Undergraduate Academic Policies and Procedures

2013-2014

Updated January 27, 2014
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Policies and Procedures

Compliance with University Regulations
Students are held responsible for adhering to the Standards of Conduct as listed in the Undergraduate Record. “The University reserves the right to suspend, enforce the withdrawal of, or expel a student whose academic standing is in its judgment unsatisfactory or who violates the University’s Standards of Conduct.” An electronic copy of the Undergraduate Record is available from the University Registrar’s website at http://records.ureg.virginia.edu.

Honor System
The Honor System of the University of Virginia has traditionally been a standard of conduct based on a community of trust. Simply stated, lying, cheating, and stealing are not tolerated within the community and are grounds for dismissal from the University. As part of the University, the School of Nursing falls under the jurisdiction of the Honor System and upholds its basic belief of honesty. Each time a nursing student takes a test, writes a paper, or turns in a client history and care plan, he/she is required to sign a pledge stating that the work is his/her own.

Release of Information about Students
The University may disclose directory information from a student’s education records without a student’s prior written approval, unless the student informs the Vice President for Student Affairs in writing and within 14 days of registration, that specified categories of directory information are not to be released without the student’s prior written consent. Directory information includes the student’s name; home and school address; home and school telephone number; date and place of birth; age; major field of study; school of enrollment; full-time/part-time status; year in school; participation in officially recognized activities and sports; dates of attendance; degrees, honors, scholarships, and awards received; and the most recent previous educational agency or institution attended. In addition, directory information includes the names, addresses, telephone numbers and occupations of students’ parents or guardians and the weight and height of members of athletic teams.

Accuracy of Students’ Records
Students are ultimately responsible for maintaining the accuracy of their records. Student records are accessible to students via the online student information system. Students are encouraged to utilize the University of Virginia’s Student Information System (SIS) to check the accuracy of their records and grades. It is the student’s responsibility to keep their information up to date. The School of Nursing does not change grades after one semester has lapsed, therefore students should promptly bring any error on the grade report, transcript, or advising sheet to the attention of the Assistant Dean for Academic and Student Services. The Academic Requirements report is also available in SIS and students are encouraged to utilize this report to monitor their progression through their program.
**Course Load**
Traditional undergraduate students must carry an average of 15 hours per semester in order to graduate in 8 semesters unless they have Advanced Standing or earned other credits before arriving at the University of Virginia. Undergraduate students must carry at least 12 hours to maintain status as a full time student. The RN to BSN program is a part-time program that is to be completed over a two-year time period.

**Overload of Credit Hours**
Traditional BSN students who wish to enroll in more than the allowed maximum hours for their program must gain approval to do so (more than 17 credits). In order to receive approval, a student must complete a Request for Increased Course Load form. Available at: [http://www.nursing.virginia.edu/Registrar/](http://www.nursing.virginia.edu/Registrar/). The student will fill out the form and attach it to a completed Course Action Form that lists the course(s) that the student wishes to add into their schedule. Students will be required to complete a request for overload form and have the Assistant Dean’s approval before the overload courses can be added into the student’s schedule. The student needs to turn in the signed request AND the completed Course Action Form to the School of Nursing Registrar’s Office for processing. RN-BSN students are part-time students and enroll in 6-7 credits/semester.

**Transfer Credit / Transferring a Course**
The University of Virginia School of Nursing faculty will consider requests for transfer of credit from other fully accredited two or four year colleges or universities for courses which may be equivalent to those in the baccalaureate or master’s nursing programs. Other University of Virginia faculty may evaluate courses equivalent to those in other areas. Implementation of this policy will not negate the residency requirement policy.

Undergraduate students MAY NOT transfer courses that are a required part of their curriculum in the Nursing school. Students may only transfer in courses that fulfill their general education requirements, with the exception of the second writing requirement. Students are REQUIRED to fulfill the second writing requirement at the University.

When a student requests transfer of credit for courses completed in other colleges or universities to meet requirements in the University of Virginia School of Nursing or substitution of one UVA course for another, the following procedures must be followed:

1. The student must submit to the School of Nursing Registrar staff a completed Request to Transfer or Substitute Courses for Credit form with all required signatures and documentation. A separate form must be completed for each course for which transfer credit/substitution is requested.

2. The following support materials must be submitted with this form:
a. A course syllabus containing a course description, objectives, and content outline of the course.

b. An official transcript that validates grade and credit for the course. The student must request that this be sent directly to the School of Nursing Registrar staff. If the request concerns a course to be taken at another institution, an official transcript must be sent at the request of the student immediately following completion of the course. Credit will not be awarded until the official transcript is received.

