



The University of North Carolina Wilmington

SCHOOL OF NURSING
in the
College of Health and Human Services

STUDENT HANDBOOK

Prelicensure Program

2017-2018

UNIVERSITY of NORTH CAROLINA WILMINGTON
SCHOOL of NURSING PRELICENSURE PROGRAM STUDENT HANDBOOK

PREFACE

The purpose of this Student Handbook is to assist in understanding the policies, procedures, and general information specific to the Prelicensure program of the University of North Carolina Wilmington (UNCW) School of Nursing (SON). The information in this guide is a supplement to the published current issues of *The University of North Carolina Wilmington Undergraduate Catalogue*, *The University of North Carolina Wilmington Graduate Catalogue*, and the *University of North Carolina Wilmington Student Code of Student Life*.

Successful matriculation and graduation from the Prelicensure program requires adherence to all policies, procedures, and regulations as stipulated by both the University of North Carolina Wilmington and the UNCW School of Nursing. If you have questions regarding requirements or policies, do not hesitate to refer them to the Director of Student Success Center, Academic Advisor, Program Coordinator, SON Director, or other appropriate person(s).

The University of North Carolina Wilmington
School of Nursing
Student Services Office – Room 1011
McNeill Hall
601 South College Road
Wilmington, NC 28403-5995

Telephone: 910-962-3208
Fax: 910-962-7656
Email: son@uncw.edu

The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status or relationship to other university constituents—except where sex, age or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for state-funded employee benefit programs. (*The University of North Carolina Wilmington Undergraduate Catalogue 2016-2017*).

TABLE OF CONTENTS

	Page	
Welcome Letter from Director.....	1	
Section I — The University of North Carolina Wilmington School of Nursing		
Overview and History of the School of Nursing	2	
CHHS Fact Sheet	3	
SON Fact Sheet.....	3	
Mission Statements.....	4	
CHHS Vision	4	
CHHS Mission.....	4	
School of Nursing Vision.....	4	
School of Nursing Mission	4	
School of Nursing Philosophy	4	
Conceptual Framework	5	
Section II — General Procedures and Policies		6
Course Descriptions	6	
Distance Learning	6	
North Carolina Residency	6	
Orientation	6	
Grade Appeal Procedure	6	
Policy on Dismissal for Unsafe Practices	7	
Academic Advisement	8	
Advisor Prior to Admission to SON.....	8	
Advisor Upon SON Enrollment	8	
Meeting with Your Advisor on a Regular Basis.....	8	
Contacting Your Advisor	8	
How to Develop a Plan of Study	9	
How to Change Advisors	9	
Academic Concerns.....	9	
Knowledge of the School of Nursing Policies	9	
Audit Review	9	
Access to Files.....	9	
Resolving Academic Concerns	10	
Code of Ethics.....	10	
Confidentiality Statement.....	12	
Information Security Policy	12	
Samples of Breach of Confidentiality.....	13	
Academic Honor Code	13	
Equal Opportunity, Diversity and Unlawful Harassment.....	13	
Prelicensure Program Civility Statement	14	
Employment of Students.....	14	
Literary Format.....	15	
Institutional Review Board Process	15	
Infectious/Communicable Disease Policy.....	15	
Substance Abuse Policy	15	
Appendix A – Student’s Consent Form.....	18	
Appendix B – Notice of Drug Testing.....	19	
Transportation for Course Requirements	20	
Clinical Travel Guidelines	20	
Simulation Learning Center	20	
University Emergency Management Plan – Inclement Weather.....	20	
Dismissal Policies	20	
General Policies on Advanced Placement, Withdrawal, Transfer Credit	21	

Class Attendance Policies	21
Time Limits for Completion of Program Requirements	21
Insurance	21
Student Representation and Organizations	22
Nursing Honor Society	24
Student Scholarships	24
Student Awards	24
Departmental Honors	25
Section III — Baccalaureate Program: Professional Nursing, B.S.	26
Student Learning Outcomes	26
Application/Admission Process	26
Core Performance Standards	29
Prelicensure Clinical Course Requirements	30
Prelicensure Dress Code Requirements	32
Student Injuries in Clinical Settings	34
Prelicensure Progression Policies	34
Prelicensure Standardized Testing and NCLEX Review	35
Clinical and Classroom Policies	35
Medication Administration and IV Therapy Policy for Clinical Courses	37
Grading Policies	38
Section IV — Forms	39
 Registrar Forms	
Prelicensure Orientation Forms:	
Confidentiality Statement	39
Consent to Release Academic/Personal Information	40
Simulation Confidentiality Agreement	41
Student Signature Page	42



SCHOOL OF NURSING

Welcome from the Director

Come soar with us and make the world a healthier place.

Good health is priceless.

Generosity is always returned to those giving priceless gifts.

Enjoy each day knowing the profession you have chosen is rewarding, honored, and respected.

Thank you for considering the School of Nursing as the place that will help you soar! The School of Nursing (SON) is one of three schools in the College of Health and Human Services. We are the largest school, with multiple degree programs and almost 1300 students. Our RN-BS nursing program, as well as our Clinical Research graduate and undergraduate programs, are entirely online! Our MS programs and our new DNP program starting in Fall 2016 are hybrid programs that are primarily online.

Our nursing programs are accredited by the American Association of Colleges of Nursing Commission on Collegiate Nursing Education and our NCLEX and master's certification examination pass rates are at or near 100%. Retention and satisfaction of students are well above the expected norms. Our newest program, the RN-BS online nursing program, has been ranked 7th by *Online U*.

Our Clinical Research programs provide students with education, training and experience in the field of clinical research. Multiple careers in the field of clinical science are available to students after graduation. Many graduates work in the drug development industry with a broad range of responsibilities including, but not limited to, managing and monitoring clinical trials in the pharmaceutical industry.

We invite you to explore our school, our programs, and our faculty on our website to find what is right for you. We want you to find a profession you love where you will always feel that you can soar each day to new heights. Our school is not a destination but a journey to an opportunity to touch the lives and the health of our community, state, and world.

Again, welcome to the School of Nursing. We invite you to soar in health with us.

Be well and enjoy each day,

Laurie Badzek
Director and Professor

SECTION I

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON **SCHOOL OF NURSING**

Overview and History of the School of Nursing

In the early 1960s, the New Hanover County Commissioners consolidated James Walker Memorial Hospital and Community Hospital creating the New Hanover Memorial Hospital, which has since become New Hanover Regional Medical Center (NHRMC). With the acquisition of Cape Fear Hospital, the current designation as New Hanover Health Network (NHHN) evolved. The New Hanover Memorial Hospital Board of Directors discontinued the diploma nursing programs that had existed at James Walker Memorial Hospital and Community Hospital. In response, county officials requested that Wilmington College establish a two-year associate degree program in nursing. The first Wilmington College nursing class graduated with an Associate of Arts degree in nursing in 1967.

During the 1970s, UNCW initiated plans for a Bachelor of Science program with a concentration in professional nursing. In 1980 a baccalaureate program was recommended to meet the needs of both first-time nursing students and registered nurses wishing to earn a four-year degree. In 1984, the UNC Board of Governors approved establishing the UNCW baccalaureate program in nursing. The curriculum received initial (provisional) approval from the Board of Nursing in June 1984. Having acquired approval from the University of North Carolina System and the North Carolina Board of Nursing, UNCW established the School of Nursing (SON) on July 1, 1984.

Authorization to plan the graduate program was granted by the University of North Carolina General Administration in Fall 1997, with authorization to establish the program in July 1998. The first cohort of students (ten full-time and ten part-time) was admitted in Fall 1998. The planning year and the first two years of the program were supported partially by grants totaling over one million dollars from the United States Department of Health and Human Services and the Cape Fear Memorial Foundation. The first Master of Science in Nursing class of nine students graduated in May 2000. In 2004, continuing accreditation was granted the baccalaureate and MSN programs by the NLNAC for the maximum period of eight years (2012). In 2004, the SON admitted three students into the inaugural class of the Master of Science in Nursing – Nurse Educator Option (MSN-NE). In response to the critical shortage of registered nurses in professional practice, and the need to produce more faculty to accommodate increased student enrollment, the Nurse Educator Option was approved as the second option in the MSN program.

In June 2003, the Office of the President of the University of North Carolina approved the intent to plan the Bachelor of Science in Clinical Research (non-nursing major). The following year in Fall 2004, a cohort of five students commenced the program of study. This inaugural class of five students graduated in May 2006 and the second and third cohorts graduated nine in May 2007 and nine in May 2008 respectively. Enrollment has increased steadily in the CLR program and is projected to continue to increase for the foreseeable future. This initiative was a collaboration of the UNCW SON and Pharmaceutical Product Development, Inc. (PPD). In the Spring of 2010 the General Administration of the University of North Carolina approved the proposal to begin a Master of Science Degree in Clinical Research Management and Product Development and will enroll the first students in January 2011.

The UNCW School of Nursing has continuously been approved by the North Carolina Board of Nursing (NCBON). The National League for Nursing (NLN) initially accredited the Bachelor of Science program, pre-licensure, and RN-BS options in 1987. In October 1996, continued accreditation was granted by the National League for Nursing Accrediting Commission, Inc. (NLNAC) through Spring 2004 with reaffirmation through 2012. Initial five year accreditation of all curricula in the School of Nursing (SON) was awarded in 2004 by the Commission on Collegiate Nursing Education (CCNE) which accredits only baccalaureate and higher degree programs in nursing. A second accreditation was awarded for 10 years in 2009 which will be in effect through 2019. In 2002 the SON was reviewed and reaccredited by the Southern Association of Colleges and Schools (SACS), as a part of the overall UNCW reaccreditation review. The university was awarded the maximum ten-year reaccreditation (2012). Since 2004, the SON has offered health education programs in nursing and clinical research. With both nursing and clinical research, the SON began to actualize the vision reflective of a College of Nursing and Health Professions.

The SON is an integral part of UNCW and a vital contributor to the healthcare community in New Hanover County and the surrounding southeastern region. The faculty is committed to preparing nursing graduates at the baccalaureate and master's levels to become vital members of the workforce contributing to the health of the community. The faculty is also committed to inter-professional collaboration in teaching, scholarship, and service to promote, support, and maintain the health of the citizens.

The SON moved into the new state-of-the-art building designated for nursing in August, 2010 and the building was dedicated as McNeill Hall on April 18, 2011. A task force was charged with examining the state health related programs at UNCW in 2007. The Report of the Task Force on the Future of Health-related Programs at UNCW envisioned the establishment of a College of Health and Human Services (CHHS) to foster a transdisciplinary model. Subsequently, the UNCW Board of Trustees and the UNC Board of Governors established the formation of a CHHS in 2008 and to be operationalized in 2010. An Interim Dean was appointed in 2010 and the Founding Dean, Dr. Charles Hardy, was appointed July 1, 2011. The CHHS includes the School of Nursing, the School of Health and Human Services, and the School of Social Work. In March 2016, a North Carolina Bond of \$66 million was approved for an Allied Health & Human Services Building. In August 2016 the Doctor of Nursing Practice (DNP) program was initiated and in January 2017 the Master's in Nursing Education Program was reopened.

[CHHS Fact Sheet](#)

[SON Fact Sheet](#)

UNCW Vision Statement UNCW will be recognized for excellence in everything it does, for its global mindset and for its community engagement.

