The University of North Carolina Wilmington

SCHOOL OF NURSING
in the
College of Health and Human Services

STUDENT HANDBOOK

2014-2015

Academic Programs
Bachelor of Science
Nursing:
PreLicensure Option
RN–BS Option

Clinical Research
BS in Clinical Research
MS in Clinical Research and Product Development

Master of Science in Nursing
Family Nurse Practitioner Option
Nurse Educator Option

August 2014

PREFACE

The purpose of this student handbook is to assist in understanding the policies, procedures, and general information specific to the programs 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 any of the programs 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 student services coordinator, academic advisor, program coordinator, department chairperson, SON director or other appropriate person(s).

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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 2014-2015*).

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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 and Clinical Research Programs (CLR) 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 CLR 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 CLR 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 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.

CHHS Fact Sheet

SON Fact Sheet

SON Organizational Chart

MISSION STATEMENTS

UNCW Mission Statement, Vision and Goals

School of Nursing Mission Statement

School of Nursing Vision Statement

School of Nursing Philosophy

The faculty of the School of Nursing subscribes to the stated mission, vision and objectives of the University of North Carolina at Wilmington. The faculty further states its beliefs regarding Individual, Environment, Health, Nursing, Teaching-Learning, and Nursing Education.

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 (2013), 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).

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

Undergraduate Curriculum Concepts

Conceptual Matrix	Professional Values					
	Individual and/or Population Centered Care ~^			**Life Long Learning~^**		**Quality Care and Patient Safety~^**
Core Concepts	**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 t 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.

ORIENTATIONS

To welcome School of Nursing students, and to assist entry into the specific programs, orientation activities are planned, which require student attendance. Clinical course faculty will provide orientation for clinical courses. Online programs, e.g. RN to BS, Clinical Research (CLR), and MSN provide online orientation.

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 who is professionally acceptable, communicated to everyone in the class, and applied to all students equally. 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 in the section on resolving academic concerns, in this handbook. These procedures are not to be used in cases involving student academic dishonesty; the UNCW Code of Student Life is the policy guide for academic dishonesty. An appeal must be made in writing not later the last day of the next succeeding regular semester.

1. The student shall present the appeal in writing to the Associate Director. 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 appropriate Director who will convene the Grade Appeals Committee.
3. The Grade Appeals Committee shall consist of the convening Director and five faculty members

appointed by the Director. If the committee affirms the instructor's decision, the Director will notify in writing the faculty member, the student, and the Associate 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.

Revised 6/18/14

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 Statues (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 Associate Director

   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 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 Department Chair.

   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 resolve 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 and Student Affairs Committees 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 combined committee (Faculty Affairs and Student Affairs Committees, jointly) 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 made.

    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; or dismissal.

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 6/18/14

ACADEMIC ADVISEMENT

It is essential that each student, either graduate or undergraduate, 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:

1. Upon enrollment in the School of Nursing, each student will be assigned an academic advisor.
2. The student must meet with his/her major 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.
3. To change a major academic advisor, the student must submit a written request for approval to the Student Services Director of the School of Nursing.

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 Get an Advisor:
Each student admitted to the School of Nursing is assigned to an academic advisor. Assignments are made by the Office of Student Success or the Program Coordinator. (Graduate students are advised to reference the "Thesis and Research Project Guidelines" section, "Committee Chair" subsection, as well.)

How to Change Advisors:
Students may request a change in advisor at any time by completing the advisor change form, available in the Office of Student Success. When approved, the change will be communicated to the previous academic advisor, the new advisor, the undergraduate or graduate program coordinator, the Associate Director, and the student. Advisors are consistent throughout a student's program, unless the student requests a change or the advisor retires/resigns.

How to Develop a Plan of Study:
Prior to your initial registration, a meeting will be held between the advisor and student 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-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.

Meeting with Your Advisor on a Regular Basis:
Faculty members will meet with each advisee during the advisement period each semester to help with registration for the subsequent semester. Should any issues come up in between official advising meetings, it is your responsibility to schedule an appointment with your advisor to discuss those matters.

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

Locating Your Advisor:
First, check whether or not your advisor has scheduled office hours; 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 Office of Student Success, to provide alternative assistance with advising.

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 will maintain electronic files on each student's admission and progress through graduation. A student may, upon completion of the appropriate forms, have access to his/her official files, except for those items to which the student has waived access for review. The student is to contact the Office of Student Success and sign the Student Access to Official Record Form which will be maintained in the file. The student must review the file in the presence of the Office of Student Success or a UNCW nursing faculty member. Items from the electronic file may be duplicated upon request. A fee of 25 cents per page will be charged to the student for duplication and handling. If the student wishes to have items added to the file, these should be processed through the appropriate faculty member or the student's advisor and the Associate Director.

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, Program Coordinator (Undergraduate, Clinical Research, or Graduate) if different from above
3. Associate Director of the 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 Coordinator of Student Services.

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 should 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

Assessing information that is not within the scope of your job/role as a student, faculty, or staff member:	**Misusing, disclosing without proper authorization, or altering patient or personnel information:**
• 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	• 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.
Disclosing to another person your 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:**
• 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	• 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
Leaving a secured application unattended while signed on:	**Attempting to access a secured application without proper authorization:**
• 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	• 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

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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.

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."

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 Office of Student Services 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 RN's or as any other health care associate should be aware that neither the university nor the School of Nursing assume any responsibility for their activities as employees of an agency.

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

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/ors/human.html.

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 option 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

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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 B). 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 and/or graduate coordinator, as well as the department chair 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 designed representative of the Director. 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 may reapply to the SON for readmission. If readmitted, the student will continue to be subject to the SON substance abuse policy and must report any relapse immediately to the course and/or Program Coordinator, as well as the Department Chair and/or the 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, North Carolina Board of Nursing, and Division of Facility Services 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; 6/18/14

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

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the School of Nursing Program of the University of North Carolina Wilmington, you are to report to the Next Care Urgent Care Center located at 4815 Oleander Drive no later than _____ (time) on _____ (date). You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with

   a) the policies and procedures established by the School of Nursing Program at the University of North Carolina Wilmington.

   b) your signed consent to the provisions of the policy and the program for Substance Abuse.

Confirmed confidential written results shall be sent to:

                    Dr. Deborah Pollard, Interim Director
                    School of Nursing
                    University of North Carolina Wilmington
                    601 South College Avenue
                    Wilmington, North Carolina

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

DISMISSAL POLICIES

Students may be dismissed from the nursing and clinical research programs 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 or internship (CLR).
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.

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.

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 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 $1,000,000 incident/$3,000,000 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

School of Nursing Council and Committees
Student representation is expected on committees/councils within the School of Nursing. These include:
- Undergraduate Council (PreLicensure and RNBS Committees)
- CLR Council
- Graduate Council
- Program Evaluation 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 polices/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.

Refer to additional information on Student Organizations.

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.

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.

Graduate Student Association
UNCW has a campus-wide Graduate Student Association (GSA), which requires representation of one student from each graduate program, with one "back-up." The GSA is a rather casual organization; however, it was in the stage of creating a charter for the 1998-99 academic year, to provide structure. Once chartered, the GSA can request some/limited funding from the university for various activities, have limited lobbying power, etc. GSA representatives attend graduate counsel and chancellor meetings, as well. Master of Science in Nursing students have their own Graduate Student Association, in addition to the campus-wide organization. Participation is encouraged.

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 approximately 490 chapters throughout 85 countries. It sponsors international research around the world. The Nu Omega Chapter 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 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.

See the STTI webpage for details on criteria for membership.

