

Prelicensure BSN Student Handbook



UNCG
School of Nursing

2020-2021

Welcome to UNCG! This School of Nursing Student Handbook is designed to provide students seeking the BSN degree with important information. In addition to this Handbook, students should be familiar with pertinent information in other important documents, including the University Catalog, the UNCG Student Policy Handbook, and information on the Office of Student Rights and Responsibilities website.

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Forward any suggestions, corrections, or comments to the Prelicensure BSN Program Director.

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SECTION I
THE UNIVERSITY OF NORTH CAROLINA GREENSBORO
SCHOOL OF NURSING

History and Overview of the School of Nursing

The School of Nursing was established in 1966 to offer the Bachelor of Science in Nursing and graduated its first class in 1970. Six years later, in 1976, the School was legislatively mandated to offer nursing administration and nursing education concentrations at the master's level to meet the needs of the health care industry and nursing education providers. The first MSN class graduated in 1977. The nurse anesthesia concentration, Adult/Gerontological Nurse Practitioner (AGNP) Primary Care concentration, and Master of Science in Nursing/Master of Business Administration (MSN/MBA) in Health Management program were added in the late 1980s and 1990s. The Doctor of Philosophy (PhD) program began in 2005 to meet the need for nurse scientists in academia and the healthcare industry. The Doctor of Nursing Practice (DNP) program began in 2015 to meet the need for doctorally prepared clinicians and executive health care leaders.

The BSN program has 120 credits and may be completed in four years; the option for second degree students may be completed in three years. Registered nurse students may complete their nursing courses in three semesters; the length of study for this group varies depending on the number of general education requirements needed.

The School of Nursing offers graduate concentrations in Nursing Administration and Nursing Education, leading to the Master of Science in Nursing (MSN) degree. These concentrations are offered in online format only and are designed for working registered nurses. Also offered is the MSN/MBA degree in Health Management jointly with the UNCG Bryan School of Business and Economics. The courses for the MSN/MBA degree are a mixture of online and on-campus formats and are designed for forming professionals.

Doctoral level studies include programs leading to Doctor of Philosophy (PhD) and Doctor of Nursing Practice (DNP) degrees. PhD graduates are prepared to practice as nurse scientists in academia and the health care industry. The DNP program offers post-baccalaureate and post-masters concentrations in nurse anesthesia and AGNP.

School of Nursing Mission

At the UNCG School of Nursing, we are taking giant steps anchored by transformation and focused on:

- Inclusive Communities
- Passionate People
- Innovative Practices
- Extraordinary Outcomes

School of Nursing Strategic Vision

Transforming the Future of Nursing: Inclusive Communities, Passionate People, Innovative Practices, Extraordinary Outcomes

School of Nursing Operating Principles

We have G.R.I.T.

- G - Good intentions and will
- R – Respect
- I – Inspire
- T - Teamwork

School of Nursing Goals

The School of Nursing is committed to excellence in accomplishing the following goals:

1. Provide professional nursing programs at baccalaureate, masters, and doctoral levels based on standards of nursing practice.
2. Conduct collaborative research and scholarly activities to advance the discipline of nursing and health of persons across the lifespan
3. Provide professional and public service to meet regional and global healthcare needs.
4. Prepare professional nurses to deliver evidence-based practice in a variety of settings.

BSN Program Goals:

1. The baccalaureate program prepares graduates for the following:
2. Practice professional nursing based on inquiry, caring, and standards of practice.
3. Function independently and collaboratively within the health care system to deliver evidence-based nursing care to individuals, families, groups, and communities.
4. Provide high quality and safe nursing care as a member of an inter-professional team.

BSN Program-Level Outcomes:

1. At the conclusion of the sophomore year (summer), the student should:
2. Demonstrate awareness of self and uniqueness of individuals in their environment (person).
3. Demonstrate how environment impacts on the health of self and individuals (environment).
4. Demonstrate basic nursing concepts and skills as they apply to self and diverse individuals to promote health (nursing).
5. Demonstrate application of the wellness component of health to self and selected individuals throughout the life span (health).
6. Demonstrate a beginning knowledge of the inquiry process and evidence-based practice to promote high quality safe and effective care (inquiry)
7. Demonstrate art of caring with self and diverse individuals (caring).
8. Practice as nurse generalist in assessing diverse well individuals across the life span (practice).