UNCW Mission Statement The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to student engagement, creative inquiry, critical thinking, thoughtful expression and responsible citizenship is expressed in our baccalaureate and master's programs, as well as doctoral programs in areas of expertise that serve state needs. Our culture reflects our values of diversity and globalization, ethics and integrity, and excellence and innovation.

School of Nursing Vision Statement The UNCW School of Nursing will be recognized as a center of excellence in education, practice, and research that prepares professionals to shape a dynamic healthcare environment and to serve a diverse community.

School of Nursing Mission Statement The mission of the UNCW School of Nursing is to educate nursing and clinical research professionals through excellence in teaching, scholarship, service, and community engagement. Emphasis is placed on educating individuals to improve health outcomes and quality of life in diverse populations.

School of Nursing Philosophy

The School of Nursing actively promotes dedication to the professional values of individual and population-centered care, lifelong learning, quality care and patient safety. We believe that these professional values are essential to the unique discipline of nursing and the holistic perspective that is inherent in all aspects of professional nursing. The conceptual framework for the School of Nursing curriculum reflects the complex interactions of these core values and the concepts of Patient, Environment, Nursing and Health Maintenance to define Professional Nursing. The core values and concepts have been adapted to guide the curriculum throughout the programs are from the standards of the National Research Council, The National Academies Report (2003), the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (2008), the NCLEX-RN Test Plan Structure, Client Needs and Integrated Concepts and Processes (2010), and the ACHNE, Essentials of Baccalaureate Nursing Education for Entry Level Community/Public Health Nursing (2000), and the Essentials of Master's Education in Nursing (2011), and the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006).

The following diagram depicts the concepts in the Undergraduate Curriculum Plan.

Undergraduate Curriculum Concepts

Conceptual Matrix	Professional Values						
Core Concepts	Individual and/or Population Centered Care ~^			Life Long Learning~^		Quality Care and Patient Safety~^	
	Altruism Caring Advocacy	Human Dignity Competency Confidentiality Sensitivity	Autonomy Patients Families Communities	Integrity Accountability Responsibility	Clinical Reasoning Ways of thinking Reflection Basis in liberal education	Social Justice Legal & ethical Issues Morals	Research Evidence based practice
Patient^~# Cultural awareness Self-care Basic Care Needs a. Safe, Effective Care b. Health Promotion c. Psychosocial Integrity d. Physiologic Integrity							
Environment^~ Public Health Global Health Epidemiology, Genetics and Biostatistics Regulatory environments Health care systems and Policies							
Health Maintenance ~# Risk reduction Disease prevention Illness management							
Nursing*~# Nursing Process Communication and documentation Technical skills Role development Information and health care technology Cultural competence Teamwork, collaboration, and leadership							

Revision 3.22.10

~AACN, The Essentials of Baccalaureate Education for Professional Nursing Practice, 2008

NCLEX-RN Test Plan Structure, Client Needs and Integrated Concepts and Processes, 2010

^ ACHNE, Essentials of Baccalaureate Nursing Education for Entry Level Community/Public Health Nursing, 2000

Essential Nursing Competencies & Curricular Guidelines for Genetics and Genomics, 2006

AACN, Cultural Competency in Baccalaureate Nursing Education, 2008

SECTION II

GENERAL PROCEDURES AND POLICIES

COURSE DESCRIPTIONS

For complete course descriptions, please see the current issues of *The University of North Carolina at Wilmington [Undergraduate Catalogue](#)* and *The University of North Carolina Wilmington [Graduate Catalogue](#)*.

DISTANCE LEARNING

The School of Nursing reserves the right, at any time, to use distance learning technologies (e.g. interactive video to and from remote sites) in the delivery of educational offerings.

NORTH CAROLINA RESIDENCY

All students who are classified as out-of-state residents are strongly encouraged to review the [Undergraduate Catalogue](#) or the [Graduate Catalogue](#) on claiming North Carolina Residency.

ORIENTATION

To welcome School of Nursing students, and to assist entry into the Prelicensure program, orientation activities are planned, which promote student attendance. Clinical course faculty will provide additional orientation for those courses, which is mandatory.

GRADE APPEAL PROCEDURE

Any student considering a grade appeal should understand that each faculty member has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member. However, prejudiced or capricious academic evaluation by a faculty member is a violation of a student's rights and valid grounds for a grade appeal.

Any student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined below. These procedures are not to be used in cases involving student academic dishonesty that are addressed by the UNCW Code of Student Life. An appeal must be made in writing no later the last day of the next succeeding regular semester. Grades not appealed by that time become permanent.

1. The student shall present the appeal in writing to the Associate Director of Undergraduate Programs. The written statement shall limit itself to citations of evidence pertaining to the valid grounds for the appeal. By conferring with the student and the instructor, the Associate Director will seek resolution by mutual agreement.
2. Failing such resolution the Associate Director shall transmit the written appeal to the Director of the SON, who finding no further need for conferral with the Associate Director, the student or the instructor will then transmit the written appeal to the CHHS Associate Dean of Academic Affairs and Student Services, who will convene the CHHS Grade Appeals Committee.
3. The Grade Appeals Committee shall consist of the convening Associate Dean, and five faculty members appointed by the Associate Dean. If the committee affirms the

instructor's decision, the Associate Dean will notify in writing the faculty member, the student, and the Director as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. The grade resulting from the prescribed reevaluation is final and may not be further appealed.

POLICY ON DISMISSAL FOR UNSAFE PRACTICES

The faculty of the School of Nursing has an academic, legal and ethical responsibility to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice which threatens or has the potential to threaten the safety of a patient, a family member or substitute familial person, another student, a faculty member or other health care provider.

- I. **Student Awareness:** All students in the School of Nursing are expected to be familiar with relevant policies and guidelines/procedures and are further expected to adhere to said policies, guidelines/procedures.

- II. **Definition:** an unsafe practice is defined as
 - A. An act or behavior of the type which violates the North Carolina *Nursing Practice Act*, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90-171.44), and North Carolina Administrative Code <http://www.ncbon.com/>
 - B. An act or behavior, which violates the *Code for Nurses* of the American Nurses' Association (www.nursingworld.org).
 - C. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the patient, a family member or substitute familial person, another student, a faculty member or other health care provider.
 - D. An act or behavior, which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

III. INVESTIGATION AND EVALUATION OF AN UNSAFE PRACTICE

- A. When an incident occurs which a faculty member believes may constitute an unsafe practice, the faculty member shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will then notify the Course Coordinator, the Program Coordinator and the Associate Director of Undergraduate Programs.
- B. The Course Coordinator, the Program Coordinator, and the Associate Director will investigate the incident to determine the grounds that support or refute an unsafe practice incident(s). If the incident is minor, the faculty member, in consultation with the course coordinator, the Program Coordinator and/or the Associate Director, may prescribe remedial work, simulation, or other appropriate instruction for the student. If the incident is not minor, the Course Coordinator and/or the Associate Director will notify the Director.
- C. The Associate Director will review the findings and the recommendation of the faculty and will notify the Director of the School of Nursing of the resolution of the case. The Associate Director will notify the student if the decision is Dismissal from the School of Nursing. The student may appeal his/her case to the Director of the School of Nursing.

IV. HEARING PROCESS

- A. The Director will refer the appeal to the Faculty Affairs Committee for review. The respective committee chairpersons, will thereafter notify the student, the faculty member and the Associate Director as to the time and place for a hearing to determine whether an unsafe practice occurred and, if so, what resolution is recommended.
- B. The Faculty Affairs Committee will hold a closed hearing at which time the faculty member and the Associate Director will be present and will provide documentation and other oral or written evidence regarding the incident. The student will be present and will be given an opportunity to provide documentation and other oral or written evidence regarding the incident. A transcription of the hearing will be documented.
- C. Following the factual presentation, the combined committee will convene in executive session to determine whether an unsafe practice occurred and to recommend a resolution of the incident. The committee will base its recommendation on the evidence presented at the hearing.
- D. The committee shall make its recommendation in writing to the Director. The committee may recommend the following resolutions: no finding of an unsafe practice; a reprimand to the student; remedial work or instruction for the student; course failure, or dismissal from the program.

V. POST HEARING PROCESS

- A. The Director may accept, reject or modify the committee's recommendation. The Director's decision will be based on the transcript of the hearing and report of the joint committee. The Director will notify the Associate Director, the faculty member and the student of the determination and sanction, if any.
- B. Dismissal from the School of Nursing does not constitute dismissal from the university.

Revised 3/29/16

ACADEMIC ADVISEMENT

It is essential that each student obtain advisement throughout his/her course of study in order to progress smoothly through the sequence of courses.

The following policies and procedures are designed to facilitate the student's progression throughout the nursing programs:

Advisor Prior to Admission to the School of Nursing: The student will be assigned an advisor from the Student Success Center to assist the student in preparing their plan of study for application to the SON.

Advisor Upon School of Nursing Enrollment: Each admitted student will be assigned a School of Nursing (SON) academic advisor by the Prelicensure Program Coordinator.

Meeting with Your Advisor on a Regular Basis: Each student must meet with their SON academic advisor at least once each semester prior to the pre-registration period to discuss and update the student's program of study. The meeting is to be documented. Should any issues arise in between official advising meetings, it is the student's responsibility to schedule an appointment with their SON advisor to discuss those matters.

Contacting Your Advisor: First, check if your advisor has scheduled office hours and observe those posted hours, if possible. If no hours are posted, contact your advisor via e-mail or telephone to set an

appointment. If the faculty advisor is unavailable/away, please contact the Director of Student Success Center to provide alternative assistance with advising.

How to Develop a Plan of Study: Once a student has been admitted into the Prelicensure Program and declared nursing as their major, a meeting will be held between the advisor and student prior to registration to develop an initial plan of study. While the outcome of the meeting is the development of the plan, there are actually several goals for this meeting. First, the entire program should be overviewed, so that the student has a context for the plan of study. The investment of time needed for the program should be addressed, so the student can make necessary adjustments to work or personal schedules to accommodate any unanticipated demands.

To assist in planning the course of study, the advisor will explore with the student both long-term and short-term goals, as well as any aids the student perceives s/he will need to complete the program. Knowledge of the student's goals will help the advisor in the recommendations of electives or courses that will support the student's goals. The advisor can link the student with campus resources that might be of assistance to the student. The advisor will inform the student how s/he handles advisement appointments and provide the student with information about the advisor's availability and ways s/he can be contacted.

The process of academic advisement is one of information exchange, communication, teaching and guidance. Not only does the advisor/advisee relationship supply the opportunity for the student to obtain information needed to maintain status as a student and stay abreast of the rules and regulations of the School of Nursing and the university, but, it also should provide the student with a trusted guide or academic consultant. The advisor should be the advisee's most accurate source of information about the system, at the school and university levels. The advisor makes sure that the advisee receives relevant notices, is available on a regular basis for questions or consultation, and helps the student manage problems that interfere with the student's educational progress.

As a guide or academic consultant, the advisor has the opportunity to assist the student with articulating and realizing some segment of her/his career goals. Advisors are responsible for and instrumental in guiding the student to plan and pursue a program of study that meets all requirements for graduation as well as focusing on the student's goals. The advisor is more than a source of information about registration; s/he is a coordinator of a student's entire educational experience.