STUDENT SCHOLARSHIPS

Check the univeristy website periodically for [Scholarship](#) information.

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 are:

<u>Award of Excellence—Pre-licensure Graduate—</u>Awarded in December <u>and</u> 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.

<u>Award of Excellence—RN to BS Graduate—</u>Awarded in December <u>and</u> in May
(1 senior—from the RN to BS 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 RN-BS faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the RN-BS 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.

<u>Award of Excellence—CLR—</u>Awarded in May
(1 senior—from the Clinical Research major)
Criteria:
1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Coordinator)
2. Outstanding academic performance.
3. Nominations accepted from all SON CLR faculty—with justification statement.
4. Must be graduating at the May commencement.
5. Endorsement by the CLR 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.

<u>Award of Excellence—Graduate (Inclusive of RN to MSN)—both FNP and NE—</u>Awarded in December <u>and</u> in May
(1 graduate student—from <u>each</u> the FNP <u>and</u> NE majors)
Criteria:
1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Coordinator)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON Graduate faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Graduate 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 <u>and</u> in May
(1 junior <u>and</u> 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.

Achievement Award—RN to BS Graduate—Awarded in December <u>and</u> in May
(1 junior <u>and</u> 1 senior—from the RN to BS 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 RN-BS faculty—with justification statement.
5. Senior student must be graduating at the respective December or May commencement.
6. Endorsement by the RN-BS Council—name of selected students presented to the Director.
7. An individual plaque for this award will be given to the student.

Achievement Award—CLR Graduate—Awarded in May
(1 junior <u>and</u> 1 senior—from the Clinical Research major)
Criteria:
1. Demonstrates growth and mastery of clinical research 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 CLR faculty—with justification statement.
5. Senior student must be graduating at the May commencement.
6. Endorsement by the CLR Council—name of selected students presented to the Director.
7. An individual plaque for this award will be given to the student.

Achievement Award—Graduate (Inclusive of RN to MSN)—both FNP and NE—Awarded in December <u>and</u> in May
(1 graduate student—from <u>each</u> the FNP <u>and</u> NE majors)
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 Graduate faculty—with justification statement.
5. Must be graduating at the respective December or May commencement.
6. Endorsement by the Graduate 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.

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.

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.
http://catalogue.uncw.edu/preview_program.php?catoid=3&poid=277&returnto=128

Programs Offered:

Bachelor of Science: Nursing, PreLicensure

Bachelor of Science: Nursing, RN-BS

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.

Pre-Licensure Application Information

RN-BS Admission Requirements

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 July 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).

- **Required Immunizations** (according to CDC Guidelines for Health-Care Personnel, 2011). Written documentation of:
   1. Measles, Mumps and Rubeola (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, Diptheria, 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 at 1 year 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. A single TST is required on admission for students who have documentation of a negative TST screening in the previous 12 months.
5. 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.
6. 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; select 'Employment', 'For Students', under 'Online Orientation for Student', click on ''CBL (computer-based learning) module', and complete the 'Online Orientation'. Submit the certificate of completion to faculty, as directed, following successful completion of the program.

- **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. 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 an American Red Cross (ARC) course is **NOT** acceptable. Renewal date will be set based on expiration of certification.

- **Criminal Background Check (CBC):** completed authorization by the student to permit a CBC (student will received email request to authorize the CBC). 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.

- **Completion of the following forms:**

  o Handbook Acknowledgement Form
  o Signed Confidentiality Statement
  o Signed Simulation Confidentiality Agreement
  o Signed Audiovisual Release 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: 6/25/13; 6/18/14

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. C*logs 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 and refer to item # 13 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.
3.   All 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 professional 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 Program Coordinator and the Associate Director of his/her intent to seek permission to repeat the course.
   c. Permission to repeat the course is contingent upon from approval from the Associate Director 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 for a specified amount of time:
   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 Associate Director of his/her intent to seek permission to repeat the course.
   c. Permission to re-enter the program is contingent upon approval from the School of Nursing Director 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.

Revised 6/18/2014

RN BS PROGRESSION POLICIES

1. The minimum grade of C is required for all nursing courses.
2. The minimum grade of C is required for the prerequisite courses
3. Throughout the nursing program, a student may repeat a maximum of three different nursing courses one time due to failure. Failure of the repeat or a fourth course in nursing will result in dismissal from the nursing program.

Approved RN BS Program Meeting Minutes 2/12/15

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. The ATI standardized testing and remediation program will be used starting with the graduating class of May, 2013.

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, 200

MEDICATION ADMINISTRATION AND INTRAVENOUS THERAPY POLICY FOR PRELICENSURE CLINICAL COURSES

1.   Students, under direct supervision of the clinical instructor, may prepare and administer **Non-Parenteral medications** in the clinical setting, following satisfactory completion of the Safe Medication Check-Off procedure and attainment of a score of 100% on the drug calculation test in N252.
2.   Students, under direct supervision of the clinical instructor, may administer **Non-Parenteral, Parenteral, IV infusions and IV piggyback medications** in the clinical setting, following satisfactory completion of the Safe Medication Check-Off procedure and attainment of a score of 100% on the drug calculation test in N330.
3.   Students, under direct supervision of the clinical instructor, may **insert adult peripheral IV lines (excluding infants and children), flush peripheral and central IV lines** in the clinical setting, following satisfactory completion of the Safe IV Insertion Check-Off procedure in N326.
4.   Following N326, and including capstone, the clinical instructor or a RN designated by the clinical instructor must be present for a student to prepare, administer, document and evaluate effectiveness of all **non-parenteral, parenteral and IV medications**, in the clinical setting. Verification of the six rights of medication administration (drug, dosage, patient, route, time, documentation), plus two (allergies and expiration), must be adhered to at all times.
5.   Following N326, and including capstone, the clinical instructor or a RN designated by the clinical instructor must be present for a student to **insert adult peripheral IV lines (excluding infants and children), flush peripheral and central IV lines** in the clinical setting.
6.   Students **MAY neither** prepare **nor administer** any **IV Push/Bolus** medications in any clinical agency.

*Any violation of this policy will result in disciplinary action.

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

GRADING POLICIES

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	$\leq$64

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

SECTION IV

BACCALAUREATE PROGRAM: CLINICAL RESEARCH, B.S.

BACCALAUREATE PROGRAM: CLINICAL REASEARCH, B.S.

The purpose of the baccalaureate program in clinical research is to prepare health science professionals to participate in the science and business of developing health care products and protocols, from discovery to market and human utilization.
http://catalogue.uncw.edu/preview_program.php?catoid=3&poid=201&returnto=128

Program Offered:

Bachelor of Science: Clinical Research

Baccalaureate Program: Student Learning Outcomes

The curriculum is designed to provide competency in:

1. Clinical research methodologies, including protocols and regulatory compliance,
2. Data collection, analysis and synthesis derived from human-oriented research,
3. Research ethics,
4. Assessment and evaluation of the safety and efficacy of investigational products,
5. Application of knowledge and skills gained in the basic sciences to clinical situations,
6. Oral and written scientific presentation,
7. Collaborative team membership.

CLINICAL RESEARCH PROGRAM DRESS CODE

Clinical Research (CLR) students are representatives of UNCW and must present themselves as professional role models. Behavior and dress must not violate agency policy and must comply with generally acceptable norms of professional behavior among the healthcare/industry community. The dress code may be changed and additional restrictions may be added if necessary.

