clinical practicum.

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.

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/ a professional behavior.

Clinical Practicum Attendance

- Attendance at all scheduled clinical days including simulations, skills, and conference meetings for the required number of direct care hours is a minimal requirement to meet the course outcomes and program requirements.
- The clinical practicum hour requirements are outlined in the course syllabus.
- In the event of a clinical practicum absence, the student will notify the course faculty and preceptor in advance.
- Clinical make-up should be made in the setting in which it was missed, if possible.
- Failure to complete the required clinical hours may result in the student receiving an incomplete for the course or not passing the course, which may alter their program of study. If clinical hours are not correctly documented and approved, by the last day of the semester an incomplete will be submitted to the registrar.

Typhon Logs and Evaluation

The School of Nursing uses the Typhon system for student portfolio development and APRN student clinical activity tracking throughout their program. Access to this system is required for all students. Students pay a one-time access fee. Ongoing use of Typhon will continue throughout the program and access is available for five years after graduation.

Preceptors are expected to complete a midterm and final semester evaluation for each student. It is also expected that preceptors provide oral feedback throughout the semester so that the student can learn and grow. Students should seek feedback after each clinical day. At the beginning of each semester, preceptors will receive an email from the APRN & PhD Academic Programs Manager, via Typhon Group. This email will provide the preceptor with the Typhon link and log in information.

Time Logs: Preceptors are in best position to verify time spent in the practice setting. Students will enter hours daily and Preceptors will be asked to sign off on Typhon time logs daily. Students will work with preceptors to support this activity each day. Faculty will closely monitor Time Logs throughout the semester.

Conference Logs and Case Logs: Students are required to complete conference and case logs as directed by faculty. Faculty must review and approve these Logs. NO HIPAA related information should be included.

EASI: Midterm and Final Evaluations will be initiated by students. Students will pull their preceptor from the drop-down menu to initiate the process. Preceptors will then receive an invitation to complete this evaluation from the Typhon. Students are responsible for working with preceptors to complete the evaluation. Final grades require the completed EASI at Midterm and Final. Faculty are required to review, comment on and sign off on the Evaluation.

Site Visits: Practicum faculty will complete 1-2 site visits each semester. The visit may be in-person or virtual. All sites visits will be documented in Typhon in the EASI evaluation. For non-UVA site visits, faculty need to preview practice setting policy and proceed as required. Additional notification and approval may be required.

Preceptor and Student Expectations

PRECEPTOR	STUDENT
Ensures that the clinical experience is appropriate for the student both in terms of scope of practice and the ability to meet the clinical objectives.	Demonstrates professional behavior at all times.
Provides enough support for the student to feel comfortable asking questions and offering ideas.	Establishes individual objectives.
Provides an active learning environment.	Uses course objectives as a guide.
Addresses student learning challenges early to help facilitate student success.	Appropriately identifies own areas of strength and deficits.
Considers what is needed to get the student from where they currently are to where they need to be as a beginning practitioner,	Schedules clinical hours with the assigned clinical faculty or preceptor.

Provides opportunities for student to observe how you handle clinical situations, decision-making, and patient/family/peer relations while keeping “observation only” to a minimum.	Contacts preceptor to determine a schedule for completing the required hours for each clinical course. <i>*Shift length can be 8-10 hours/day not to exceed 40 hours/week. However, exceptions to the 10 hours can be made for an educational opportunity such as an impending complex case.</i>
Preceptor remains on-site with the student for the entire clinical experience, unless approved by faculty to transfer student to another preceptor.	<i>There must be at least 8 hours of downtime between each shift. No night unless permission is granted by the course faculty & only in the context of a select learning opportunity.</i>
Develops a continual and consistent feedback loop among the student, preceptor, and the faculty.	Informs clinical faculty of the schedule at the beginning of the preceptorship
Works with the student to communicate schedule changes to faculty immediately.	Informs preceptor and clinical faculty of any emergency changes to the schedule.
Communicates with the student any errors or near misses to faculty immediately.	Participates in self-evaluation and evaluation of preceptor and the clinical site regularly.
Informs agency colleagues that the individual is there as a “student” on clinical days and the student is documenting encounters as a student.	Utilizes Typhon for documentation of all patient encounters and time logs.
	APRN student clinical responsibilities at the student’s site of employment must be faculty guided and outside of the student’s employment expectations/responsibilities.

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

- Do not print and remove patient information from Epic or the facility's designated electronic or paper health record. Printed documentation must not be transported outside of the clinical institution. All information must be shredded using a secure shredder (refer to your facility site manager for the protocol for shredding materials).
- Do not copy and paste blocks of information from Epic or the facility's designated electronic or paper health record, into your clinical log. Your clinical log 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, **only when it is de-identified**.
- Never email patient data.
- Only access your assigned patient's record to obtain data needed to care for them during 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 caring for your patient.
- 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, Uva 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. Avoiding 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.

Practicum Hour Completion

Students may not participate in 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. The academic calendar be found on the [University Registrar website](#), The University Employee Calendar can be found on the [UVA Human Resources website](#). In addition to holidays/university closure, the University occasionally closes for unexpected events such as inclement weather. If the University is closed due to an unexpected event, students cannot participate in practicum, regardless of the location of the practicum.