How to Change Advisors: To change a major academic advisor, the student must submit a written request for approval to the Prelicensure Program Coordinator. Upon approval, the Prelicensure Program Coordinator will provide information of the status change to the Student Success Center.

Academic Concerns: If there are any additional issues regarding registering for courses, time conflicts regarding courses, or other concerns regarding academics while at the School of Nursing, it is the student's responsibility to notify the Prelicensure Program Coordinator of the situation. Notification does not equate resolution of your specific situation; however, every effort will be made to review your particular case.

Knowledge of the School of Nursing Policies: It is the student's responsibility to know and understand all SON policies at UNCW. All policies can be found on the School of Nursing web-site www.uncw.edu/son and in the School of Nursing Handbook. It is also the student's responsibility to keep apprised of any new changes in the curriculum, mandates, and School of Nursing requirements.

Audit Review: Although the student will meet with his/her advisor throughout the course of the enrollment period, **the responsibility to ensure that all courses have been completed and all hours toward graduation have been met rests with the individual student.** The student must work closely with his/her advisor to ensure that all academic mandates for graduation have been met.

Access to Files: In addition to the educational records kept by the University, the School of Nursing/Student Success Center will maintain electronic files on each student's admission and

progression through graduation. A student has three options to request copies. The preferred option is 1) He/she may, upon completion of the appropriate form, have access to his/her official files, except for those items to which the student has waived access for review. Items from the electronic file may be duplicated upon request. The form that can be found at <http://www.uncw.edu/oss/soncurrent.html>. The student can either bring in the completed form, or scan/email it to son@uncw.edu. 2) By emailing son@uncw.edu and requesting the copies, or 3) phone call to Student Success Center @ (910) 962-3208. Please allow 1 week. The student must review the file with the Administrative Associate for the Student Success Center. School of Nursing/Student Success Center educational records do not include Credentials.

RESOLVING ACADEMIC CONCERNS

Students experiencing academic difficulty are expected to schedule an appointment with the relevant course faculty for assistance. Students unable to resolve academic problems in nursing courses should consult individuals in the following order:

1. Classroom or clinical instructor
2. Course Coordinator and Program Coordinator, if different than classroom or clinical instructor
3. Associate Director of Undergraduate Programs, School of Nursing
4. Director of the School of Nursing
5. Dean of the College of Health and Human Services
6. Office of the Chancellor and Provost of Academic Affairs

Appeal of any assigned grade follows the school of nursing/university policy. Please refer to grade appeal procedure in this handbook. For additional assistance/information, contact the school's Director of Student Success Center.

CODE OF ETHICS

All School of Nursing programs subscribe to the Code of Student Conduct of the University of North Carolina Wilmington.

Student Standards of Conduct:

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any university office, a student is expected to appear at the time specified or to arrange another appointment. All students and their guests shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

In addition, students and faculty of UNCW SON subscribe to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the university, school, or the nursing profession.

Academic Conduct

All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned school work.

Professional Conduct

Professional misconduct is construed as any violation of the following provisions:

1. Faculty and students assume responsibility for individual and professional judgments and actions. Also, it is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is expected further that they will continue to maintain the competence of their practice.
 - 1.1. The student nurse assumes responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise.
 - 1.2. Nursing faculty and nursing students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
2. It is expected that faculty and students will respect and uphold the rights of all their patients.
 - 2.1. By providing services with respect for human dignity and the uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
 - 2.2. By safeguarding the patient's right to privacy by judiciously protecting information of a confidential nature.
3. It is expected that faculty and students will protect the patient against incompetent, unethical, or illegal practice.
 - 3.1. By participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality of nursing care.
 - 3.2. By participating in the profession's efforts to implement and improve standards of nursing.
 - 3.3. By participating in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
 - 3.4. By collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public.
 - 3.5. By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.)
4. It is expected that faculty will respect and uphold the rights of students.
 - 4.1. By maintaining confidentiality of students' records.
 - 4.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to student's current academic performance.
 - 4.3. By treating the student as a person of worth and dignity.
5. It is expected that students will respect and uphold the rights of faculty.
 - 5.1. By maintaining confidentiality of faculty records.
 - 5.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to faculty's current academic performance.
 - 5.3. By treating the faculty member as a person of worth and dignity.

CONFIDENTIALITY STATEMENT

A signed Confidentiality Statement must be on file with the School of Nursing. Forms are available through the online credentialing program.

As a student assigned to a clinical agency via Contractual Agreement or Memorandum of Understanding between the School of Nursing and the agency, you are allowed access to patient records. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is **strictly confidential**. Access to confidential patient information is permitted only on a need-to-know basis.

It is the policy of the UNCW School of Nursing that students, faculty, and staff of the school shall respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of one's assignment;
- misusing, disclosing without proper authorization, or altering patient or personnel information;
- disclosing to another person one's sign-on code and password for accessing electronic or computerized records;
- using another person's sign-on code and password for accessing electronic or computerized records;
- leaving a secured application unattended while signed on; and
- attempting to access a secured application without proper authorization.

Violation of this policy by students, faculty or staff to any agency with which the UNCW School of Nursing has a Contractual Agreement or Memorandum of Understanding, may constitute grounds for corrective action up to and including loss of agency privileges, dismissal or termination from the school in accordance with applicable agency, school, or university procedures. Violation of this policy by any member of the school's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the school and the agency. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.

Information Security Policy:

Policy:

Information, as defined hereafter, in all its forms and throughout its life cycle will be protected in a manner consistent with its sensitivity and value to any agency to which a student or faculty member is assigned via Contractual Agreement or Memorandum of Understanding between the equipment and software used to process, store, and transmit information.

This policy applies to all information, which includes clinical information generated in the context of patient care. Examples of this policy include laboratory data, x-ray results, results of other tests and procedures, and dictated and written notes detailing patient histories and physical exam findings. Such patient-related data may be available electronically or in written form in standard records and patient charts; it may be available for individual patients or for groups of patients. Such information may reside in large central computer databases, such as those maintained by large hospitals and academic health centers, where it is available via computers to clinical workstations or other clinical databases maintained by individual agency personnel. It may also reside in databases that are separate from the centrally maintained database, such as the clinical databases developed for certain agency personnel members.

Scope:

The scope of information security is protection of information that is written, spoken, recorded electronically or printed from accidental or intentional modification, destruction or disclosure. Information

will be protected through its life cycle, including origination, entry, processing, distribution, storage and disposal.

SAMPLES OF BREACHES OF CONFIDENTIALITY

<p>Assessing information that is not within the scope of your job/role as a student, faculty, or staff member:</p> <ul style="list-style-type: none"> • Unauthorized reading of patient account information • Unauthorized access of personnel file information • Unauthorized reading of a patient's chart • Accessing information that you do not need to know for the proper execution of your job function 	<p>Misusing, disclosing without proper authorization, or altering patient or personnel information:</p> <ul style="list-style-type: none"> • Making unauthorized marks on a patient's chart • Making unauthorized changes to a personnel file • Sharing or reproducing information in a patient's chart or personnel file with unauthorized personnel • Discussing confidential information in a public area, including but not limited to waiting room, restroom or elevator. • Posting confidential patient information on social media such as Facebook, Instagram, Twitter, etc.
<p>Disclosing to another person your sign-on code and password for accessing electronic or computerized records:</p> <ul style="list-style-type: none"> • Telling a co-worker your password so that he or she can log in to your work • Telling an unauthorized person the access codes for personnel files or patient accounts 	<p>Using another person's sign-on code and password for accessing electronic or computerized records:</p> <ul style="list-style-type: none"> • Using a co-worker's password to sign in to and/or "Log on" to the hospital's computer system • Unauthorized use of a log-in code for access to personnel files or patient accounts
<p>Leaving a secured application unattended while signed on:</p> <ul style="list-style-type: none"> • Being away from your desk while you are logged into an application • Allowing a co-worker to use your secured application for which he or she does not have access after you have been logged in 	<p>Attempting to access a secured application without proper authorization:</p> <ul style="list-style-type: none"> • Trying passwords and log-in codes to gain access to an unauthorized area of the computer system • Using a co-worker's application for which you do not have access after he or she is logged in

ACADEMIC HONOR CODE

The SON follows the policies and procedures as outlined in the [Code of Student Life](#) and the [Student Academic Honor Code](#).

EQUAL OPPORTUNITY, DIVERSITY AND UNLAWFUL HARASSMENT

The SON follows the policies and procedures related to [Equal Opportunity, Diversity and Unlawful Harassment](#) as outlined in the Undergraduate and Graduate Academic Catalogues.

PRELICENSURE PROGRAM CIVILITY STATEMENT

The School of Nursing embraces the UNCW Respect Compact <http://uncw.edu/diversity/src.html>

The School of Nursing is dedicated to creating and maintaining a civil community that supports respectful discourse and openness to opposing viewpoints. Members of the School of Nursing Community are asked to:

- Assume goodwill- approach situations positively
- Communicate respectfully
- Address issues to the person directly involved. Follow the chain of command if not resolved when discussed with person involved.

Statement of American Nurses Association Position: *ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect." Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.*

EMPLOYMENT OF STUDENTS

- There is no policy limiting the number of hours a student enrolled full-time in the School of Nursing may be employed, since the ability to handle the combined responsibilities of college and employment is determined by the individual. However, if a student is employed as a graduate assistant, there is a limit placed on the number of hours one may work. (Designated by the Graduate School and/or the Financial Aid Office upon appointment.)
- It is crucial that the student consider the rigor of the nursing program when determining the feasibility of additional employment. Any additional employment done above the recommended number of hours will be done at the discretion of the individual student. The student will bear all responsibility for the final decision of employment beyond his/her academic studies.
- Students are advised not to exceed a total of forty (40) clock hours including employment, class and clinical practicum.
- Students who fail to meet the established academic standards in the School of Nursing due to employment cannot receive special consideration.
- Students who need to work to pay for college expenses should consult the Student Success Center and the UNCW Financial Aid Office regarding available scholarships, loans, and/or work study opportunities.
- Students may need to stop academic work for a period, choose part-time status to help insure success, or take advantage of certain loans and scholarships.

Students employed as health care associates should be aware that neither the university nor the School of Nursing assume any responsibility for their activities as employees of an agency.

LITERARY FORMAT

In order to provide consistency, uniformity, clarity, and standardization for written documents in all School of Nursing programs, the *Publication Manual of the American Psychological Associate* (latest edition) is the adopted style for all written documents in the School of Nursing. This format should be used by all students in writing papers as part of course requirements (unless otherwise specified.) The above titled book is often referred to as the “APA Style Manual.”

INSTITUTIONAL REVIEW BOARD PROCESS (IRB)

All student and faculty conducting research projects involving human subjects must be approved by the UNCW IRB. All IRB policies, procedures and forms can be accessed at <http://uncw.edu/research/compliance/documents/03380IRBPolicyFINALOct12008ECOFontAug09.pdf>.

INFECTIOUS/COMMUNICABLE DISEASE POLICY

Infectious/communicable diseases are common and may be a threat to students and faculty of the School of Nursing. During the performance of clinical practice/research activities, students may have contact with infectious disease organisms. . This contact may expose the student to infectious agents, and may result in the student transmitting an infectious disease to other students, faculty, patients, family members, and subjects.