Internship Dress Code Requirements:

Unless otherwise specified by the company or institution sponsoring the Clinical Research Internship, all CLR students must abide by the Clinical Research Program Dress Code

1. Apparel worn for the CLR Internship should be business casual, as defined by the following:

    a) Business length or longer skirts
    b) Business casual or dress slacks
    c) Business suits or sports jackets
    d) Shirts (no T-shirts) and sweaters
    e) Apparel is to be neat, clean, fit appropriately, be in a good state of repair, and not wrinkled

2. The following apparel is not permitted :

   a) Shorts, jeans, tightly fitted clothing, and low-cut midriff revealing tops, sneakers, and spaghetti-strap tops
   b) See-through attire of any kind permitting viewing of undergarments
   c) Skirts shorter than business length
   d) Rolled-over waistbands and frayed hems on pants are not permitted
   e) T-shirts

3. Unless a badge is provided by the company or institution sponsoring a Clinical Research intern, the UNCW photo identification badge must be worn at all times while working as an intern. No stickers are to be placed on the identification badge.
4. Hair should be neat and clean. 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.
5. Male students must be neatly shaven. If a mustache and/or beard are worn, it must be short, clean and well groomed.
6. The following jewelry restrictions apply while working as an intern (for both male and female students):

   a) Facial and oral jewelry is not permitted
   b) Visible body piercing jewelry is not permitted
   c) One pair of earrings (one piercing per ear) less than ½ inch in diameter is permitted

7. No visible tattoos are permitted.
8. Students who do not follow this professional appearance code will be reviewed for continuance in the Clinical Research Program

Per professional protocol, no chewing tobacco products are allowed while working hours of the Clinical Research Internship.

SECTION V

MASTER'S PROGRAM: MASTER OF SCIENCE IN NURSING (MSN)

The Master of Science in Nursing (MSN) prepares advanced practice nurses who possess the knowledge, skill, attitudes, and values to meet the challenges of the 21st Century Health Care Delivery System in the following areas (1) Family Nurse Practitioner (FNP) and (2) Nurse Educator (NE). The two-year (NE) and two and one-half year (FNP) full-time MSN Program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE). The graduate of the UNCW School of Nursing master's program in nursing will be able to practice in the role for which prepared.
http://catalogue.uncw.edu/preview_program.php?catoid=4&poid=348&returnto=155

Programs Offered:

Master of Science in Nursing--Family Nurse Practitioner
Post-Master's Certificate in Family Nurse Practitioner
Post-Master's Certificate in Nursing Education

STUDENT LEARNING OUTCOMES

Upon completion of the Master's curriculum, the new graduate will be able to:
1. Design client-centered care through advanced practice and education with an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
2. Demonstrate integrity through accountability and responsibility for clinical decisions and lifelong learning.
3. Manage quality improvement measures that support legal/ethical standards through the use of evidence-based practice.
4. Impact the health of underserved populations through support and promotion of culturally competent care.
5. Evaluate domestic and global health integrating the knowledge of healthcare delivery systems, healthcare policies, epidemiology, and the environment.
6. Promote the health of clients/patients through education and multidisciplinary management of risk reduction, disease prevention and the management of illness.
7. Demonstrate professional role competence in education and advanced nursing practice.

DEGREE REQUIREMENTS

1. A total of forty-six (46) to forty-seven (47) graduate semester hours is required for the family nurse practitioner option. No minor is required.
2. All courses required in the program are open only to graduate students.
3. A total of six semester hours of transfer credit may be accepted with approval from the graduate coordinator.
4. With the exception of six approved transfer credits, all graduate study must be completed in residence depending upon the degree option pursued.
5. An MSN student must have a "B" or better in each required course. If a student earns a "C", he/she must repeat the course and must earn a "B" or better to progress. A student will only be allowed to repeat one course. A student must maintain a cumulative GPA of 3.0.

6. The program has no language requirement; however, one graduate language course, Spanish for Health Care Professionals, may be available as an elective.
7. Faculty-supervised research activity consisting of successful completion of NSG 500 Theory and Research for Evidence Based Practice (4 credits) and either a master's research thesis (3 credits) or a master's evidence-based project (2 credits), is required. The master's project emphasizes methods of implementing research findings to solve identified clinical or educational problems that an advanced practice nurse might encounter using appropriate research methods. A scholarly presentation is required to disseminate findings from the research activity.
8. The Oral Comprehensive Examination will be the formal defense of the thesis or research project.
9. Each student must complete an approved course of study within five years of the date of the first registration for graduate study to be eligible for graduation.

CORE PERFORMANCE STANDARDS

Admission to the School of Nursing Master of Science in Nursing program is not based on the following performance standards, but on the eligibility requirements defined in the admissions materials. **The performance standards are used to assist students in determining whether accommodations or modification are necessary and provide an objective measure upon which informed decisions can be based about whether the student can meet requirements.**
* Critical thinking ability sufficient for clinical judgment.
* Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
* Communication abilities sufficient for interaction with others in verbal and written form.
* Physical abilities sufficient to move from room to room and maneuver in small spaces.
* Gross and fine motor abilities sufficient to provide safe and effective nursing care.
* Auditory abilities sufficient to monitor and assess health needs.
* Visual ability sufficient for observation and assessment necessary in nursing care.
* Tactile ability sufficient for physical assessment.

If an otherwise qualified student believes that he or she cannot meet one or more of the standards without accommodation or modifications, the nursing program will determine, on an individual basis, whether or not the necessary modifications can be made reasonably. The following process will be used:
1. Each student admitted to the Master of Science in Nursing program will have online access to the Nursing Student Handbook which includes a list of the required Core Performance Standards.
2. A student with disabilities who believes that he or she may need assistance in meeting the Core Performance Standards should contact Disability Services of the Student Development Center, Westside Hall, (910) 962-3746.

ACADEMIC REGULATIONS AND PROCEDURES

With regard to academic regulations and procedures, students are responsible for knowing and abiding by all policies included in the current issue of the UNCW Graduate Catalogue

RETENTION AND PROGRESSION POLICY

Refer to "Retention Policy" as outlined in the University of North Carolina Wilmington Graduate Catalogue under "Academic Regulations and Procedures" section for graduate school policy. However, note that the following are School of Nursing specific policies related to retention and progression. Students are responsible for knowing and abiding by all Graduate School and SON policies related to retention and progression.

1. A Master of Science in Nursing student must maintain a grade of "B" (3.0)" in each required course in the FNP or NE option in order to remain in the program. A student who receives less than a "B" (3.0), but no lower than a "C" (2.0), in any course will be allowed to repeat the one (1) course. A student will only be allowed to repeat one (1) course. A student who is unsuccessful on the second attempt in a nursing course or a student who receives a grade of "C" or below in two or more nursing courses will be dismissed from the program. In accordance with the graduate school progression policy, a student must maintain a cumulative GPA of 3.0 at all times. Further, if a student falls below the required 3.0 GPA at any time, he or she goes on academic probation.
2. Students who achieve a grade of C in NSG 520, 521, or 522 will be given the opportunity to repeat the course a maximum of one time when the course is offered again. If the student chooses this option to repeat the theory portion of the course, the student will be required to repeat the co-requisite clinical course (NSGL 520, NSGL 521, NSGL 522) and required clinical hours regardless of the original grade achieved in that course. For example, a student who receives a "C" in NSG 520 will be given the opportunity to repeat the course, but will be required to repeat NSGL 520 regardless of the grade received during the first attempt.
3. An incomplete grade ("I") indicates that the student was passing the course at the time of consideration for Incomplete, and due to circumstances beyond the student's control, is unable to complete the course requirements. It also indicates that the student received consent from the course faculty member to complete the work for which the "I" grade is awarded. An "I" grade must be removed no later than one calendar year from the time the grade is awarded. An "I" grade not removed will be converted to an "F."
4. A student who wishes to change from part-time to full-time, vice-versa, must seek permission from the Graduate Coordinator who will consult the School of Nursing Faculty Chair. Requests will be approved on an individual basis taking into consideration the student's academic performance and available space.
5. Students who do not have transfer credit for NSG 510, NSG 512, and NSG 514 must successfully complete this coursework prior to enrolling in the clinical management course series (NSG/NSGL 520, 521, 522, 594).
6. In order to progress in each course in the curriculum, students are expected to adhere to professional standards of advanced nursing practice and exhibit behaviors demonstrating role readiness. Examples of readiness include: 1) availability to the program; 2) collaborative interpersonal skills; 3) emotional stability; 4) ethical behavior and legal behavior; 5) clinical skills, and 6) personal and professional accountability.
7. Students deemed clinical unsafe will be dismissed from the program and will not be eligible for readmission.