Exceptions to this policy include:

- Undergraduate students cannot use transfer credit to fulfill the second writing requirement. The second writing requirement must be completed at the University of Virginia.
- RN to BSN students. RN to BSN students receive 41 credit hours of advanced standing for their basic nursing programs. Therefore, not all prior credit hours may be transferrable for credit. For example, pharmacology, assessment, life span, and nutrition are all part of the 41-credit-hour package of advanced credit hours; therefore, these credits do not transfer in as additional credits.

Grades
An undergraduate student’s work in a course is graded on the basis of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. They carry 4.0, 4.0, 3.7, 3.3, 3.0, 2.7, 2.3, 2.0, 1.7, 1.3, 1.0, 0.7, and 0 grade points respectively. The grade point average (GPA) is computed by first multiplying the grade points obtained in each course by the credit hours for the course, then adding all of these grade points and dividing the sum by the total number of hours attempted on a graded basis. Grade reports are available in your Student Center in SIS.

SON Grading Scale
Grades An undergraduate student's work in a course is graded on the basis of A+ (97-100), A (94-96), A- (90-93), B+ (87-89), B (84-86), B- (80-83), C+ (77-79), C (74-76), C- (70-73), D+ (67-69), D (64-66), D- (60-63) and F (59-0). Below 70 is a failing grade.

Academic Standing

Nursing Courses
Nursing students are considered to be in good academic standing if they have a semester average of at least 2.000 and no grades below a C- in required nursing courses regardless of the semester average. Grades of D and F are failing grades for all required nursing courses in the professional component of the program. Students earning a grade of D or F in a required course in the professional component will be placed on academic probation and must successfully repeat the course with a grade of C- or above. This may alter the planned sequence of courses and may lengthen the time for completion of the program.
Incomplete Grades
A grade of incomplete is a non-grade designation given for a course. A grade of IN becomes an F 30 days after the end of the examination period unless a form requesting an extension of time has been signed by the course instructor and approved by the Assistant Dean for Academic and Student Services. The faculty has adopted a policy that, unless authorized by the Dean’s office, students must complete all course work before taking the final examination. Instructors are not authorized to extend the time for completion of course work without the Dean’s approval. Forms for securing extensions are available from the School of Nursing website. Prior to the end of the course, students must initiate the request for an IN and secure the instructor’s approval. Students with two or more outstanding incomplete designations (in the same semester or cumulatively) may not enroll in courses in subsequent terms.

Grade Changes
No grade may be changed without the approval of the School of Nursing after it has been submitted to the University Registrar (UREG). The School of Nursing is not authorized by the faculty to change a grade submitted to UREG except when an instructor certifies that, because of errors in calculation or transcription, an incorrect grade has been submitted. Extra work to raise a grade, once submitted, is not permitted.

Appealing a Grade
Students who wish to appeal a course grade must first attempt to resolve the issue with the instructor of the course. Absent a satisfactory outcome, the student consults with the following chain of communication → faculty advisor → program director/coordinator prior to going to the Senior Assistant Dean for Academic and Student Services regarding the next steps in the process of appeal. The Assistant Dean for Academic and Student Services will consult with the Department Chair of the course instructor and the Associate Dean of Academic Programs as appropriate. For grades awarded for the fall semester, the written appeal must be submitted no later than 14 calendar days after the beginning of the spring semester. For grades awarded for the spring semester or summer sessions, the written appeal must be submitted no later than 14 days after the first day of the fall semester. For January term, a written appeal must be submitted no later than 14 days after the end of that session or term. Appeals submitted after the deadline will be heard only in exceptional cases, as determined by the Assistant Dean for Academic and Student Services. (Note that written does not include email; it must be printed.)

Credit/No Credit (CR/NC)
Required courses may not be taken as CR/NC unless CR/NC is the only grading option. Undergraduate students may use a total of 6 credits of CR/NC toward graduation.

Enrollment
Students enroll in courses using the University of Virginia’s Student Information System (SIS). Students can add courses, drop courses, and change other schedule options using the online enrollment system. Sometimes the student system will not allow changes. For example, students may want to drop below the minimum number of credits or add a course that requires the
permission of the instructor. In these cases, students must complete a Course Action Form to change the schedule. This form is available from the School of Nursing Registrar’s website. This form requires the signature of the appropriate faculty member and the Assistant Dean for Academic and Student Services. Forms and other registration information can be found at the School of Nursing Registrar’s Web site at: http://www.nursing.virginia.edu/Registrar/.