At the conclusion of the junior year, the student should:

1. Demonstrate awareness of self, uniqueness of individuals and families in their environment (person).
2. Demonstrate how environment impacts on the health of self and individuals

(environment).

3. Demonstrate nursing concepts and skills as they apply to diverse individuals and families to promote health (nursing).
4. Demonstrate application of the wellness, illness, disease, and dysfunction components of health to individuals with common physiological and psychosocial problems and to emerging and developing families (health).
5. Apply the inquiry process and evidence-based practice to promote high quality safe and effective nursing care (inquiry).
6. Apply the art of caring in practice with diverse individuals and families (caring).
7. Practice as a nurse generalist in promoting the well-being of diverse individuals and families (practice).

At the conclusion of the BSN program, the student should:

1. Demonstrate awareness of self, uniqueness of individuals, families, groups, and communities in their environment (person).
2. Demonstrate how the environment impacts on the health of individuals, families, groups, and communities (environment).
3. Demonstrate nursing concepts and skills as they apply to diverse individuals, families, groups, and communities to promote health (nursing).
4. Examine the wellness, illness, disease, and dysfunction components of health as they apply to the community of older adults and selected groups and communities (health).
5. Integrate inquiry and evidence-based practice to promote high quality safe and effective nursing care (inquiry)
6. Apply the art of caring in practice with the diverse individuals, families, groups, and communities (caring).
7. Practice as a nurse generalist in promoting the well-being of diverse individuals, families, groups, and communities (practice).

School of Nursing Philosophy

The philosophy of the faculty at the School of Nursing is a statement of the beliefs and values they hold about the discipline and profession of nursing as well as nursing education. The conceptual framework and the goals of the undergraduate and graduate programs are built upon this philosophy.

Nursing is both a practice discipline and a profession. Compromising the discipline is a unique body of knowledge that is integral to nursing practice, nursing education, and nursing administration. The body of knowledge is continuously developed and refined as an outcome of scientific, historical, philosophical, and ethical inquiry. Nursing knowledge is generated about health experiences and behaviors of persons across the lifespan. Testing and validation of interventions used in nursing practice generates evidence to support best practices. The metaparadigm concepts of person, environment, health, and nursing form the foundation upon which inquiry and the profession are based.

Nurses use knowledge developed by the discipline to promote optimal health in people and achieve professional goals. Nursing is an essential component of the health care delivery system and includes the promotion of wellness, the detection of alterations in health, and the provision

of care for those with illness, disease, or dysfunction. Professional nursing is characterized by inquiry, caring, and practice. Nurses are professionally, ethically, and legally accountable for the care they provide, and their practice includes independent and collaborative function.

Nursing education is built upon a foundation of a broad general education and professional nursing curriculum that provides opportunities for learners to attain knowledge and competencies required to practice nursing. Mature learners identify their own learning needs and assume responsibility for continued learning. Effective teachers establish a learner-centered environment that promotes collaboration among themselves and their learners for achievement of educational goals. Baccalaureate education prepares nurses to practice as generalists, while specialty education at the master's level prepares advanced practice registered nurses, administrators, and educators. At the doctoral level, nurses are prepared as scientists to practice in academia and industry and as advanced practice registered nurses for delivery of health care.

Rev 4/11/13

School of Nursing Conceptual Framework

The conceptual framework of the School of Nursing may be summarized in the following statements: Health is a result of the interaction of a person with the environment and constantly changes across time. Nursing is the resource in the environment that can influence the health of a person through use of the processes of inquiry, caring, and practice. The conceptual framework serves as a guide for the selection of nursing content, ordering of courses, and sequencing of meaningful learning experiences. The movement through the curriculum has as bi-determinants both content and process components.