EXPENSES AND EQUIPMENT

Equipment/Supplies:
An estimation of the costs of the required items is as follows:

Requirements for both the FNP and NE Option

* **Student Liability insurance**—$17.00 per year, required by the first day of clinical classes for coverage while working in a **student capacity only**. See "Insurance."
* **Health Insurance**—Variable/dependent upon policy/coverage. See "Insurance."
* **Unrestricted NC RN license**—Renewal fee every 2 years
* **Supplies**—Lab Jacket; to be determined when style/vendor selected; Name Tag—$6.00 + tax.
* **NAME TAGS—**All admitted MSN students must purchase UNCW name tags. It is the student's responsibility to pay for pins and pick up these pins. Each student must obtain a name tag with the following information, using a consistent format:
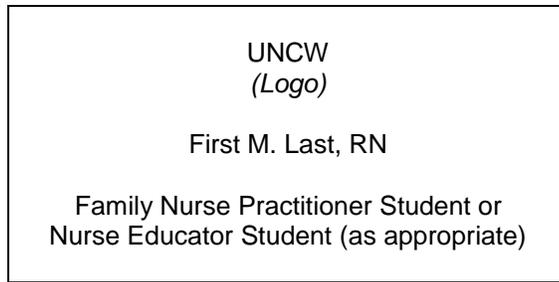
```
┌─────────────────────────────────────────┐
│                   UNCW                    │
│                  (Logo)                   │
│                                           │
│              First M. Last, RN            │
│                                           │
│      Family Nurse Practitioner Student or │
│     Nurse Educator Student (as appropriate)│
└─────────────────────────────────────────┘
```
(Not to scale)

> ** Two vendors in Wilmington are prepared to assist you in obtaining name tags—brushed gold background with black lettering, 1 ½ " by 3" plastic tag with magnetic clasp.
> - Coastal Engraving, 118-A S. Kerr Ave., Wilmington, NC 28403, (910) 392-5340.
> - Four Seasons Trophy Shop, 221 S. Kerr Avenue, Wilmington, NC 28403, (910) 799-8840.

May Vary by MSN Option (*will be discussed at new student orientation***)**

* **Equipment**—Oto/opthalmoscope (diagnostic kit),≈ \$340; cardiac stethoscope, ≈ \$105; reflex hammer, ≈ \$3; tuning fork, ≈ \$12; pocket eye chart, ≈ \$3; scissors, ≈ \$13; blood pressure cuff, ≈ \$30; two laceration trays, to be determined, when necessary.

* **Typhon NP Student Tracking Program**—Nurse practitioner students will be required to pay \$75.00 for use of the patient tracking system used by UNCW School of Nursing. Students will be given instructions for paying this fee directly to Typhon when enrolled in NSGL 520.

FAMILY NURSE PRACTITIONER OPTION - CLINICAL PLACEMENT AND PRECEPTORS

Clinical Placement:

Graduate nursing degree programs are clinically oriented, and therefore, include required clinical hours. Placement of students with approved preceptors is arranged by the clinical coordinator for the graduate program. Due to the complexity of scheduling, all placements with preceptors must be coordinated and processed by the clinical coordinator.

Qualified preceptors include experienced (1 year minimum), master's prepared, certified nurse practitioners, certified nurse midwives, physician assistants and licensed primary care physicians. Exposure to a variety of rural and urban settings and preceptors throughout the program is encouraged. However, a student should have no more than two preceptors within a single clinical course.

The clinical coordinator is responsible for ascertaining that all preceptors have a signed agreement/contract and current vita on file. Clinical faculty are responsible for seeing that preceptors are fully oriented to their role in the course and for maintaining communication with the preceptor regarding the student's performance.

Clinical Coordinator roles and responsibilities:
* Send "Letter of Request and Agreement" for placement to preceptor/contact.
* Secure placements based on consultation/responses from agencies.
* Inform SON Director's office of placements to confirm contracts.
* In consultation with the graduate coordinator, the graduate clinical coordinator will ensure that a signed "memorandum of agreement" is on file in the SON prior to any student interacting with patients in the clinical setting.
* Notify clinical sites of changes in student status in the nursing program and unanticipated events in the preceptor agency that affect placement.

Preceptors:
In general, **preceptors** are responsible for:
*   Orienting the student to the facility or office, staff, policies, and protocols.
*   Assisting the student with the selection of appropriate learning experiences.
*   Supervising, collaborating with and counseling the student regarding assessments, plans, interventions, and evaluation of care.
*   Collaborating with course faculty regarding the student's clinical performance.
*   Providing the student with informal and formal evaluations of clinical performance. While the clinical preceptor provides feedback with regard to clinical performance, final clinical course grades are assigned by the course faculty (not the clinical preceptor).

Students are responsible for maintaining communication with the preceptors and the clinical faculty member.

CONNECTING WITH YOUR PRECEPTOR

Here are some tips for making your first visit with your preceptor a valuable one.

1. Find out from your preceptor the identities of the office staff and other workers. (You may need to ask them questions later about obtaining medical information or location of the restrooms.)
2. Schedule an orientation to the facilities: paperwork, layout, responsibilities of those working at the facility, location of break room, restrooms, etc.
3. Share the objective of the clinical course you are in.
4. Share your personal experience in the clinical area.
5. Share your personal learning objectives for the experience.
6. Find out the preceptor's expectations and objectives for the experience with you.
7. Identify clinical dates and times.
8. Develop a plan for clinical absence of the preceptor or yourself.
9. Determine a midterm benchmark conference with preceptor to address: areas of strengths and weaknesses, types or experiences had thus far, progress toward accomplishing the course and personal objectives.
10. Schedule a time for a final evaluation.

NURSE EDUCATOR OPTION – TEACHING PLACEMENT AND PRECEPTORS

Teaching Placement:
Graduate nursing degree programs are practice oriented, and therefore, include required teaching practice hours. Placement of students with approved preceptors is arranged by the course coordinators in the Nurse Educator program. Due to the complexity of scheduling, all placements with preceptors must be coordinated and processed by the course coordinator.

Qualified preceptors include experienced, master's prepared, nurse educators. Exposure to a variety of educators in associate and baccalaureate degree programs throughout the program is encouraged.

The course coordinator is responsible for ascertaining that all preceptors have a signed agreement/contract and current vita on file. Course faculty are responsible for seeing that preceptors are fully oriented to their role in the course and for maintaining communication with the preceptor regarding the student's performance.

Course Coordinator roles and responsibilities:
*   Send "Letter of Request and Agreement" for placement to preceptor/contact.
*   Secure placements based on consultation/responses from agencies.
*   Inform SON Director's office of placements to confirm contracts.