**Advising Hold**
Once matriculated into the School of Nursing, all students are required to meet/email/talk with their advisor each semester before registering for classes. During this time, the advisor will release the student's "advising hold" granting the student access to course enrollment for the following semester. Only your advisor can release this hold. The School of Nursing Registrar staff CANNOT release this hold.

**Service Indicator / Registration Hold**
Students who are not registered for courses during final enrollment and students who have registration holds or service indicators are in jeopardy of having their courses dropped if these holds are not lifted by the end of the second week of class each semester. It is the student’s responsibility to ensure they do not have any service indicators or holds. Registration holds or service indicators can be viewed in SIS. If a student has a registration hold, that student must contact the office who placed the hold in order to have that hold lifted once the reason for the hold has been remedied.

**Withdrawing from a Course**
After the last date to drop courses has passed, students may withdraw from courses prior to the sixth week of classes (see the academic calendar for the exact date: http://www.virginia.edu/Registrar/calendar.html). Students must use SIS to withdraw from a course before the withdraw deadline. Withdrawals after the deadline may be denied. If a course is dropped after the withdrawal deadline a “W” will appear on the student’s transcript.

**Withdrawing from the University (Voluntary)**
An official application to withdraw must be approved by the Dean of the School of Nursing or the Dean’s designate. Withdrawal applications may be obtained from the from the School of Nursing Registrar’s Office. The application must then be endorsed by the Assistant Dean, the Dean of Students, and the University Registrar. Student identification cards are collected at the time of withdrawal by the Dean of Students. It is the student’s responsibility to acquire these signatures in person and to hand-deliver the form to the Assistant Dean and the Dean of Students.

A student is not permitted to withdraw later than two weeks before the beginning of the examination period in any semester except for providential reasons.
A student who withdraws from the University for psychological reasons must obtain permission from Counseling and Psychological Services (CAPS). Subsequent medical clearance from CAPS and the Office of the Dean of Students is required for readmission.

Leaves of Absence
A student in good standing may request a leave of absence from the School of Nursing for up to two semesters. Requests for leaves of absence must be submitted in writing to the Assistant Dean for Academic and Student Services of the School of Nursing. Readmission following a leave of absence will be granted only if space is available. A student must be enrolled in a continuous enrollment course and a leave of absence fee must be paid every semester if the student wishes to keep his or her file active and take part in course enrollment for the semester in which he or she plans to return. The required form and instructions can be found on the SON Registrar’s webpage: http://www.nursing.virginia.edu/registrar/.

Readmission after Voluntary Withdrawal, Leave of Absence, or Suspension
Readmission to the School of Nursing is not automatic. After absence of a semester or longer, a former student must apply for readmission to the Assistant Dean for Academic and Student Services by December 1 for the spring semester or by April 1 for the fall semester. Readmission following a withdrawal or leave of absence is granted only if space is available.

A student who has been readmitted following suspension will be permanently dropped from the school if she or he becomes subject to suspension a second time.

NetLearning
Throughout your educational experiences at the University, you will be required to complete competencies on a yearly basis. These competencies are delivered on the internet through the NetLearning system. All students are required to complete all the assigned and mandatory learning modules and will be able to log onto the NetLearning system to complete this training. You can access the NetLearning web site at: http://netlearning.nursing.virginia.edu. Most students are automatically assigned modules to complete. If, however, you are a hospital employee, you may be required to self-assign modules as the SON administrator does not have access to your NetLearning Profile. Hospital employees will be requested to provide copies of their NetLearning transcripts to the the School of Nursing Registrar staff periodically for tracking purposes.

Criminal Background Check (CBI)
All students are required to complete a criminal background check. The selected vendor for criminal background checks is Certified Background (http://www.certifiedbackground.com). Additionally, different clinical agencies may require students to undergo a criminal background investigation using their own vendor when students are assigned to clinicals their third and fourth years. Clinical agencies may require students to undergo a secondary criminal background review or drug examination using their own vendor.
Procedure:

1. Please complete the vendor information and make direct payment to the vendor. The vendor will provide you with a passcode and a pdf file of the results.
2. It is your responsibility to provide your CBI results to the agency requesting it within 24 hours after the first day of classes (which is also the day of final notification of clinical placement sites). To initiate completion of your CBI please contact the selected vendor, provide the required data, sign the release and provide payment to the vendor.
3. Please be sure to keep a hard copy of your own pdf file for your personal records.

Instructions:

2. Click on "Applicants" (NOT "Students")
3. In the Package Code Box, enter NI16 (letter N, letter I, number 1, number 6)
4. Then you will see a page with info about our package and its contents, costs, etc.