To help protect the health and safety of its students, as well as that of patients and subjects, the School of Nursing requires:

- A. Initial Infectious Disease Screening for nursing students
- B. Pre-exposure prophylactic immunization against specified infectious/communicable diseases for nursing students
- C. Post-exposure prophylactic follow-up/treatment of students following exposure to specified infectious diseases such as AIDS, tuberculosis and Hepatitis B

SUBSTANCE ABUSE POLICY

Students, faculty members, administrators, and other employees of the University of North Carolina Wilmington are responsible, as citizens, for knowing about and complying with the provisions of North Carolina Law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by UNCW. It is not “double jeopardy” for both the civil authorities and the university to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceedings against the student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interest of the university.

For a complete account, please reference the current issue of *The University of North Carolina Wilmington Student Handbook and Code of Student Life*. The Code of Student Life:

<http://www.uncw.edu/odos/documents/cosl-current.pdf>.

The University of North Carolina Wilmington Student Handbook/Catalogue: www.uncw.edu/catalogue.

Policy:

The SON will be responsible for appropriately identifying and referring students who are abusing substances. The SON will monitor the student’s recovery process according to University

Substance Abuse policies; however, students are accountable for their own recovery. Continuation in SON courses will be permitted only if all requirements are met according to these policies.

Rationale: Our philosophy regarding student substance abuse evolves protecting the public's health and assisting the student in recovery. To ensure patient safety, comply with clinical facility policies and the North Carolina Board of Nursing policy [21 NCAC 36.0320(d)] (www.ncbon.com, Nursing Practice Act, Administrative Code/Rules), and assist students in recovery, the School of Nursing (SON) has adopted a substance abuse policy.

Informed consent: As a condition of admission to the Nursing Program, students are required to comply with this policy and submit a written statement of informed consent. (Appendix A).

Definitions: A nursing student is any full-time or part-time student admitted to the School of Nursing.

Substance abuse is the non-prescribed use of any legal drug as well as the use of illegal drugs or alcohol.

Procedure

A. Drug Screening Program

1. Preclinical Drug Screen

Prior to a nursing student's initial clinical experience and at other times as mandated by clinical agencies, the student must obtain a drug screen at a NIDA certified laboratory. Students in the Pre-Licensure Program will be required to complete a random urine screening in the first semester of the program and again prior to their senior year. Students in the Pre-Licensure Program will be required to submit to random urine drug screening throughout their program. When a random urine drug screen is required, individual students will be notified by email and will have 24 hours to complete the screening. Test results will be made available to the School of Nursing and the student. No individual test results of the drug screen will be provided to clinical agencies. There will be a group list of those qualified to attend clinical as a result of the screen. Before these results are available, student must not attend off-campus clinical experiences. All expenses associated with drug testing are the responsibility of the student.

2. Testing based on Reasonable Suspicion

- a) A student may be subject to testing at any time when, in the judgment of a faculty member, there is reasonable cause to suspect the student is engaging in the use of non-prescribed or illegal drugs/alcohol. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member, including but not limited to:
 - 1) observed possession or use of substances that reasonably appear to be illegal drugs or legal drugs used illegally.
 - 2) conviction for a criminal offense related to the possession, use or trafficking in drugs/alcohol.
 - 3) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from school or excessive tardiness that is reasonably interpretable as being caused by the use of drugs/alcohol.
- b) Individualized reasonable suspicion means: if the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would

conclude that there is a factual basis for determining that the student is using a prohibited drug/alcohol.

- c) When individualized reasonable suspicion is found to exist, the student shall be subject to the SON Policy on Dismissal for Unsafe Practices.
- d) In the case of individualized reasonable suspicion drug testing, the SON shall contract with a private laboratory. Once the student has been confronted by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the clinical setting and will coordinate transportation for the student to be screened by the identified laboratory. For student and public safety, the faculty member may request that the student take a cab to the drug testing laboratory. The student must present for drug testing within 2 hours of being confronted by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing (Appendix A). Validated copies of the drug test results will be sent to the SON and, subsequently, to the student.
- e) Once the faculty member has confronted and removed the student from the clinical setting, the faculty member shall notify the Course Coordinator, as well as the Prelicensure Program Coordinator, Associate Director of Undergraduate Programs, School of Nursing, and /or Associate Dean for Academic Affairs.

B. Consequences of Failure to Participate in or Cooperate with Testing

An instance of failure or refusal to participate in or cooperate with testing shall be deemed to be an occasion of impermissible drug use that justifies dismissal under the SON Policy on Dismissal for Unsafe Practices.

C. Consequences of Impermissible Drug Use

When prohibited drug use has been confirmed through positive test results, the student shall meet with the Director of the School of Nursing or designated representative of the Director. (Appendix B Notice of Drug Testing). The following consequences may apply:

- 1. Student may be subject to dismissal under the SON Policy on Dismissal for Unsafe Practices.
- 2. Referral to UNCW Counseling Center for assessment, treatment recommendations, and follow up monitoring.
 - a) If a student chooses not to participate in the referral and/or treatment prescribed by the UNCW Counseling Center, the student will be subject to dismissal under the SON Policy on Dismissal for Unsafe Practice.
 - b) If a student chooses to participate in the treatment prescribed by the UNCW Counseling Center, the student may continue theory courses. The student may not attend clinical until the prescribed treatment program has been completed. The treatment program must contain at least the following:
 - i. Student agrees to assistance, to be drug free, and if there is a relapse, the student must report this to the counselor immediately.
 - ii. Student will obtain the prescribed counseling for a specified length of time and provide documentation to the UNCW Counseling Center on a regular basis.

- iii. Student will submit to random drug testing as determined by the UNCW Counseling Center.
- 3. Once a student has successfully completed the treatment program and is released by the UNCW Counseling Center, the student must submit a letter to the Associate Director and Prelicensure Program Coordinator requesting re-entry into courses with clinical components. If approved, the student will continue to be subject to the substance abuse policy and must report any relapse immediately to the course and/or Program Coordinator, as well as the Associate Director and Director.

D. Confidentiality of Information Concerning Drug Use

Any information concerning a student's alleged or confirmed use of drugs shall be restricted to institutional personnel and North Carolina Board of Nursing as required, and to parents of minors or dependent students. No individual test results of the drug screen will be provided to clinical agencies. There will be a group list of those qualified to attend clinical as a result of the pre-clinical drug screen. No other release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

E. Grievance Policy

At any time during this process the student is eligible to pursue the University grievance policy as outlined in the University of North Carolina Wilmington Student Handbook.

Approved 08/14/97
 Revised 03/30/05; 08/22/08; 04/20/10; 11/17/11; 6/12/14; 8/16

**Appendix A
 Student's Consent Form
 SON Substance Abuse Policy**

Consent to the Substance Abuse Policy

I have read the UNC-W SON Substance Abuse Policy. I have been given an opportunity to ask any questions I may have about the policy. I understand my responsibilities in complying with the SON Substance Abuse Policy and any consequences regarding violation of the policy. I am voluntarily agreeing to participate in the UNCW SON program and abide by the Substance Abuse Policy.

Signed this _____ day of _____, 20____.

 (nursing student's signature)

 (printed name of student)

**Appendix B
Notice of Drug Testing**

To: _____
(Name of Student)

From: _____
(Faculty, School of Nursing)

Re: Reasonable Suspicion Drug Testing

In the case of individualized reasonable suspicion drug testing, the SON shall contract with a private laboratory. Once the student has been confronted by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the clinical setting and will coordinate transportation for the student to be screened by the identified laboratory. For student and public safety, the faculty member may request that the student take a cab to the drug testing laboratory. The student must present for drug testing within 2 hours of being confronted by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing (Appendix A). Validated copies of the drug test results will be sent to the SON and, subsequently, to the student.

Signed: _____
(Nursing student) (Date & time)

Clinical Faculty: _____
(Date and time)

In addition, please reference the "Substance Abuse" section in the current issue of the *University of North Carolina Wilmington Student Handbook and Code of Student Life*.

TRANSPORTATION FOR COURSE REQUIREMENTS

Students are responsible for providing their own transportation to campus and for clinical, laboratory, or internship experiences. Clinical assignments will be made in a number of off-campus clinical agencies. Students will be expected to have transportation to attend clinical/internship activities at the prescribed time and place.

CLINICAL TRAVEL GUIDELINES

Since UNCW is a regional university, with affiliations in six surrounding counties, students may be expected to travel to clinical sites outside of New Hanover County. Students are responsible for providing their own transportation to and from clinical agencies. To be able to meet clinical objectives, it may be necessary for students to ride in the vehicle of an agency nurse preceptor to visit clients in community based settings. Riding with a preceptor at designated agencies is designed to provide you with an optimum learning experience. Students should have access to the clinical faculty member or designated alternate (cell phone) at all times during the clinical day. Should your transportation plan change, you should contact your clinical faculty member as soon as possible. Any incident involving transportation during clinical must be reported to the clinical faculty as soon as possible.

Approved, Faculty Council: April 12, 2010

SIMULATION LEARNING CENTER

The UNCW School of Nursing strives to prepare students for 21st century nursing practice through the use of technology. The Simulation Learning Center uses high, medium and low fidelity human patient simulators as a teaching and learning tool for nursing education. Through the use of simulation, the School strives to create a realistic environment and a powerful learning experience that promotes cognitive, affective, physical and social development of the student.

The Simulation Learning Center is a 10,000 sq. ft. state-of-the art learning center comprised of six specialty labs, one 5 room Home Care Lab, and an Outpatient Clinic with three exam rooms and reception area. Wireless mobile tablets allow for bedside documentation in each lab via a UNCW created electronic medical record. A Seminar Room (2058) with a conference table and 12 chairs is utilized for debriefing. A remote Control Room (2003) and multiple observation rooms facilitate video capture systems for streaming and recording simulation activities.

UNIVERSITY EMERGENCY MANAGEMENT PLAN INCLEMENT WEATHER

The School of Nursing follows the policies of the greater University with regard to scheduled class times. In the case of inclement weather (such as hurricanes, ice storms, etc.) the School of Nursing will follow the [Emergency Management Plan](#) for the university. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience.

DISMISSAL POLICIES

Students may be dismissed from the Prelicensure Nursing Program for any of the following:

- 1) Unsafe clinical practice. (See policy on Dismissal for Unsafe Practice)
- 2) Unsatisfactory physical or emotional health.
- 3) Violations of the [Student Academic Honor Code](#).
- 4) Excessive absences in classroom or clinical area..

- 5) Conduct incompatible with the professional practice.
- 6) Unsatisfactory academic performance/course grades.

Only under unusual circumstances will a student who has been dismissed or voluntarily withdrew under these circumstances be allowed to re-enter the nursing program. Any student who has been dismissed has the right to due process. (See [UNCW Code of Student Life](#))

GENERAL POLICIES ON ADVANCED PLACEMENT, WITHDRAWAL, TRANSFER CREDIT

The School of Nursing complies with the policies/procedures of UNCW in regard to transfer credit, advanced placement, withdrawal policy, grade appeal procedure, residency requirement. These policies are located in the in the University Regulations section of the [Undergraduate Catalogue](#).