*   In consultation with the graduate coordinator, a signed "memorandum of agreement" is on file in the SON prior to any student engaging in practice teaching.
*   Notify educational settings of changes in student status in the nursing program and unanticipated events in the preceptor institution that affect placement.

Preceptors:
In general, **preceptors** are responsible for:
*   Orienting the student to the facility and educational policies, and protocols.
*   Assisting the student with the selection of appropriate teaching experiences.
*   Supervising, collaborating with and counseling the student regarding assessments, plans, interventions, and evaluation of teaching.
*   Collaborating with course faculty regarding the student's teaching performance.
*   Providing the student with informal and formal evaluations of teaching performance. While the teaching practicum preceptor provides feedback with regard to performance, final clinical course grades are assigned by the course faculty (not the teaching preceptor).

Students are responsible for maintaining communication with the preceptors and the course faculty member.

CONNECTING WITH YOUR PRECEPTOR

Here are some tips for making your first visit with your preceptor a valuable one.

1. Find out from your preceptor the identities of the staff and other workers in the educational setting.
2. Schedule an orientation to the facility: classroom, clinical setting, etc.
3. Share the objectives of the teaching practicum course you are in.
4. Share your personal teaching experiences.
5. Share your personal learning objectives for the experience.
6. Find out the preceptor's expectations and objectives for the experience with you.
7. Identify teaching practicum dates and times.
8. Develop a plan for clinical absence of the preceptor or yourself.
9. Determine a midterm benchmark conference with preceptor to address: areas of strengths and weaknesses, types of experiences had thus far, progress toward accomplishing the course and personal objectives.
10. Schedule a time for a final evaluation.

EXIT INTERVIEW

Prior to graduation, each student will be required to complete an exit survey. If needed, the student can request an exit interview with the graduate coordinator or the SON Faculty Chair of the School of Nursing.

REGISTRATION WITH NC BOARD OF NURSING

Once the MSN-FNP degree is conferred following graduation, the SON Director will forward a notarized letter to the NC Board of Nursing as outlined in the NP Rules: " A notarized letter of verification from the Director of the NP program including a) the type of NP program completed b) the date of completion of the program and c) that the program meets requirements as stated in the NP rules 21 NCAC-36085 or 21 NCAC 32M.0805.

FNP CERTIFICATION

In preparation for graduation, FNP-track students must plan for FNP credentialing. (Information is provided for two certification contacts, for convenience/options.) Students may contact either the American Nurses Credentialing Center (ANCC) at http://www.nursecredentialing.org/Certification.aspx, or the American Academy of Nurse Practitioner (AANP) at www.aanp.org, for details and to request the necessary form(s).

The American Nurses Credentialing Center certification catalogue/instructions can be accessed directly at http://www.nursecredentialing.org/Certification/NurseSpecialties/FamilyNP.aspx. In particular, students must obtain Form E—Nurse Practitioner Educational Preparation Verification, for initial credentialing, which can be found on page 16, with the UNCW code found on page 27, of the ANCC catalog. For additional information, students can contact ANCC, 600 Maryland Avenue, SW, Suite 100 West, Washington, DC 20024-2571, (202) 651-7000, (800) 284-2378, fax: (202) 651-7004.

The American Academy of Nurse Practitioner certification catalogue/instructions can be accessed directly at http://www.aanpcertification.org/ptistore/control/certs/applications. In particular, students must obtain the AANP Certification Program National Certification Examination Application, which is accessed via the web site. By submitting this application, verification is by official transcript displaying program completion and date degree conferred. For additional information, students can contact AANP, Certification Program, P. O. Box 12926, Austin, TX 78711, (512) 442-5202, fax: (512) 442-5221, or e-mail at certification@aanp.org.

FNP DESIGNATION

Upon graduation, the UNCW diploma indicates that the degree earned is the Master of Science in Nursing (MSN). The program—Family Nurse Practitioner (FNP) designation—will appear on the UNCW transcript. The transcript reflects the MSN with FNP preparation.

UNCW SCHOOL OF NURSING
MASTER'S PROJECT/MASTER'S RESEARCH THESIS GUIDELINES

I.   Introduction

All students enrolled in the Master's Degree Programs of study must complete a culminating project which will include an evidence based project or research thesis. The evidence based project/research thesis is a faculty-guided scholarly experience that provides evidence of your critical thinking, ability to integrate information, and understanding of research. The guidelines for completion of these two options are presented in this handbook. ***If you choose to complete a research thesis, it is your responsibility to review and follow the timeline posted on the graduate school website and use the approved thesis format.***

See the following website for further information.
http://www.uncw.edu/gradschool/thesis.html

The UNCW School of Nursing faculty promotes the nursing profession through programs of research focusing on the healthcare of adults and children, women's health, nursing education and evidence-based practice. The foundation of your education in research involves completion of NSG 500, an undergraduate statistics course, and STT 501 as an elective if needed. In addition, prior to starting any research project, you must complete the IRB Training as listed on the UNCW Research Services and Sponsored Programs website: http://www.citiprogram.org/
                                                                                      http://uncw.edu/ors/human.html

II.   Purpose of Research in the Master of Science Nursing Curriculum

Research and research utilization are integral parts of evidence-based nursing practice. Advanced practice nurses (APNs) should must understand the importance of evidence-based practice in nursing and be able to facilitate evidence-based nursing in their own practice. They are frequently expected to help write clinical nursing standards and guidelines for practice settings that reflect current research findings. Many advanced practice nurses also participate as members of a research team, conduct research or manage research utilization projects.

As an advanced practice nurse with a master's degree, you will be able to:
1. Use scientific knowledge and methods to investigate problems and/or find solutions in nursing practice.
2. Develop a literature review that supports the investigation of a nursing problem amenable to investigation.
3. Formulate and conduct a plan that is feasible for graduate student study.
4. Collect, analyze and synthesize evidence as it is related to an identified problem.
5. Disseminate the findings to colleagues/peers and the community.

III.   Differences between a Master's Project and a Master's Thesis

A. The **Master's Project** is a scholarly process to address a theoretically and clinically relevant problem in nursing. The paper is typically written in the format of a journal article. The committee requires two members. It is expected that the research project will be ready for submission for publication by the end of the final semester in the program of study. However, it is **not** a requirement for eligibility for graduation. The submission is usually done after the completion of the project, often with additional help from the committee chair or members. A research project generally spans two semesters for completion with the student registered for NSG 597 (1 credit hour each semester).
**See paragraphs below for project options

Scholarly Master's Projects: smaller scale than the thesis and includes a number of possible options. The APA style will be the format for the project regardless of the style required for the publication that might ensue.

Examples of scholarly master's projects accepted by the SON Graduate Faculty:

1. Evidence Based Practice Project: An in-depth review of the literature to answer a specific clinical question using the PICO format as the foundation. The student should ask well developed research questions, search and synthesize the existing literature, and draw conclusions regarding "best practice" for managing a specific patient scenario.
2. Clinical Case Study: an investigation of a clinical phenomenon in which there is synthesis and analysis of observations and evaluation and recommendation of nursing therapies or educational strategies. The project may include single or multiple cases and be cross sectional or longitudinal.
3. Concept Analysis: a systematic review of the literature on a particular concept for the purpose of clarifying the meaning of the concept.
4. Integrative Review of the Literature: a critical synthesis of the literature in a focused topical area that results in drawing conclusions about the quality and quantity of knowledge development in the area.
5. Data Collection: gathering data in the context of a larger project belonging to a faculty member. The student identifies a research questions, reviews relevant literature, and collects, analyzes and reports the data. May result in a methodology paper.
6. Data Analysis: analyzing data that have been gathered previously. The student states a research question, reviews appropriate literature and analyzes and reports the data.
7. Small Scale Investigation (Pilot Study): encompasses all the steps in a research study, but is carried out with a relatively small sample.
8. Grant Proposal: a small yet comprehensive proposal written to a funding agency for the purpose of obtaining resources to carry out a small scale project.
9. Implementation and/or development of Nursing Education Materials: inclusive of a nursing education strategy or technology to enhance the teaching/learning of students, nurses or clients. The project includes assessment, planning, implementation and evaluation of the strategy named.