Content Components

The four concepts central to the curriculum are person, environment, health and nursing. The concepts are defined as follows:

Person- Person incorporates the concept of learner, self, individuals, families, groups, and communities. Human beings are unique individuals who have worth, rights, and inherent dignity. Persons have biological, psychological, social, spiritual, and cultural traits that influence their development. Throughout the life span, individuals exist within a cultural and social milieu and encounter phenomena that have an impact on optimal health and development.

Environment- Environment is the sum total of all internal and external phenomena and processes that have an impact on people. Environment includes physical, psychological, social, spiritual and cultural elements as well as historical, political, and economic conditions. Nursing is a resource in the environment that can influence health of a person.

Health- Health represents a dynamic state of being resulting from interaction of person and environment. Health is actualized through component personal care, goal directed behavior, and satisfying relationship with others. Adjustments are made as needed to maintain stability and structural integrity. A person's state of health can vary from optimum wellness to illness, disease and dysfunction and changes throughout an individuals' life span, including at the end of life.

Nursing- Nursing is the teaching of health promotion practices; the continuous care of the acutely or chronically ill; the restorative care during convalescence and rehabilitation;

the supportive care given to maintain the optimum level of health of individuals, families, groups, and communities; the teaching and evaluation of those who perform or are learning to perform these functions; the support and conduct of research to extend knowledge and practice; and the management of health care delivery.

Process Components

Interwoven with the concepts which determine content are those process concepts which nursing uses to maintain and improve the health of persons in their environment. These processes include inquiry, caring, and practice and are conceptualized as follows:

Inquiry- Inquiry is the process of seeking, developing, and applying knowledge. Inquiry includes the nursing process, scientific process, and research process. It also includes critical thinking, a deliberate and systematic process, which involves analysis and interpretation, inductive and deductive reasoning, drawing logical inferences, and evaluating and justifying conclusions.

Caring- Caring is a process, a way of relating to someone that involves development. In a caring relationship, a person or idea is experienced both as an extension and as something separate from oneself. One experiences what is care for as having and worth with potentialities and need for growth and development. Caring is the antithesis of possessing, manipulating, or dominating. In any actual instance of caring, there must be someone or something specific that is cared for. Caring cannot occur in the abstract nor can it occur by sheer habit. An essential ingredient of caring is communication: a dynamic, developmental process of transmitting perceptions, thoughts, and ideas in verbal, non-verbal and written interactions. Within an intentional caring process, messages are effectively conveyed by persons or through technology. Other essential ingredients of the caring process are: knowledge, self-awareness, patience, honesty, trust, humility, hope, and courage.

Practice- The ability to provide evidenced based nursing interventions is the core of professional nursing practice. Nursing interventions have cultural and ethnic relevance for the client and are carried out within the ethical and legal domains of practice. In clinical practice, nurses use the nursing process to interact with clients in achieving mutual goals. The nursing process is informed through nursing research and consists of activities related to assessment, diagnosis, analysis, planning, implementation, and evaluation. Professional nurses acquire and maintain current knowledge and are willing to participate in peer review and other activities that insure quality of care. Nurses also communicate effectively with clients, families, and interdisciplinary healthcare providers to promote a safe, effective quality care environment.

Rev 4/11/13

Committees in the School of Nursing

The School of Nursing has many committees with special responsibilities for carrying out the Mission of the School of Nursing. Some of these committees have student representatives on them. Students interested in serving on a School of Nursing committee should contact the Class Faculty Advisor about placing their name on the ballot for election. Committees with student membership are listed below and briefly described.

Student Advisory Committee – This committee serves as an advisory committee to the Dean. Meetings are called at least once a semester, and as needed to advise the Dean. Student membership includes: Junior and Senior class presidents, MSN student representatives from each concentration, and a Ph.D. student. Presidents of the Association of Nursing Students, Nurses Christian Fellowship, Multicultural Nursing Student Association, Chi Eta Phi, Health and Social Justice, and Registered Nurses from on- and off-campus.