CLASS ATTENDANCE POLICIES

The University policies regarding class attendance states, "Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. **All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes.** It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered." (See UNCW Catalogue)

Students enrolled in courses in the School of Nursing are responsible for class attendance and for the prescribed activities of the courses. **Students are expected to confer with faculty prior to anticipated absences and make arrangements for any required make-up assignments.** Students are expected to notify faculty when they will be unable to attend a class or clinical/internship experience. In the case of a clinical/internship absence, students are to notify the appropriate faculty member by the beginning of that experience. Following an absence, students will confer with the faculty member regarding the absence and any further assignments.

TIME LIMITS FOR COMPLETION OF PROGRAM REQUIREMENTS

Bachelor of Science programs must be completed within a consecutive six calendar year period of time. Non-nursing courses which are more than ten years old will be evaluated individually by the faculty for currency, content, and credit.

INSURANCE

Liability insurance is required for each semester that a student is registered for clinical courses and is for coverage while working in a student capacity only. Each student is required to have liability insurance with minimum coverage of \$2,000,000 incident/\$4,000,000 aggregate. RNs should be aware that most if not all, employment coverage does not transfer to student coverage. Professional liability insurance will be billed to the student's account each semester for an annual cost of \$17.50 (cost subject to change).

Health insurance is required for all UNCW students Health Insurance is required for all UNCW students who meet the following three criteria: enrolled in a minimum of 6 credit hours per semester for undergraduates or 1 credit hour for graduate students; enrolled in a degree-seeking program; and eligible to pay the UNCW student health fee. Since extension and distance education students do not pay the health fee or use the health center, they will not be required to show proof of health insurance.

This may be insurance students bring with them (family, employer, etc.), insurance they purchase through the school, or a combination of both plans. Students will be required to complete the Enrollment or Waiver Process each fall. Refer to [Student Health Services: Student Insurance](#) for further details.

STUDENT REPRESENTATION AND ORGANIZATIONS

Prelicensure Council and Committees

Student representation is expected on committees/councils within the School of Nursing. These include:

- PreLicensure Council
- Faculty Council
- School of Nursing Curriculum Committee

Association of Nursing Students

The UNCW Chapter of the North Carolina Association of Nursing Students (ANS) is an officially recognized organization of the School of Nursing and the University. Members function under the Charter of the organization and the leadership of elected officers. An advisor is elected/appointed from the School of Nursing faculty. The faculty advisor is expected to be in attendance at the meetings of the organization. The advisor's role is to provide clarity, to interpret School of Nursing and University policies/procedures, and to provide general consultation. The purpose of ANS is to provide networking and mentoring opportunities for the nursing student to foster their developing professional role. The organization promotes active engagement at the local, state, and national levels to contribute to advances in nursing education, promote advocacy for health care, and provide service opportunities. This organization is affiliated with the UNCW Student Government Association.

American Assembly for Men in Nursing

The UNCW chapter of America Assembly for Men in Nursing is recognized as a student organization by the UNCW Campus Activities and Involvement Center and is approved and sanctioned as a local chapter under the Bylaws of the AAMN national organization (www.aamn.org). The purpose of AAMN is to provide a framework for nurses as a group to meet, discuss, and influence factors which affect men as nurses. The objective of the local AAMN chapter is to provide men and women from the UNCW community and the city of Wilmington with education, knowledge, and skills to enhance the role of men in the nursing profession. Any UNCW student, alumni, staff, faculty member, or member of the community is eligible for membership, provided that such person expresses an interest in the development, enhancement, and promotion of the nursing profession.

The Wilmington Area Chapter of Nurses Christian Fellowship (NCF) of UNC Wilmington is an officially recognized organization of the School of Nursing and the University. Members function under the Constitution of the organization and the leadership of elected officers. An advisor is elected/appointed from the School of Nursing faculty. The faculty advisor is expected to be in attendance at the meetings of the organization. The advisor's role is to provide clarity, to interpret School of Nursing and University policies/procedures, and to provide general consultation. The Purpose of Wilmington Area Chapter of Nurses Christian Fellowship at UNCW is to establish and advance at UNCW communities of nursing students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world, in response to God's love, grace and truth. This will be done through meetings, guest speakers, Bible studies and prayer opportunities.

Association of Diversity in Student Nursing

The UNCW chapter of Association in Diversity in Student Nursing is an officially recognized organization of the School of Nursing and is recognized as a student organization by the UNCW Campus Activities

and Involvement Center. This organization exists to create a positive and scholarly open-forum exchange of ideas and information, thus encouraging open-mindedness and empowerment of University of North Carolina at Wilmington (UNCW) School of Nursing students, and those interested, to provide improved quality care. They foster the idea that self-reflection and exposure to different cultures, attitudes and experiences will help create acceptance and understanding.

Refer to additional information on [Student Organizations](#).

Class Officers

Each cohort of students will be assigned a faculty advisor and the advisor will assist the student cohorts in electing officers and student representatives for the SON Councils and Committees. The elected officers will consist of a class president, vice-president, secretary and treasurer and any other officers as deemed appropriate by the individual cohorts. A summary of the duties of the Class President are as follows:

Sophomore Year

- Meet periodically with class officers to plan social functions and/or other activities and to discuss class issues/problems.
- Advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Attend scheduled graduation committee meetings.
- Foster communication between class members and school/college/university.

Junior Year

- Meet periodically with class officers to plan social functions and/or other activities and to discuss class issues/problems.
- Advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Attend scheduled graduation committee meetings.
 - Learn from senior officers how to plan, coordinate and conduct the graduation ceremony.
- It is tradition that each year the juniors present the graduating senior class with a plaque at the pinning ceremony.
 - Obtain information from senior officers on how, when and where to purchase the plaque.
 - Determine ideas junior class fundraisers to fund the plaque
- With other class officers, plan, coordinate and conduct the graduation ceremony in May or December of the year preceding their anticipated graduation
- Make plans to keep in touch with the departing senior class president, in case questions arise.
 - Obtain all the information needed (i.e. graduation pin ordering information) for next year from the senior class president before he/she departs.

Senior Year

- Meet periodically with class officers to plan social functions and/or other activities and to discuss class issues/problems.
 - It is a good idea to plan functions with the junior class.
- Advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Create a mentoring program where willing senior students mentor willing junior students. Encourage students to participate.
- Attend scheduled graduation committee meetings.
 - Communicate with the junior officers the details on how to plan, coordinate and conduct the graduation ceremony.
- Distribute order forms early in the graduating semester and start taking orders for the graduation pins. Obtain information from the previous senior class president.
- Coordinate with faculty to get information to students about graduation, i.e. caps, gowns, NCLEX.
- Attend graduation ceremony, graduation, pass your NCLEX and be a great nurse!

NURSING HONOR SOCIETY

UNCW School of Nursing is affiliated with Sigma Theta Tau, International, as the Nu Omega Chapter. Sigma Theta Tau is the world's largest nursing honor society, with about 500 chapters in approximately 695 universities throughout 27 countries. It sponsors international research around the world and has more than 135,000 members. The Nu Omega Chapter at UNCW exists in order to promote nursing scholarship, leadership, creativity, and commitment to nursing. The chapter regularly sponsors meetings for its members and the entire nursing community in the region.

The mission of Sigma Theta Tau International is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. The purposes of the organization are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage and support research and other creative work in nursing, and to strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

See the [STTI](#) webpage for details on criteria for membership.

STUDENT SCHOLARSHIPS

Check the CHHS SON website periodically for up to date information about specific scholarships. The application process is online through this website

https://uncw.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=715.

To access the scholarship software in [Seaport](#), click the Student Services tab. The "Apply for Scholarships" link appears in the navigation pane on the left under the Services bar.

STUDENT AWARDS

The UNCW School of Nursing offers multiple academic program options; whereby, students graduate both in December and in May of each academic year. The intent of the Student Awards is to have worthy students recognized by the faculty. Awards and criteria for Prelicensure students are:

Award of Excellence—Pre-licensure Graduate—Awarded in December and in May

(1 senior student—from the Pre-licensure Nursing major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON Pre-Licensure faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Pre-Licensure Council—name of selected students presented to the Director.
6. An individual plaque for this award will be given to the student and an annual collective plaque will be placed in McNeill Hall.

Achievement Award—Pre-licensure Graduate—Awarded in December and in May

(1 junior and 1 senior—from the Pre-licensure Nursing major)

Criteria:

1. Demonstrates growth and mastery of nursing concepts and practices.
2. Utilizes resources effectively to develop potential.
3. Takes initiative for own responsibility for learning growth.
4. Nominations accepted from all SON Undergraduate faculty—with justification statement.
5. Senior student must be graduating at the respective December or May commencement.

6. Endorsement by the Undergraduate Council—name of selected students presented to the Director.
7. An individual plaque for this award will be given to the student.

DEPARTMENTAL HONORS

This honors program is a special program for interested students who meet the university departmental honors criteria. The nursing Departmental Honors Program is a three semester sequence of seminar classes and activities (2 semester hours of NSG 499 each semester) beginning second semester junior year. Refer to details at the [Honors College](#).

SECTION III

BACCALAUREATE PROGRAM: PROFESSIONAL NURSING, B.S.

The purpose of the baccalaureate program in nursing is to prepare a generalist who possesses the knowledge, skills, and attitudes with which to practice family-centered professional nursing in a variety of current and emerging health care delivery systems. In addition, the program is designed to provide a foundation for graduate nursing education. Through interactions with clients – individual persons, families and communities – and other health care professionals, nursing graduates will contribute toward meeting the wide-ranging needs of the region, state, and the larger community. The baccalaureate program has two program options: Pre-Licensure and RN-BS. The Pre-Licensure option is for nursing students who are preparing for entry into professional nursing by taking the registered nurse licensure exam. The RN - BS option allows the licensed registered nurse, prepared at the associate degree or diploma level, to obtain a Bachelor of Science with a Concentration in Professional Nursing in an online format.

STUDENT LEARNING OUTCOMES

Upon completion of curriculum, the graduate will be able to:

1. Evaluate comprehensive individual and/or population centered care through an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
2. Integrate professional values based on integrity, accountability and responsibility by engaging in clinical reasoning skills and lifelong learning.
3. Implement safe, quality patient care by adhering to moral, ethical, legal, and professional standards through the use of evidence-based practice.
4. Appraise patient health by meeting basic care needs within the appropriate cultural context, across the lifespan and in all healthcare settings.
5. Manage environments that support public and global health while integrating the knowledge of sciences, healthcare systems, policies and trends.
6. Appraise health maintenance of patients through transdisciplinary management of risk reduction, disease prevention and illness management.
7. Demonstrate the competencies of a generalist nurse through role development, teamwork, collaboration, and leadership using the knowledge, skills and attitudes of professional nursing practice. (nursing process, communication, documentation, technical skills and information and patient care technologies).

APPLICATION/ADMISSION PROCESS

Admission to the University North Carolina Wilmington (UNCW) is required prior to admission to the School of Nursing. Refer to admission deadlines [for transfer to UNCW](#) and for the School of Nursing.

Admission Deferral Process: Acceptance into the Prelicensure program is valid for one year. Students must submit a new application according to current admission policies to be reconsidered.

Process for Accepting Transfer Credits: For each transfer student, nursing courses from another nursing program are evaluated by the Prelicensure Program Coordinator and non-nursing courses are evaluated by a Student Success Center Advisor to determine potential acceptance of transfer credits. These combined recommendations are forwarded to the School of Nursing Admissions and Progressions Committee and, following careful evaluation, a decision is made regarding potential transfer into the program. (Deferral & Transfer Policies approved by Prelicensure Council, April 2016).