B. The **Master's Research Thesis** is independent research that includes designing a study and performing all aspects of the research process. The topic will address a gap in knowledge using a theory or conceptual framework to guide the process. All Research Theses result in clearly defined new knowledge that is original. The thesis may be qualitative, quantitative, or historical in nature. The finished product is written in the official "Thesis" format. The committee includes three committee members, a chair from the School of Nursing, one additional School of Nursing faculty, and one faculty from a different discipline. It is expected that the Research Thesis will be ready for submission for publication by the end of the final semester in the program of study. However, it is **not** a requirement for eligibility for graduation. The submission for publication is usually done after the completion of the research thesis, often with additional help from the committee chair or members, A Research Thesis generally takes two semesters to complete and is registered under NSG 599 (3 credits).

IV.   **Process of Completing a Evidence Based Project or Research Thesis**

1. While enrolled in NSG 500, begin to identify a topic of interest. The project will be more meaningful to the student if a topic is chosen that closely aligns with the prospective faculty advisor's program of research. Refer to "UNCW MSN Project Proposal Development Guidelines" for guidance with this process.
2. In consultation with your academic advisor, identify a topic of interest and a graduate faculty with expertise in the area who will serve as your committee chair.
3. Clarify availability of the faculty chair over the period you will be working on the project, develop a timeline for the project and identify which semesters you will register for NSG 597 or NSG 599.

4. In consultation with your committee chair, identify the type of project you will be completing.
5. Write a brief proposal and plan for developing the project.
6. Review the proposal with your committee chair and revise as recommended.
7. In consultation with your committee chair, identify the other committee members, and approach them to be on your committee.
8. Submit the "MSN Project Committee Agreement Form" (Master's Project) or the "Master's Proposal Approval Form" (Master's Thesis) to your committee chair. These forms may be obtained from the graduate student handbook.
9. Give the revised proposal to all committee members. Committee members may have suggestions for your proposal and may want to schedule a meeting to discuss the proposal before approving it.
10. If IRB approval is needed, submit the appropriate forms to the appropriate IRB committees. DO NOT proceed with any type of recruitment, data collection, or analysis until you receive written approval from the respective IRB committees.
11. Complete the project according to specified timeline established with faculty advisor.
12. Write a complete draft of your project, submitting completed sections to your project advisor/committee chair, according to the schedule you have agreed upon.
13. In consultation with your project advisor/committee chair, make revisions of the completed project draft and submit it to your committee members. You may need to schedule a meeting to discuss the proposal with them.
14. For master's thesis--In consultation with your committee chair, reserve a room for the oral defense of your project and bring the completed Graduate School Forms ready for signatures.
15. After the oral defense, make any requested revisions to the proposal and meet with committee members again if necessary.
16. Follow the guidelines to submit the final draft of your proposal to the Graduate School if you have completed a Research Thesis or to the School of Nursing if you have completed an Evidence Based Project. Obtain the appropriate signatures.

    http://www.uncw.edu/gradschool/thesis/forms/formatapproval.pdf
    http://www.uncw.edu/gradschool/thesis/forms/release.pdf

17. Consider the opportunities to disseminate the project findings at the Sigma Theta Tau - Nu Omega research day as a poster or podium presentation, journal article or other forum.

18. Have the Evidence Based Project/Research Thesis bound (if requested by faculty advisor or committee chair) and deliver a copy to each committee member.

V.   Identifying a topic for the Evidence Based Project/Research Thesis

Identification of your topic early in the program will facilitate the completion of your project/research according to the time line you decide with your committee chair. Students are encouraged to use assignments from courses in the Graduate Nursing Core to develop ideas for the Evidence Based Project/Research Thesis. When you identify a topic of interest, become familiar with the literature in the area, clarify the concept, and develop a plan for your project. The assignments in the core courses are not the same as the Evidence Based Project/Research Thesis proposal. At minimum, students will need to rework the assignments before they are considered appropriate for the proposal.

There are many different ways to identify a committee chair and a topic:
1. You may discuss project ideas with your academic advisor and find that this person is willing to work with you on a project.
2. Your academic advisor may recommend that you work with a particular graduate faculty member who has expertise in the topic area you are interested in.
3. A listing of graduate faculty research interests can be found on the School of Nursing website: http://uncw.edu/son

VI.   **The Project Committee**

The committee for the Master's Project consists of two tenure or tenure track members from the graduate faculty in the School of Nursing, the project advisor and one other. The committee for the Research Thesis consists of three members, the committee chair, one other School of Nursing graduate faculty member and one external to the School of Nursing. All members of the committee must have graduate appointment status or have special approval by the graduate council.

VII.   **Writing a Proposal for Your Project**

The specific format for the proposal will be determined in consultation with the faculty advisor once the project type is determined and should be suitable to the proposed project. The student will begin the process of writing the project/thesis proposal while enrolled in NSG 500.

VIII.   **Obtaining Approval for Your Proposal**

Some committee chair advisors will desire a committee meeting to review and approve the project proposal. Other advisors will allow you to proceed with your work once they approve your proposal, without a formal committee meeting. If your advisor recommends a formal meeting to approve the project proposal, the meeting will include all members of the committee, including yourself. You will supply a copy of the proposal draft to each committee member. **You should give your committee members at least 2 weeks to review your proposal before the meeting.** You should be prepared to present a 5-10 minute presentation of what you propose to do and why. Usually, the committee chair will begin the meeting by asking you to briefly describe your research question and plan. Then the three members will discuss what issues they feel are important. You can expect the committee to discuss the merits of your topic or research question, the strengths and weaknesses of your approach to addressing the topic or answering the question, any realistic and feasible changes they think you could make to improve it, and the limitations of what you are doing that cannot be reasonably overcome. They will also discuss any ethical and privacy concerns and the need for appropriate approvals and clearances, including Institutional Review Board (IRB) and/or Health Insurance Portability Accountability Act (HIPAA) approvals. At the end of the meeting, the committee may approve the proposal as it is or with relatively minor changes. They may ask for substantial changes and want to meet again after you make those changes.

Your faculty advisor and project/thesis committee should make several issues clear to you before you begin your study:
1. What changes need to be made in your plan.
2. The approval process for the proposal once you have made the changes.
3. When you can submit your papers for IRB/HIPAA approval.
4. Once IRB/HIPAA approval is obtained, you can begin your study.

IX.   **Statement of UNCW Policy: Human Subjects and Ethical Considerations:**

UNCW researchers are responsible for designing and implementing ethical research, consistent with the three principles delineated in the Belmont Report: respect for persons, beneficence, and justice. They must also comply with all applicable federal regulations impacting the protection of human subjects, as well as all applicable UNCW policies and procedures, and IRB decisions, conditions, and requirements. Researchers are responsible for being properly trained, preparing timely research protocols and implementing them as approved, retaining research records, and reporting to the IRB. Researchers should refer to the relevant IRB policies which can be found on the IRB website. UNCW IRB

PROCEDURE FOR SEEKING IRB APPROVAL FOR RESEARCH WITH HUMAN SUBJECTS:

1. Discuss your study and the type of review it requires and any special ethical considerations with your committee chair.
2. Fill out the forms and have your committee chair approve and sign them.
3. Obtain all other appropriate signatures.
4. Take the signed forms to the Research Services and Sponsored Programs office.
5. When you submit all forms, we recommend that you hand-carry them to the office. You cannot proceed with your data collection until you have written notification of IRB approval. A photocopy of your IRB approval letter and the approved consent form should be on file with your committee chair.