CPR
All nursing students must provide proof of CPR certification every two years. UVA accepts only the American Heart Association AED certification for Healthcare Providers. You must have Adult, Infant and Child training. The School of Nursing offers classes near the beginning of the fall semester. The cost of this course is covered via the Clinical Services Fee.

Instructor No-Show
Students are required to wait 15 minutes for an instructor who is late or a no-show.

Dean’s List
The School of Nursing recognizes exceptional academic achievement attained by undergraduate nursing students each semester. The requirements for this honor include:
1. No grade below D
2. No grade of NC, NG, IN or U
3. 12 hour minimum number of graded credits
4. Minimum grade point average of 3.400

Distinguished Majors
Nursing students who demonstrate superior academic performance (GPA of 3.4 or above) are encouraged to apply for the School’s Distinguished Majors Program (DMP) to pursue a substantive project of their own that they would not have the opportunity to develop as part of their regular program of study. The application process requires students to define a detailed research project and to obtain agreement of a faculty member to guide the research. The final product is a manuscript ready to submit for publication as well as an oral presentation. The student will submit possible journal names and author guidelines to the faculty advisor for approval. It is anticipated that the faculty advisor will be a co-author on most publications.
although the student must be the first author. The faculty advisor as well as the Course Professor review the manuscripts and approve the selection of the journal.

**Graduation with Distinction**
Diploma with Distinction. Diplomas inscribed “with distinction” are awarded to graduates who have earned a cumulative UVA grade point average of 3.400 and successfully completed the distinguished majors program, or to students with a cumulative UVA GPA of 3.750 who have not completed the distinguished majors program.

Diploma with Highest Distinction. Diplomas inscribed “with highest distinction” are awarded to graduates who have earned a cumulative UVA GPA of 3.750 and have successfully completed the distinguished majors program.

**Overall Time Limit**
RN-BSN students have a maximum of three calendar years from the date of matriculation in which to complete all graduation requirements. Exceptions must be approved by the advisor, department chair, and the Assistant Dean of Academic Programs, and are granted only under extenuating circumstances.

**Identification Badges/Cards**
A valid University ID card allows students to cash checks, vote in student elections, and attend athletic events, movies, and concerts. It allows students to use recreational facilities and Student Health. Students on meal plans use the ID card as their ticket to eat in the dining halls. Students must present the ID card to the checker each time they enter a dining facility.

**Health Sciences Photo ID Badge**
All students using UVA Health System facilities for any purpose must have a UVA Health System identification badge. This badge is different from the student ID which first year traditional undergraduates receive. Students are expected to wear, in a highly visible location, the Health System ID badge at all times when on clinical units. Traditional undergraduate students will be expected to get hospital ID badges during the second year of study. RN to BSN students should get a hospital ID upon enrollment in the program. Lost or damaged ID badges may be replaced at the Hospital ID Office. There is a $10.00 charge to replace ID cards.

**Home Visiting Policy**
All clinical courses requiring home visiting will include the following policy in the syllabus.

Instructors:
1. Instructors will assign students to individuals or families based on the instructors and/or nurse’s familiarity with the individual or family.
2. If any family poses a risk or, for any reason, a potential risk to the students’ safety or the students perceives such a risk, the individual or family will not be visited by the student.
3. Instructors will use their discretion to make the assignments for students to visit alone or in pairs.
4. Instructors will know where and when students are visiting.
5. The instructor will be accessible to the students by phone or beeper while they are visiting.

Students:
1. Students will keep instructors apprised of when and where they are visiting. Students will notify instructors of any perceived danger.
2. Students will keep detailed logs of each visit and instructor will review the logs.
3. Students will follow all safety guidelines (see safety policy).

Insurance
All students must be covered by year-round health insurance. Each student must be insured under the University Health Insurance Plan or by another insurance contract that the student or his/her parents consider to be comparable in benefits to the University Plan. All students must present proof of insurance with your Pre-Enrollment health forms.

Vehicles
All students are allowed to have a vehicle on Grounds EXCEPT first year undergraduate students, who are NOT permitted to operate a motor vehicle in Charlottesville or Albemarle County at any time during the fall semester. Undergraduate students beyond their first year who have grade point averages of at least 2.0 for the preceding semester, or cumulative, and who are not on academic or social probation may register motor vehicles at the University. Requests for exceptions due to physical disability may be made to the Department of Student Health. All other requests for exceptions should be made to the Dean of Students. More information regarding vehicles can be found in the Record and at the Department of Parking and Transportation, http://www.virginia.edu/parking.