Admission Requirements

50% = Math/Science Prerequisites GPA: CHM/L 101; BIO/L 201, 240, 241; BIO 246; STT 210 or 215 or PSY 225 or QMM 280; MAT 111, 112, 115, 151, 152, 161 or 162. All Math/Science prerequisite courses must be completed within 10 years prior to application.

25% = Non-Math/Science Prerequisites GPA: PSY 105, 223; PAR 101, 110, 115, 205, 211 or 215; SOC 105 or ECN 125 or ECN 221.

25% = TEAS Score. You must complete the TEAS assessment within a testing period, and UNCW Testing Services must receive your TEAS score via ATI Testing prior to the application deadline.

You must complete a minimum of CHM 101, one biology course (BIO 201, BIO 240, or BIO 246), one math or statistic course (MAT 111, 112, 115, 151, 152, 161, 162, or STT 210, STT 215, QMM 280 or PSY 225), PSY 105 and (SOC 105, ECN 125, or ECN 221). In total, you must have a minimum of five of these courses completed in order to apply. At least one course in each category (Math/Science and Non-Math/Science Prerequisites) must be completed for a grade in order to be evaluated for admission potential.

You must have the following: GPA of 2.7 or higher from all institutions attended; Minimum grade of “C” in all required prerequisites and corequisites (* corequisites can be completed concurrently with the first semester courses of the nursing program, NSG 250 and NSG 252); Completion of TEAS Assessment; Admission to UNCW and paid enrollment deposit; Physical and emotional health that enables a student to participate in and complete the program; Cleared criminal background check. Please see the UNCW [Undergraduate Catalogue](#).

Course Repeats

Current Policy: GPA will be calculated based on all completed credit bearing courses. Where courses have multiple options, the highest grade will be used for calculations. The following categories apply to this rule: MAT Category, SOC/ECN Category, PAR Category, and STT Category.

New Policy: Effective Start Date: Fall 2018 (Admissions deadline of December 15, 2017)

- ❖ Students may repeat all prerequisite courses once, regardless of first grade earned. The highest grade will be used in the evaluation of the application.

For courses with multiple options in a category, students may repeat all courses in that category once and the highest grade will be used in the evaluation of the application. The following categories apply to this rule: MAT Category, SOC/ECN Category, PAR Category, and STT Category.

- ❖ The repeated course may be taken at UNCW or transferred into UNCW from another institution.
- ❖ Scenarios: (students are recommended to meet with his/her advisor prior to repeating a course)
 - If a student earned a B- in BIO 201 (Principles of Biology: Cell) on the first attempt, they may audit the course for a new grade (see [Audit/Graded Audit Courses](#)).
 - If a student earned a D in BIO 201 (Principles of Biology: Cell) on the first attempt, they may use the UNCW course repeat policy and repeat the course for a new grade and credit (see [Course Repeat Policy](#)).

Taking Higher Level Courses

- ❖ Students are not permitted to take a higher level course and substitute it for one of the prerequisite courses. For example, if a student has taken CHM 102, the course will not be evaluated because it is not one of the required prerequisites. The only exception is BIO 425 can be substituted for BIO 246, as they are both Microbiology courses.

AP and CLEP Credit

AP and CLEP Credit are not used in the evaluation of applications. Students will get credit for the course, but his/her score will not affect his/her standing. At least one course in each category (Math/Science prerequisites

and Non-Math/Science prerequisites) must be completed for a grade in order to be evaluated for admission potential.

10 Year Rule

- ❖ Math/Science 10 Year Rule: Math/Science prerequisite courses must have been completed within 10 years of the application deadline. If any course is older than 10 years, students must retake/audit those courses.
- ❖ Non/Science 10 Year Rule: Non Math/Science prerequisite courses may be retaken/audited. The student will need to check with their advisor for approval.
- ❖ Specific Dates:
July 1, 2017 application deadline: any courses taken Spring 2007 or prior are not valid.
December 15, 2017 application deadline: any courses taken Summer 2007 or prior are not valid.

Taking the TEAS Test Outside of UNCW

If a student chooses to take the TEAS Test at another testing center, it is the student's responsibility to ensure that they are taking the correct version of the TEAS Test and that UNCW receives his/her official scores via [ATI Testing](#) prior to the end of the test administration period. The student will need to go to the ATI Store (online store) and request his/her transcript. UNCW will be in the drop down menu on the website (online store) when they select TEAS Transcript. Updated: 2/21/2017

Getting Admitted

Full Admit Status: Students are not considered a full admit until they have successful completion with a grade of "C" (2.77) or better of all prerequisite courses and maintaining a cumulative GPA of at least 2.70.

Alternate List: Effective Start Date: Fall 2018 (Admissions deadline of December 15, 2017)

When admissions decisions are made, 45 students will be conditionally admitted and 15 students will be placed on the Alternate List. The 15 students will be notified of their rank on the Alternate List.

As admitted students decline their admissions from the program throughout the semester, the next student on the Alternate List will be notified as soon as possible of acceptance into the program. The remaining students will then be notified of their rank on the Alternate List.

At the end of the semester, 50 total students will be conditionally admitted.

BIO 201 Waiver: BIO 201 waiver requests are only submitted for students who are admitted into the program. At UNCW, BIO 201 is a prerequisite for BIO 240 and 246. If a student completes these courses at an institution in which BIO 201 is not a prerequisite, the student will not need BIO 201 at UNCW.

BIO 240 Completion: Effective Start Date: Spring 2018 (Admissions deadline of July 1, 2017)

BIO 240 may be in progress when applying to the program, but must be successfully completed before the student starts NSG 250 (Health Assessment) and NSG 252 (Foundations in Professional Nursing Practice).

PRELICENSURE PROGRAM

CORE PERFORMANCE STANDARDS

The UNCW School of Nursing has identified specific essential abilities (core performance standards) that are critical to the success of students enrolled in the program. These standards are designed to establish expectations and are considered essential to provide safe patient practice, with or without reasonable accommodations. Pre-Licensure applicants and students must have abilities and skills in the following five areas, with or without accommodations: communication, observation, motor function and endurance, behavioral, and critical thinking. If an applicant or student reports that he/she cannot meet one or more of the core performance standards without accommodation, the SON in collaboration with Disabilities Services will determine whether accommodation can reasonably be made. Applicants and students are responsible for making disabilities known and formally seeking accommodations.

1. Communication

- Must be able to communicate effectively with patients, families, and members of the health care team through oral, written, and interpersonal means.
- Must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication.
- Must be able to speak, comprehend, read and write in English at a level that meets the need for accurate, clear and effective communication (examples include, but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English).

2. Observation

- Must be able to observe a patient accurately (examples include, but are not limited to: listening to heart and breath sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; palpating an abdomen; detecting changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect fire in clinical area and initiate emergency action).
- Must be able to detect and respond to emergency situations, including audible alarms (examples include, but are not limited to monitors, call bells, fire alarms, emergency alarms).

3. Motor Function and Endurance

- Must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care; examples include but are not limited to: lifting and positioning patients, transferring patients in and out of bed, cardiopulmonary resuscitation, preparation and administration of medications (oral, injection, intravenous, including hanging IV bags at shoulder height), reading and emptying body fluid collection devices below bed level, application of pressure to stop bleeding, clearing/opening an obstructed airway, provision of daily hygiene care, movement from room to room.
- Must be able to complete assigned periods of clinical practice, including up to 12 hour shifts (including days, evening, nights, weekends).
- Must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

4. Behavioral

- Must exercise good judgment and promptly complete all responsibilities in the care of patients.
- Must accept accountability for all actions.
- Must be able to tolerate physically taxing workloads.
- Must be able to respond and function effectively during stressful situations.

5. Critical Thinking

- Must be able to use problem solving skills in clinical situations.
- Must be able to evaluate the effectiveness of nursing interventions.
- Must be able to apply the scientific method in developing a plan of care for patients.

PRELICENSURE CLINICAL COURSE REQUIREMENTS

Student credentialing documents for clinical nursing courses will be submitted to a student-created online account. Students will be sent information on creating the account after acceptance to the School of Nursing. The documentation for all of the following clinical credentials (**except** for the urine drug screening and annual flu vaccine) is due prior to August 1 if admitted to the program for August and by December 1 if admitted to the program for January. If documentation is not received before the above designated date, the student will not be allowed to engage in clinical activities and may be un-enrolled from courses.

- **Liability insurance:** fee covered in student fees.
- **Health Insurance:** submit copy of insurance card (front and back) with student's name imprinted.
- **Required Immunizations** (according to CDC Guidelines for Health-Care Personnel, 2011).

Written documentation of:

1. **Measles, Mumps and Rubella (MMR)**: vaccination with 2 doses of MMR **or** laboratory evidence of immunity.
 2. **Chickenpox (Varicella)**: vaccination with 2 doses of varicella vaccine **or** laboratory evidence of immunity.
 3. **Hepatitis B (HBV)**: completion of the three-dose vaccination series, completed no later than 6 months from starting the nursing program **or** laboratory evidence of immunity.
 4. **Influenza Vaccine**: completion of annual flu vaccine by October 1 of each year **or** completion of "Waiver/Declination of Influenza Vaccination" form due to qualifying medical condition or objection based on religious practice/belief.
 5. **Tetanus, Diphtheria, and Pertussis**: Both of the following are required: 3 doses of tetanus/diphtheria toxoid (primary series) **AND** a booster dose of tetanus/diphtheria/pertussis (Tdap) within the past 10 years. The renewal date will be set at 10 years from administered date of Tdap vaccine.
 6. **Polio**: documentation of completed primary series. There must be a record of at least 3 vaccinations.
- **TB Screening**
 1. One of the following is required:
 - a. for students who have no documentation of TB screening in the previous 12 months: an initial two-step baseline TB Screening with a TST (Tuberculin Skin Test) (A two-step screening involves an initial skin test followed by a repeat skin test in 1-3 weeks if the initial skin test is negative); **or** a single (BAMT) (blood assay for M. tuberculosis); **or**
 - b. for students with documentation of negative TST screening in previous 12 months: single TST upon admission PLUS documentation of single TST screening within previous 12 months; **or**