X.   Keeping on Schedule

When you are developing the timeline for your Evidence Based Project or Research Thesis, be sure to leave enough time at the end for writing and revising the paper. Unlike a course paper, your project will need to be revised until it is acceptable to your committee. This takes time, because after you prepare a draft, you have to give your committee members a reasonable amount of time to read it (a minimum of 2 weeks); and then you will almost always need to make revisions. It is probably wise to allow for at least 2 or 3 fairly extensive revisions and a final editing. **Remember that the timely completion of your project is YOUR responsibility.** This includes identifying a topic of interest or research questions, working with your academic advisor to obtain a committee chair, persisting in working on the project through completion, and staying in touch with your committee chair along the way.

XI.   Writing the Final Paper

There are several strategies that can help you in writing the final paper. What you've already written in your proposal forms the basis for your final project. You will need to review what you've already written, incorporate recommendations from your committee chair or committee, and update and edit your work. The final paper describes what was done, the findings, and the conclusions. The tense found in the proposal is changed from future (what is the plan) to past (what was done). Any deviation from the original proposal must be noted and explained. Examining articles of similar format in the journal in which you hope to publish is a good idea before you begin writing for publication. Your committee chair will help you determine the best audience and journal for article submission.

**Note: The specific format for the final written report will be determined in consultation with the faculty advisor and should be suitable to the actual master's project or thesis. For example, an evidence based practice project may be written in the form of a journal article while even a small scale research report will be written in more standard scientific form (see below).

Example: Guidelines for the order and content of final written **research** report

1. Title page
2. Approval page with faculty signatures
3. Abstract giving overview of the project
4. Table of contents
5. List of figures or tables
6. Body of the project (may be presented in chapters)
    a. Nature of the project
        i. Introduction
        ii. Problem
        iii. Purpose
        iv. Significance of project
        v. Definitions
        vi. Assumptions

          vii.   Limitations
          viii.   Project objectives
    b. Theoretical Framework
    c. Related Literature
    d. Methodology
    e. Results
    f.   Analysis and Discussion
    g. Implications, Summary and Conclusions
7. Reference list
8. Appendices

The School of Nursing has adopted the style manual of the American Psychological Association (APA) as the format to be used by students. The student is expected to follow the APA style unless there is a compelling reason, approved by the committee chair, to use another format.

XII.   **Keeping in Touch with Committee Members**

The most common way committees operate is for you to work primarily with your committee chair. Usually, the two of you will set up regular meetings so that you can continue to make progress. You show initial drafts to your committee chair and make revisions based on that person's comments. When your committee chair thinks that your project is ready, you will give a copy to your other committee members and arrange a meeting to review the entire project.

XIII.   **The Completed Evidence Based Project/Research Thesis Approval Meeting**

The procedures for the final committee meeting are very much like the proposal meeting except there may be invited guests, students and faculty from the School of Nursing and the University present. You set a date in consultation with all the committee members and a room is reserved for the meeting. You give each member a draft of the project at least 2 weeks before the meeting. You should be prepared to give a 20-minute oral summary of your project and its significance or implications for theory, future research, clinical practice, and/or health policy. Before you come to the meeting, be sure to have the signature page and the proposal approval form ready to be signed. During the meeting you will begin with an oral summary of your project. Handouts or PowerPoint presentations may be appropriate (you can discuss this with your committee chair before the meeting). Then, the committee members give their comments. The committee may ask you more questions regarding the purpose and overall implications and limitations of your project, proposed publications and dissemination of your findings. The committee has three options: they can accept the project as is; they can ask for minor revisions to be done but go ahead and approve the project pending these changes; or they an ask you to make specific changes and review these changes before the project is officially approved. If substantive changes are necessary, the committee will determine whether these changes are extensive enough to require another meeting. If not, the committee chair usually oversees the revisions. When all the requested changes have been made, the members will sign the approval form.

XIV.   **Grades for NSG 597/599**

Performance will be graded using the following scale:
1. A: used when the student has exceeded requirements
2. B: used when the students has met requirements but has not exceeded the requirements
3. F: used when the student has not met requirements and has not invested appropriate amount of effort.
4. Incomplete – used when the student has invested appropriate amounts of satisfactory efforts but the project is not yet finished.

XV.   Final Process

At the completion of the oral defense, the project title page will be signed by the faculty advisor/committee chair, committee members, graduate coordinator, and SON Director.
Research Theses will be submitted to the Randall Library for electronic filing. The Master's projects will be archived electronically along with PDF version of the title/signature page. The original signature page will be filed in the student record housed in the SON Student Services Office. If the project advisor/committee chair or any committee member requests a bound copy of the project, it is the student's responsibility to obtain these bound copies for distribution to chair and committee member(s).

XVI.   Graduation Deadlines

Students completing a Master's Project should have all aspects of their projects completed as directed by the project committee.

Students completing a Research Thesis should follow the deadlines set forth in the graduate school. Please go to the following website for details: **http://www.uncw.edu/gradschool/thesis/guide.html**

XVII.   Disseminating the Results

Your first responsibility is to share your results with the clinical site and/or subjects who are interested, if this is relevant for your project. For some studies, it is appropriate to share results with participants, and if you have offered to do this, it is important to do so promptly.
To share your results more widely, you should revise your paper and send it to a journal to be reviewed for publication. Your committee will generally advise you about where they think it would be accepted. You usually will need to do some additional editing. Look in the journal you are targeting for the Guidelines for Authors to get specific requirements as to length and format.

You improve your chances for publication by having your manuscripts reviewed by others. Reviewers may include faculty, peers, and/or experts on your topic. The process of peer review is an important part of scholarship and one you will want to use whether you are preparing reports at your work site or writing for publication. You should also submit your research to be presented as a poster or a paper at a regional or national meeting. This is a good way to disseminate findings with clinical and educational relevance.

Authorship for publications should be agreed upon early in the project development process

Master of Science in Nursing

Project Proposal Development Guidelines

The Master's Project is a scholarly activity with the potential to positively influence nursing practice, patient care, or to contribute to nursing science. For the MSN project, the graduate nursing student identifies a need or problem that is relevant to his/her area of program concentration. The final form of the Project includes a written scholarly paper and an oral defense of the Project. Project completion occurs incrementally across semesters when the student is enrolled in NSG 597. However, it is highly recommended that the student begin planning the project with his or her project chair following the completion of NSG 500.