Textbooks
Textbooks may be purchased at the UVA Bookstore. Some nursing course books may be sold at the Student Bookstore on the Corner. Books are identified by the course number and faculty teaching the course. New students should wait until they have attended orientation before they plan to purchase textbooks.

Student Assessment Program
All pre-licensure nursing students are required to purchase the Elsevier Student Assessment Program (ESAP). ESAP is a special assessment program that includes learning and assessment activities, such as case studies, supplemental review materials, and practice exams. ESAP specialty exams are given in selected courses as a prescribed percentage of the course grade. The program includes a cumulative examination in the final year of the program that assesses student readiness for the National Council Licensure Examination (NCLEX). Students scoring below the benchmark on a specialty exam or the cumulative program exam (“Exit Exam”) are required
to complete an individualized remediation (review) plan. Students scoring below the benchmark on the cumulative program exam must retake that exam prior to graduation. The program also includes a three-day live review course in the final year of the program. Students will purchase ESAP, prorated, in semester installments.

**Patient Confidentiality Guidelines**

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 referred to the website for additional information ([http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/))

**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).

**Social Media**

**Nursing Student Guidelines for the Use of Social Media**

**Purpose**

In response to the recent escalation in the number of healthcare professionals violating HIPAA through social media outlets, the University of Virginia School of Nursing recognizes the need to provide nursing students with the following expectations.

**Overview**

Social media has become an increasingly popular form of communication. However, as members of the academic and healthcare communities, its use should reflect honesty, courtesy, and respect for others. Students are expected to display and maintain integrity and
professionalism while communicating. Thus, nursing student posts or on-line activities should reflect positively upon the University of Virginia as well as its student body, faculty, and staff.

**Expectations**

Always Consider Posts Public

- Before posting on Facebook, Twitter, or other social media, please consider the appropriateness of the post as it may appear on the front page of a newspaper or the headline of the evening news.
- Avoid posting anything that is defamatory, offensive or harassing.
- Avoid posting content about peers, administrators, or faculty that is, or could be construed as, derogatory.
- Avoid posting about a patient or a patient encounter even if identifying information has been removed.
- Recognize that “deleted” content may still be accessible.

Always Maintain Professionalism

- Avoid communicating with patients in any on-line platform, e.g., Facebook, Twitter.
- Avoid “friending” a patient, patient’s family members or significant others.
- Avoid posting about a patient or a patient encounter.
- Avoid posting pictures of yourself participating in any unprofessional behaviors or activities, e.g., drinking alcohol, or dressing in a sexually provocative manner.
- Use the highest privacy settings, but recognize that there is no privacy on-line.
- Remember that professionals have both a legal and an ethical duty to protect a patient’s privacy.

**Resources**


University of Virginia Library Social Media Guide: [http://www2.lib.virginia.edu/styleguide/socialmedia/index.html](http://www2.lib.virginia.edu/styleguide/socialmedia/index.html)

SON Snow Line
If there is inclement weather and you need to check on class scheduling changes, please check the University of Virginia Web site, the University Snow Line (924-SNOW), or call 924-0141.

Tutoring
Tutoring referrals are available through the Office of Admissions and Student Services (924-0141). The Learning Needs and Evaluation Center offers workshops for all students, some of which deal with study skills and time management. http://www.virginia.edu/studenthealth/lnec.html.

Degree or Enrollment Verification and Transcripts
The School of Nursing Registrar is NOT able to provide degree verifications, enrollment verifications, or transcripts. The University Registrar provides these services. Further information can be found on the UVA Registrar’s website (www.virginia.edu/registrar). Verifications are official and can be used for most, if not all, degree or enrollment requests even if those requests are accompanied by forms.

The Next Generation of UVA Nursing
As we enter a multigenerational community, we pledge to move forward and be a part of the next generation of nursing by learning from the past to make an even greater difference in the future. By taking this pledge, we each promise to do the following:

I will not make insensitive and condescending statements, or participate in any other actions of incivility against my fellow colleagues, educators, or patients that have professionally held back those before me.

I will not just take orders, but I will be empowered to fully understand them. To question when necessary, and in doing so remembering: to be respected, I must respect.

I will not only advocate with the utmost integrity and lack of bias, but also empathize to show the truest form of compassion and beneficence in which I am capable.

I will not only be known for educating and taking care of my patients, but also for educating and taking care of myself, so I can be an active professional for the sake of my future patients, for the sake of my fellow colleagues, and for the sake of the future of this healthcare system.

I pledge to be a next generation nurse.

Written by Kayla Devries