- c. for students with history of positive TB screening: upload written documentation of adherence to any prescribed follow-up therapeutic regimen from preferred health care provider PLUS evidence of negative chest X-ray at least one year following initiation of treatment.
 2. Renewal date will be set for before the start of classes in the Fall semester for submission of single TST **or** single (BAMT) (blood assay for M. tuberculosis) **OR** for students with past positive results, TB Annual Screening Form documenting an annual tuberculosis screening.
 3. Any TST test result must be recorded in mm of induration.
 4. Students with a history of a positive screening will:
 - a. Adhere to the follow-up/therapeutic regimen or his/her health care provider.
 - b. Submit written documentation of adherence to any prescribed follow-up therapeutic regimen from preferred health care provider.
 - c. Present evidence of negative chest X-ray at least one year following initiation of treatment.
 - d. Submit a completed TB Annual Screening Form documenting an annual tuberculosis screening.
 5. Students with a negative screening on admission will complete an annual TST.
- **Initial & annual training/self-study and testing in requisite clinical content for: bloodborne pathogens, tuberculosis &, infection control, and healthcare worker safety.** An online educational program can be completed at www.nhrmc.org; at the bottom of the screen, under 'Resources', select 'For Employees'. Under 'Getting Started', choose 'Student Orientation', under 'Online Orientation for Student', click on "CBL (computer-based learning) module", and complete the 'Online Orientation'. Submit the certificate of completion to your on-line credentialing account, as directed, following successful completion of the CBL.
 - **Completed "Health and Physical Assessment" documented by a healthcare provider.**
 - **Negative 12-panel Urine Drug screen:** report from a National Institute of Drug Abuse (NIDA) approved laboratory, purchased by the student when they create their online credential account. The Panel must include Amphetamines (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Cocaine (COC) Metabolite, Marijuana (THC), Methadone (MTD), Methamphetamine (mAMP), Ecstasy (MDMA), Opiate (OPI), Phencyclidine (PCP), Propoxyphene (PPX), and Oxycodone (OXY). Refer to Urine Drug Screening Policy. Students in the Pre-Licensure option will be required to complete a random urine screening in the first semester of the program and repeated prior to their senior year.
 - **CPR certification:** documentation of current **American Heart Association (AHA) certification: BLS (Basic Life Support) for Healthcare Providers**, which includes the course and written test, skills practice, and skills testing (Parts 1, 2, & 3) for adult, child, and infant. A totally online BLS course or a Red Cross course are **NOT** acceptable. Renewal date will be set based on expiration of certification.
 - **Criminal Background Check (CBC):** Purchased by the student when they create their online credential account. School officials will evaluate the CBC report to clear students for clinical and any questionable incidents on the CBC will be handled individually. The CBC will be completed upon admission to the SON and repeated prior to the senior level nursing courses.
 - **Signed Completion of the following forms:**
 - Handbook Acknowledgement Form
 - Confidentiality Statement
 - Simulation Confidentiality Agreement
 - Audiovisual Release Form
 - SON Substance Abuse Policy Form

The Audiovisual Release Form grants permission to the University of North Carolina and the School of Nursing, to take and use visual/audio images of students in connection with the

activities of the University and School of Nursing, including performance in Simulation Learning Center activities. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions.

NOTE: It is the responsibility of the student to submit evidence of all required annual updates of immunizations and certification renewals. Students will not be permitted to participate in clinical learning experiences until all information is received, and consequently, may be unable to meet program requirements or experience a delay in graduation.

Health services are available on campus and emergency health care services are available during clinical experiences. Any student who is pregnant, suffers an injury, develops a physical or emotional problem, takes medications that may alter clinical decision making, has the responsibility of notifying all appropriate faculty so that appropriate measures can be taken. Any student who presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or any student who demonstrates behavior which conflicts with safety essential to nursing practice, can be dismissed from the nursing program (North Carolina Board of Nursing Standards).

Updated: 4/16

PRELICENSURE DRESS CODE REQUIREMENTS

UNCW School of Nursing students are required to present themselves in a professional manner at all times, but especially when representing the school on clinical units, in community and agency settings and in public. In addition to School of Nursing attire, students may also be expected to comply with the dress code policies prescribed by the specific affiliating clinical agency to which they are assigned.

1. **Inpatient Clinical Uniform** is required for all scheduled labs and inpatient clinical sites unless specified by faculty. Inpatient clinical sites include clinical experiences occurring in hospital or skilled nursing facilities during times when students are assigned in direct patient care (i.e., NHHN, Cape Fear Hospital, Davis Healthcare).
 - a. Teal scrub top and cargo pants with a navy blue lab jacket and UNCW logo and "School of Nursing" embroidered on the left front of top and jacket. Uniforms are pre-ordered through First Uniforms located at 2316 South 17th Street, allowing at least 14 days for custom embroidery. The vendor will visit campus during nursing student orientation to ensure a proper fit.
 - b. Uniforms should be neat, clean, in good repair and adequately pressed.
 - c. Pant length must not touch the floor. No frayed hems on pants.
 - d. Socks should be plain solid white, blue or black ankle or knee length (no skin visible).
 - e. Plain black or navy closed-toe nursing shoe with a closed, flat heel. *Clogs are not allowed.*
 - f. A plain white short sleeve t-shirt may be worn under the scrub top. No undergarments should be visible underneath any part of the uniform.
 - g. Supplies to be carried when in the inpatient setting include black and red pens, scissors, and stethoscope.

2. **Community and Mental Health Clinical Uniform** is required for all students assigned to clinical sites with an agency affiliation outside of the hospital inpatient unit unless otherwise directed.
 - a. Plain solid teal polo top with UNCW logo and "School of Nursing" embroidered on the left front.
 - b. Plain solid khaki, navy or black pants. No Capri length pants are allowed.
 - c. Closed toe flat shoes and socks.
 - d. Navy blue lab jacket with UNCW logo may be worn over attire.

3. **Professional dress** is required during all School of Nursing sponsored events, meetings and activities unless specified by faculty. The dress code may be changed and additional restrictions may be added if necessary. Refer to item # 13 for listing of inappropriate attire.
4. UNCW student photo ID and/or clinical agency badge must be worn above the waist and clearly visible at all times (i.e. not turned so identification is not visible) when representing the School of Nursing in uniform or professional dress.
5. No visible tattoos are permitted.
6. Hair must be neat, clean and well-groomed when representing the School of Nursing in uniform or professional dress. Long hair must be pulled back, off the collar, and secured with small, simple hair accessories so hair does not come in contact with the patient. Hair color of an unnatural tone is not permitted (Unnatural hair color refers to purple, orange, green, etc.—colors not found in natural hair colors/shades).
7. Male students must be neatly shaven. Mustaches and/or beards must be short, clean and well groomed.
8. When going to the clinical site for clinical assignments, professional dress must be worn. Lab jackets may be worn over attire or the Community Uniform described in item # 2 above. Refer to item # 13 below for listing of inappropriate attire.
9. Nails must not extend beyond the fingertips and must be rounded and clean. The use of artificial nails or nail polish is not permitted.
10. Jewelry requirements when representing the School of Nursing in uniform or professional dress (for both male and female students):
 - a. One wrist watch capable of timing seconds.
 - b. One single plain, banded ring
 - c. Single pair of earrings (one piercing per ear) less than ½ -inch in diameter, non-dangling
 - d. Religious medals or other neck chains if worn must not be visible
 - e. Facial, oral or body piercing jewelry is not permitted
11. Fragrant products (cologne, perfume, aftershave lotion, etc.) are not permitted in patient care settings.
12. Chewing gum or tobacco products are not allowed.
13. Items considered inappropriate attire and therefore not permitted when representing the School of Nursing.
 - a. shorts, jeans or sweatpants
 - b. visible undergarments (while in any position)
 - c. tight fitted clothing
 - d. see-through, low-cut, or midriff revealing tops and bottoms
 - e. spaghetti-strap tops
 - f. spike high-heel shoes, flip flops, or opened-toe shoes
 - g. facial or body piercing-includes gauges (other than single ear piercing)
 - h. visible body art (must be covered)
 - i. false eye-lashes
14. Students who do not follow this professional appearance code will be asked to leave the clinical area or event and will be counted absent for the experience.

STUDENT INJURIES IN CLINICAL SETTINGS

The faculty member should contact the course/program coordinator or the Associate Director to report student injuries, illnesses, etc. requiring emergency care. Clinical facilities typically provide emergency care, but at the expense of the student. Health insurance coverage is required; therefore, students should have appropriate information at all times. The student also has the option of seeing his/her private physician or the UNCW Student Health Center (910) 962-3280.

The faculty member and student are responsible for completing the appropriate Incident form of the clinical agency and the Incident form for the School of Nursing. A copy of both forms should be forwarded to the Associate Director in the Office of the Director for review, disposition as appropriate, and filing in School records.

PRELICENSURE PROGRESSION POLICIES

1. The minimum passing grade for all courses in the major is 'C-'.
2. A minimum of a C is required for the following prerequisite and co-requisite courses and their accompanying labs: BIO 201 , BIO 240 , BIO 241* , BIO 246 ; CHM 101 ; MAT 111 or MAT 151 ; either PAR 101 , PAR 110 , PAR 115 , PAR 205 , PAR 211 , or PAR 215 ; PSY 105 , PSY 223 ; either SOC 105 , ECN 125 or ECN 221 ; STT 210* or STT 215*. **Students may repeat a failure in any of these courses only once. BIO 240 Human Anatomy & Physiology I must be successfully completed before starting NSG 250 Health Assessment and NSG 252 Foundations in Professional Nursing Practice. BIO 240 may be in progress when applying to the program.**
3. All clinical nursing courses are taken in the specified sequences.
4. Throughout the nursing program, a student may repeat only one nursing course due to failure. Failure of the repeat or a second course in the program will result in dismissal from the nursing program. Students who are dismissed from the program cannot reapply for admission.
5. Progression in the nursing major is dependent upon the student maintaining a cumulative grade point average (GPA) of 2.7.
6. Clinical and laboratory components of nursing courses are graded on a Pass/Fail basis. Clinical requirements will be addressed in individual course syllabi. A passing grade in the clinical and/or lab portion of a course is required in order to receive a passing grade for the course. Clinical failure will result in overall course failure, regardless of course theory grade. Students who fail a clinical or laboratory component of a nursing course will receive an F for the final grade in the course.
7. Medication administration is an integral component of nursing care. To promote safety in medication administration, students must demonstrate the competency to calculate medications doses accurately in each clinical course. Students must achieve 100% competency in order to successfully pass each clinical course. Three opportunities are provided in each course to achieve a passing grade. Students who do not achieve a passing grade of 100% after three attempts will receive a course grade of F, and will not progress in the program.
8. If a student fails a nursing course:
 - a. The student will be designated "out of sequence" and is advised to meet with their faculty advisor to review their academic status.
 - b. The student must notify in writing the Prelicensure Program Coordinator and the Associate Director of Undergraduate Nursing Programs of his/her intent to seek permission to repeat the course.
 - c. Permission to repeat the course is contingent upon approval from the Associate Director of Undergraduate Nursing Programs and on space availability. Reenrollment is subject to course and clinical placement availability.
 - d. In order to ensure that all students are competent and safe in the delivery of patient care, any student who has been "out of sequence" must, at the discretion of the course faculty, return to the lab to demonstrate/validate competency of identified skills that would be necessary for returning to the clinical sequence in the program.

9. If a student requests and receives approval for voluntary withdrawal for personal reasons:
 - a. The amount of time is not to exceed 12 months.
 - b. The student will be designated “out of sequence” and is advised to meet with their faculty advisor to review their academic status.
 - c. The student must notify in writing the Associate Director Undergraduate Nursing Programs of his/her intent to seek permission to repeat the course.
 - d. Permission to re-enter the program is contingent upon approval from the Associate Director of Undergraduate Nursing Programs and on space availability. Reenrollment is subject to course and clinical placement availability.
 - e. In order to ensure that all students are competent and safe in the delivery of patient care, any student who has been “out of sequence” must, at the discretion of the course faculty, return to the lab to demonstrate/validate competency of identified skills that would be necessary for returning to the clinical sequence in the program.