Project Proposal
1. _____**Idea Formulation.** In NSG 500, Theory and Research for Evidence Based Practice, develop the project idea and use course assignments to begin the literature review and Project Proposal. Remember, your project should be related to primary care (FNP concentration) or education (NE concentration).
2. _____**Select a chair**. Select a chair with research interests similar to your project. It may be necessary to alter your topic once you start selecting the faculty chair who will guide you through this process. Faculty research interests can be found on the SON website and will be available in the NSG 500 course shell. Faculty chair should have agreed to work with the student at the completion of NSG 500.
3. _____**Select the committee.** With guidance from the faculty chair, the student will select one other nursing faculty to serve as a member on the project committee. Project committees will be composed of the faculty chair and one member. However, other external committee members may be included as content experts to read the project, but will have no input into project grade. Committee member selection should be completed when the student enrolls in NSG 597.
   **_The faculty chair and committee member must be tenured or tenure track faculty in the SON at UNCW._
4. _____**Proposal Approval.** Following committee selection, the student will work with the chair to develop the Project proposal. When the proposal is sufficiently developed and chair indicates agreement, a synopsis is then forwarded to the committee for review and approval. Use the Project Proposal Approval Form to document the process. It is recommended that project approval occur by the end of the first semester that a student registers for NSG 597 but no later than the first 2 weeks of the second semester of registering NSG 597 (i.e. at least 2 semesters prior to graduation). **Delay of Proposal Approval will delay graduation.** Once Project Approval is obtained, continue to work on the scholarly project paper.
5. _____**Project Completion.** It is expected that the student will work closely with the chair and committee during this phase of the Project. Continue to work on the scholarly project paper providing drafts to the chair and scheduling regular meetings for feed-back. **Failure to complete a satisfactory project will delay graduation.**

Graduate Program in Nursing
MSN Project Committee Agreement Form

1. Students name: _____

2. Anticipated semester of graduation: _____

3. Project idea:

_____
_____
_____
_____
_____

4. Chair signature: _____ Date _____

5. Student signature _____ Date _____
Completed at end of NSG 500

_____

6. Committee member signature_____ Date _____

7. Content expert/reader signature (optional) _____Date _____
Completed at enrollment in NSG 597 course

**File in student folder in SON Student Services and copy to committee chair and members.

The University of North Carolina Wilmington
School of Nursing Master of Science in Nursing Program

MASTER'S THESIS PROPOSAL APPROVAL FORM

Student Name: _____

Title of Thesis: _____

_____

Date: _____

The SON Graduate Council has judged the proposal to be:
      Acceptable _____   Unacceptable _____

Suggestions/Recommendations: _____

_____

_____

_____

                _____   _____
                Graduate Council Chair's Signature   Date

                _____
                Please Print Name

                _____   _____
                Committee Chair's Signature   Date

                _____
                Please Print Name

                _____   _____
                Committee Member's Signature   Date

                _____
                Please Print Name

                _____   _____
                External Committee Member's Signature (Thesis Only) Date

                _____
                Please Print Name

SAMPLE PROJECT TITLE PAGE

PROJECT TITLE: ALL CAPS AND CENTERED
(Aligned as in *Graduate School Thesis Format Manual*)

Student (Author) Name (First MI. Last)

A Project Submitted to the
University of North Carolina at Wilmington in Partial Fulfillment
Of the Requirements for the Degree of
Master of Science in Nursing

School of Nursing

University of North Carolina Wilmington

Year (4 digits)

Approved by

_____   _____ (line 33)
Dr. (Name printed)-Project Director   Dr. (Name printed)-Member

_____   _____ (line 40)
Dr. (Name Printed)-Graduate Coordinator   Dr. (Name printed)-Director

POST-MASTER'S CERTIFICATE: FNP

The purpose of the post-master's family nurse practitioner certificate program is to prepare nurses who already possess an earned Master of Science degree in nursing for a career as a Family Nurse Practitioner. The program of study for each student will be determined following a review of prior graduate education. However, all students pursing the Post-Master's FNP Certificate will complete 25 credit hours (based on individual assessment) with 600 clinical hours. Functional cognate hours must be taken sequentially. Additional coursework may be required if educational assessment reveals the applicant has not had recent coursework in health assessment, advanced pharmacotherapeutics, or advanced pathophysiology. The program of study will be tailored individually for current nurse practitioners who want the FNP certificate. Upon successful completion of the certificate program, graduates are eligible to take the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP) certification exam for Family Nurse Practitioners and seek approval to practice as an FNP in North Carolina or other state of choice.
http://catalogue.uncw.edu/preview_program.php?catoid=4&poid=329&returnto=155

The post-master's FNP certificate program is designed for:

- Nurses who already hold a master's degree in nursing and wish to practice as a family nurse practitioner.
- Specialty nurse practitioners who wish to provide health promotion, disease prevention, and management of acute and chronic health conditions to individuals across the lifespan.

POST-MASTER'S CERTIFICATE: NE

The purpose of the post-master's certification program is nursing education is to prepare qualified nurse educators in the appropriate use of nursing education theory. The curriculum allows for a balance between the theoretical, evaluative and information technology advances in nursing education with practical aspects of a nurse educator practicum to enhance the advanced practice role.
http://catalogue.uncw.edu/preview_program.php?catoid=4&poid=347&returnto=155

The post-master's certificate program is designed for:

- Advanced practice nurses who have limited training and knowledge about nursing education principles and theories but deal with educational issues on a regular basis.
- Nursing educators in associate and baccalaureate degree programs who have a master's degree in nursing or other health related areas critical to nursing but no specialized training in nursing education and perceive the need for additional skills.
- Nurses who have earned graduate degrees and perceive the need for nursing education knowledge in their future careers or are simply interested in a deeper understanding of nursing education theory as it relates to their area of practice.

SECTION VI

MASTER'S PROGRAM: CLINICAL RESEARCH AND PRODUCT DEVELOPMENT, M.S.

The UNCW Clinical Research Program offers a Master of Science degree in Clinical Research and Product Development with two concentrations: Clinical Research Management, and Regulatory Affairs and Compliance. The M.S. in Clinical Research and Product Development provides a didactic and rigorous curriculum that prepares individuals to participate in the science and business of developing health care products and protocols, from discovery to market and human utilization. Particular emphasis is placed on clinical research as it pertains to biopharmaceutical and device development. The degree is offered entirely online providing students with the flexibility to pursue the degree from any location with internet access. http://catalogue.uncw.edu/preview_program.php?catoid=4&poid=318&returnto=155

Program Offered:

Master of Science: Clinical Research and Product Development

Masters Program: Student Learning Outcomes

Upon completion of the Master's curriculum, the new graduate will be able to:
1. Demonstrate competency in biopharmaceutical clinical trial research designs and regulatory affairs management to meet the health and medical needs of current and future biopharmaceutical product consumers.
2. Evaluate critical domestic and global regulatory and health care issues that challenge and influence biopharmaceutical product development.
3. Effectively assess and manage ethical clinical trial programs and biopharmaceutical development projects.
4. Forecast the resources necessary for developing and managing biopharmaceutical clinical research grants and trials as required and regulated by global regulatory agencies.
5. Demonstrate competencies in evaluating clinical research data and communicating results.
6. Manage innovative biopharmaceutical/biotechnology products through the discovery processes and into the clinical trial phases via identifying research questions and testable hypotheses.
7. Demonstrate advanced critical thinking skills necessary to enhance employment opportunities or advance within the biopharmaceutical industry.
8. Effectively communicate and collaborate with health care providers and regulatory agencies to develop culturally diverse domestic and global strategies for biopharmaceutical product approvals.

RESEARCH REQUIREMENTS

The M.S. in Clinical Research and Product Development requires a research project. If the project question and hypothesis are of original research, then a thesis will be advised in lieu of a project. Students may enroll in a thesis class (3 credits) after completing all of the required core courses, concentration courses, and elective courses (33 credits), or while the last two courses are in progress (27 credits), as long as the last two courses are not core courses. Students requiring additional time to complete their theses may enroll in the thesis class in subsequent semesters. The M.S. in Clinical Research and Product Development must be completed within 6 years of acceptance and initial enrolment in the program.