Practicum hours must be completed by the end of the semester- the last day of classes. If a student needed additional time to complete hours, they may need 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, spring break (except Friday of spring break), and on weekends, the University is not closed, and faculty may be working. If a graduate student is permitted by course faculty to complete practicum hours during these times, designated supervising faculty must always be available for emergency situations and consultation. *

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, clinical partners and preceptors should also have this awareness.

If a student is interested in pursuing additional practicum hours to satisfy an individual clinical goal during the semester, they should seek permission from the course professor and clinical faculty. It is not advisable to have additional practicum hours in a specific area over 1-2 typical days/shifts. Additional practicum hours cannot be carried forward to the next practicum course.

*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. Program leaders should determine which days students should complete practicum hours when the university is open.

Respiratory Mask Fit (RMF)

All nursing students assigned to clinicals are required to complete a respiratory mask fit annually to protect both students and patients when working with certain respiratory infections. This requirement must be met before beginning clinicals and completed again on an annual basis. Students will complete fit testing at the School of Nursing during designated Compliance Days. If fit tested 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 appointment, they will be required to complete fit testing at WorkMed at their expense.

Students employed by UVA Health may submit documentation of the annual respiratory mask fit to myRecord Tracker to fulfill this requirement. If post licensure students are not UVA Health employees, they will need to complete fit testing at the School of Nursing during designated Compliance Days.

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 practicum (clinical) sites, to include access to a reliable vehicle.

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

Medical Instruments

Purchase of a complete set of diagnostic instruments is highly recommended for students admitted to the advanced practice nursing program. The cost of these instruments is assumed by the student, and integrated into course supplies

Dress Code

Post-licensure graduate students must adhere to professional dress and behavior standards in all practice settings (short/clean nails, clean/neat scrubs or clinical attire, no open toe shoes or no fleece). Students must also comply with dress code standards outlined by any host organization overseeing their experience.

Clinical Identification 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 the practicum is being performed, the student must wear the UVA identification badge that identifies the student as a nursing student. This requirement applies to UVA Health and third-party facilities.

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.

The UVA ID badge must be surrendered to the Program Manager or UVA Nursing Information Systems Office once the need for the badge no longer exists. To surrender the badge to UVA Nursing Information Systems, you should 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.

Appendix A

Compliance Requirement Name	Description	Annual / One Time Requirement
Additional Criminal Background Check	Some clinical agencies will request that students have an updated CBC prior to starting clinical/practicum. If students must complete a drug screen, they will receive instructions from the Compliance Coordinators.	Varies
CPR	BLS certification card from the American Heart Association.	As needed Updated documentation must be uploaded before the end of the month in which certification expires.
Drug Screening	Some clinical agencies will request that students complete a drug screen prior to starting clinical/practicum. If students must complete a drug screen, they will receive instructions from the Compliance Coordinators.	Varies
Fingerprint Criminal Background Check	All students must complete a criminal background check (CBC) and fingerprinting before matriculation in the program.	One time – at matriculation
Hep B 3 shot series and positive titer of immunity	Requirement for all students per the Pre-Entrance Health Form	One time
Immunization 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 who are UVA Health employees and do not pay the comprehensive services fee, please upload a copy of your immunizations from your Employee Health Record. Students are required to upload this report on an annual basis to myRecord Tracker.	Annual and as needed for non-UVA clinical site placements
Influenza	Documentation of flu vaccination or waiver for all students in practicum (clinical).	Annual
MMR 2 shots or Titer	Requirement for all students per the Pre-Entrance Health Form	One time
Physical exam	Annual wellness exam, the pre-Entrance Health Form for all students who pay the comprehensive services fee, or the completion of the Assessment of Current Health Status Form by PCP.	One time

Polio	Requirement for all students per the Pre-Entrance Health Form	One Time
Respiratory Mask Fit	Requirement for all students in a clinical setting. Students will complete this requirement at SON Compliance Days.	Annual Updated documentation must be uploaded before the end of the month in which your respiratory mask fit expires.
SON Clinical Site Release Form	One-time requirement for all students completing clinical/practicum.	One time
SON Technical Standards	One-time requirement for all students upon matriculation.	One time
Student Health Release Form	One-time requirement for all students who pay the comprehensive services fee.	One time
TB Risk Assessment Screening	TB risk assessment form, TB risk questionnaire from the Heathy Hoos portal, or TB risk assessment from the Pre-Entrance Health Form	Annual
TDAP within the last 10 years	Requirement for all students per the Pre-Entrance Health Form	One Time unless expired
Tuberculosis	2 step PPD test or blood test requirement for all students per the Pre-Entrance Health Form Many sites require an updated PPD or blood test.	Upon admission and as needed for non-UVA clinical site compliance
Varicella 2 shots of Titer	Requirement for all students per the Pre-Entrance Health Form	One time
Virginia RN License	Documentation of a current Virginia RN license must be uploaded to myRecordTracker if residing in Virginia. A multistate compact license will be accepted if residing outside of Virginia	Varies
WorkDay Modules	All students are assigned to the New Student Mandatory Training. Returning students are assigned to Annual Retraining. Additional modules may be required for some placements.	Annual