Revised by Admissions & Progressions Committee & approved by Prelicensure Council on April 25, 2016; Reviewed by Admissions & Progressions Committee & Curriculum Committee, May 2017

PRELICENSURE STANDARDIZED TESTING AND NCLEX REVIEW

Students in the nursing program are required to take online standardized tests throughout the curriculum. These standardized tests have been found to be predictors of success on the NCLEX-RN examination. Valuable feedback concerning the student’s strengths and weaknesses can assist the student in examining learning outcomes, while providing important information to the faculty who are responsible for ensuring that students’ learning experiences are leading to expected program goals and outcomes. Each course that utilizes a standardized online test will incorporate the grade earned on the standardized test as a percentage of the final course grade and will be specified in the course syllabus.

A standardized testing fee is charged to the students account for each semester. The standardized testing fee covers the cost of the required standardized exams, review materials, and remediation resources.

Standardized exams are a part of some course completion requirements. Students who fail to take a course-related standardized exam will earn a grade of "incomplete" until the exam is completed. Students who achieve less than the identified benchmark score will be expected to complete a course specific plan for review and remediation. The faculty have established benchmark criteria for the standardized tests in each program to provide expectations for students that will promote success for students on the NCLEX exam. The benchmark for ATI standardized test is \geq Level 2. Students who score less than Level 2 (Level 1 or Below Level 1) on any ATI standardized exam will be required to complete an assigned review and remediation activities.

CLINICAL AND CLASSROOM POLICIES

General Course Policies and Expectations

The nursing profession is challenging and complex, as is the nursing curriculum. To foster success in the program the faculty identifies the following course policies and course expectations.

Course Policies

Students are expected to:

1. Attend all class and clinical sessions and be prepared to participate in discussions and demonstrations. Faculty will monitor class and clinical attendance for tardiness and absences. Any trends in tardiness and absences will be addressed by faculty and consequences of this behavior will be at the discretion of the faculty.

2. Submit all class assignments as scheduled in the course syllabi. Late assignments will not be accepted without prior permission from the instructor and may be subject to point reduction in assignment grade. Assignments received after the due date/time will result in a grade of zero (0) without prior permission.
3. Submit all required credentials expiring during an upcoming academic year in the school of nursing prior to the first day of classes. Students with credentials that are not current will not be able to participate in any lab or clinical component of a course. Experiences missed because of expired or unmet credentials is considered an unexcused absence and the student will not meet the objectives for any missed experience and thus may not be able to meet the course requirements for that course.
4. Take course quizzes/exams as scheduled in the course syllabi. In the event of a missed test, the course faculty must be notified prior to the time of the test administration in order to be considered for make-up. Failure to contact the faculty will result in a grade of zero (0). It is the student's responsibility to arrange for any approved make-up examination to be taken within one week of the missed scheduled examination.
5. Complete all drug calculations by hand for quizzes or exams. A calculator may be used. However cell phones/PDA's cannot be used for their calculator function during any exam or quiz.
6. Adhere to the School of Nursing Dress Code in lab and in clinical.
7. Use correct APA format for written assignments.

Course Expectations

Students are expected to:

1. Apply previously learned concepts introduced in prerequisite courses to the program of study in nursing.
2. Plan a minimum of 2-3 hours of weekly study for each 1 hour of class time per week.
3. Access all class materials, class assignments, and announcements from the course documents.
4. Notify faculty of any special situations, disabilities or specialized learning needs the first week of class.
5. Use the course email for all communication between students, staff and faculty unless otherwise specifically outlined in the course syllabus.
6. Demonstrate respect for fellow students and faculty by:
 - a. Turning off cell phones or pagers during all class sessions.
 - b. Being attentive and alert during class.
 - c. Communicating with class peers to engage in dialogue that promotes learning and by asking questions at appropriate times.
 - d. Avoiding side discussions during class time.
 - e. Arriving to class or clinical on time.
 - f. Practice professional etiquette in all communications between class peers, staff, and faculty.
7. Maintain access to recommended computer hardware to access web-based course materials and documents.
8. The course is web-enhanced and the student is responsible for accessing class materials, class assignments, and announcements from the course page.

Approved, Pre-Licensure/RN-BS Council, September 10, 2007

Classroom Expectations for Written Examinations

1. Students may be asked to use alternate seating for exams as room permits.
2. Students may not wear hats or sunglasses.
3. No electronic devices on desk.
4. Personal belongings, notes, papers, and texts, are stored in bags as directed by faculty.
5. Students may not share or borrow pencils, erasers, or calculators from class mates.

6. Students are responsible to keep answers covered during exam using paper provided by faculty.
7. Students need to leave testing area after completion of exam.
8. Scantron answer sheet is the official graded exam.

Approved, Pre-Licensure/RN-BS Council, April 20, 2009

MEDICATION ADMINISTRATION AND INTRAVENOUS THERAPY POLICY FOR PRELICENSURE CLINICAL COURSES

1. All students must achieve satisfactory completion of the “Safe Medication Check-Off” assigned in NSG 252 and NSG 326. Additionally students must obtain a score of 100%, within three attempts, on the Medication Calculation Tests administered throughout Prelicensure clinical courses. Failure to achieve satisfactory completion of these requirements may constitute clinical failure for the course.
2. In addition to medication administration, students are expected to prepare, document and evaluate effectiveness of all medications, according to recommended procedures.
3. All medications administered by students must comply with the medication policies of the clinical facility where the student is assigned.
4. The following policies are progressive in that students must meet the specific requirements of each preceding course before being allowed to advance in medication administration:
 - A. **NSG 252:** Students, with direct supervision of the clinical instructor at the bedside, may prepare and administer non-parenteral medications in the clinical setting.
 - B. **NSG 326:** Students, with direct supervision of the clinical instructor at the bedside, may administer parenteral medications, including IV push medications.
 - C. **NSG 330 and concurrent course NSG 329:** Students, under the direct supervision of the clinical instructor or an RN assigned by the clinical instructor, may administer medications. Students may insert adult peripheral IV lines in the clinical setting, following satisfactory completion of the “Safe IV Insertion Check-Off” in NSG 330.
 - D. **All subsequent clinical courses:** Students must administer all medications and insert adult peripheral IV lines in the clinical setting under the direct supervision of the clinical instructor or an RN assigned by the clinical instructor.

Any violation of this policy will result in disciplinary action, which may include course failure or dismissal from the program.

Approved, Faculty Council, April 12, 2010; Revised PreLicensure Council, November 21, 2011; Revised Undergraduate Council, April 29, 2013, Revised Prelicensure Council, implemented Spring 2015.

GRADING POLICIES

Grading System:

The School of Nursing will adhere to the grading systems of the University with the following modifications and ranges:

Grading Scale: Pre-Licensure and RN-BS Programs

A	94-100
A-	91-93
B+	88-90
B	85-87
B-	82-84
C+	80-81
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	≤64

Approved, Pre-Licensure/RN-BS Council, May 10, 2010; Reviewed May 2017

Final Grade Rounding Policy:

Your final grade will be rounded to the closest whole number using the 0.5 rule. For example, an 85.489 is an 85. An 85.844 is an 86. An 85.500 is an 86. Grades will be rounded from the tenth only. A final grade of C (77-79) or higher is required to pass the course.

CONFIDENTIALITY STATEMENT

A signed copy of this form should be on file in the Student Services Office for each student. Forms are distributed at new-student orientation and are available in the Student Services Office.

As a student, faculty, or staff member assigned to a clinical agency via Contractual Agreement or Memorandum of Understanding between the School of Nursing and the agency, you are allowed access to patient records. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is **strictly confidential**. Access to confidential patient information is permitted only on a need-to-know basis.

It is the policy of the UNCW School of Nursing that students of the School shall respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- * accessing information that is not within the scope of one's assignment;
- * misusing, disclosing without proper authorization, or altering patient or personnel information;
- * disclosing to another person one's sign-on code and password for accessing electronic or computerized records;
- * using another person's sign-on code and password for accessing electronic or computerized records.
- * leaving a secured application unattended while signed on; and
- * attempting to access a secured application without proper authorization.

Violation of this policy by students to any agency with which the UNCW School of Nursing had a Contractual Agreement or Memorandum of Understanding, may constitute grounds for corrective action up to and including loss of agency privileges, dismissal or termination from the School in accordance with applicable agency, School or University procedures. Violation of this policy by any member of the School's student body may constitute grounds for termination of the contractual relationship or other terms of affiliation between the School and the agency. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.

I have read and agree with the terms of the above statement and will read and comply with agency and School of Nursing policies and standards relative to information security.

Printed/Typed Name

Student ID Number

Signature

Date

CONSENT TO RELEASE ACADEMIC/PERSONAL INFORMATION

I authorize the disclosure of any and all records that contain information showing my academic progress at the University of North Carolina Wilmington. In addition, if applicable, I also authorize the disclosure of academic records showing my academic performance at any institution other than the University of North Carolina Wilmington. This information may be released to persons or committees upon request for scholarship consideration.

Print full name: _____

Applicant's Signature: _____ Date: _____

Please return to the UNCW School of Nursing, Student Success Center immediately.

Please attach **a brief biographical sketch**. Describe your interests, accomplishments, future plans, projected geographical employment area, career goals, and how you would benefit from scholarship funds. Describe any special or unusual financial circumstances affecting you or your family.

UNCW School of Nursing
Student Success Center
601 S. College Road
Wilmington, NC 28403-5995

For office use only
GPA _____



**UNIVERSITY OF NORTH CAROLINA
SCHOOL OF NURSING
SIMULATION CONFIDENTIALITY AGREEMENT**

As a nursing student enrolled in the School of Nursing at University of North Carolina Wilmington, I will be actively participating in clinical nursing simulations. I understand that the content of these simulations are confidential and I expressly agree to maintain the confidentiality of the information attendant to the simulations and not disclose such information except as it is necessary associated with my instructors and coursework. I further agree that the improper disclosure of sensitive and confidential information would be a violation of university policy, unethical, and may even constitute a violation of applicable privacy laws, and could subject me to discipline.

I will be observing fellow students within the clinical simulation laboratories and I will not discuss their performance with anyone outside of the clinical simulation laboratories, except appropriate instructors. I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information related to the simulation environment is prohibited. Such actions are considered a violation of the UNCW Honor Code confidentiality standards and will be dealt with as such.

Student Name (print) _____

Student Signature _____

Date _____

Adopted: 11/2011

**UNIVERSITY OF NORTH CAROLINA AT WILMINGTON
SCHOOL OF NURSING
DEGREE PROGRAMS**

STUDENT SIGNATURE PAGE

I have been instructed to access the on-line copies of the following publications:

*University of North Carolina at Wilmington School of Nursing Prelicensure Program Student Handbook
University of North Carolina at Wilmington Catalogue
University of North Carolina at Wilmington Student Handbook and Code of Student Life*

Signature

I.D. Number

Date

I have attended the New Student Orientation, where the importance of the following publications has been explained:

*University of North Carolina at Wilmington School of Nursing Student Handbook
University of North Carolina at Wilmington Catalogue
University of North Carolina at Wilmington Student Handbook and Code of Student Life*

Signature

I.D. Number

Date

I understand that it is my responsibility to thoroughly read and understand all information detailed within the following publications:

*University of North Carolina at Wilmington School of Nursing Student Handbook
University of North Carolina at Wilmington Catalogue
University of North Carolina at Wilmington Student Handbook and Code of Student Life.*

Signature

I.D. Number

Date