Curriculum Committee – This committee is charged with systematically reviewing the BSN, MSN, Ph.D. and certificate curricula and making recommendations to the faculty. Student membership includes one undergraduate student elected by their peers and approved by the Dean for a maximum term of two years and one graduate student appointed by the Dean for a maximum term of two years.

Evaluation Committee – This committee coordinates the School of Nursing Evaluation Plan, oversees the continued evaluation of the School's activities, and evaluates the evaluation plan. Student membership includes one undergraduate student elected by their peers and approved by the Dean for a maximum term of two years and one graduate student appointed by the Dean for a maximum term of two years.

Research and Scholarship Committee – The purpose of this committee is to promote and facilitate research and scholarship within the School of Nursing. Student membership includes one undergraduate student elected by their peers and approved by the Dean for a maximum term of two years and two graduate students appointed by the Dean for a maximum term of two years.

Student Matters – The purpose of this committee is to serve as the mechanism for policy and decision-making regarding student-related issues and activities. Student membership includes a maximum of three undergraduate students elected by their peers and approved by the Dean for a maximum term of two years, and a maximum of three graduate students appointed by the Dean for a maximum term of two years. Additional students may be accommodated by the committee at the Chair's discretion.

CONTACT INFORMATION

Additional contact information for faculty and staff can be found on the School of Nursing website at <https://nursing.uncg.edu/about/faculty-directory/> All phone numbers are in Area Code 336.

School of Nursing Administration

Name	Title/Position	Office	Phone	Email
Dr. Robin Remsberg	Dean and Professor	108 Moore	334-5016	reremsbu@uncg.edu
Dr. Debra Wallace	Senior Associate Dean for Research and Innovation	210 Moore	256-0572	debra_wallace@uncg.edu
Dr. Heidi Krowchuk	Associate Dean of Academic Programs	120 Moore	334-4899	hvkrowch@uncg.edu
Dr. Lynne Lewallen	Associate Dean for Academic Affairs	119 Moore	334-5170	lynne_lewallen@uncg.edu
Dr. Kelly Stamp	Department Chair, Family & Community Nursing	218 Moore	334-5105	kdstamp@uncg.edu Dr
Dr. Pamela Johnson Rowsey	Department Chair, Adult Health Nursing	208 Moore	256-1024	pjrowsey@uncg.edu
Dr. Lori Lupe	Interim Director, DNP Program	254P Union Square	553-6056	lalupe@uncg.edu
Dr. Richard Cowling	Interim Director, PhD Program	McIver House	334-5840	wrcowlin@uncg.edu
Dr. Carrie Hill	Director, RN-BSN Program	220 Moore	334-3100	cahill5@uncg.edu
Dr. Catherine Sykes	Director, Prelicensure BSN Program	213 Moore	256-1025	cisykes@uncg.edu

School of Nursing Offices

School of Nursing	
Office of Student Affairs	334-4686
Registration Information	334-5946
BSN Program	334-5400
RN-BSN Program	334-5265
Veteran's Access Program	256-1024
MSN Program	334-3167
DNP Program	553-6055
Ph.D. Program	334-3167

University Phone Numbers

Emergency Numbers	
Fire	334-4444
University Security	334-4444
Campus Safety Escorts	334-5963
UNCG Police Emergency	334-4444
UNCG Police Non-Emergency	334-5963
Poison Control Center	800-222-1222

UNCG	
Computer Assistance/Information Technology	256-TECH
Jackson Library	334-5304 or 800-245-0180
Gove Student Health Center	334-5340
Student Success Center	334-7533
University Information	334-5000

Fall 2020 Academic Calendar

August 10–14, Mon.–Fri.	Orientation, advising, and registration for all students based on student population and classification
August 10, Monday	Fall semester opens
August 10, Monday	UNCG Annual Kickoff
August 17, Monday	Convocation Day
August 18, Tuesday	Classes begin, 8:00 a.m.
August 18, Tuesday	Financial aid satisfactory academic progress appeals deadline
August 18–24, Tues.–Mon.	Late registration and schedule adjustment
August 24, Monday	Hours locked for financial aid purposes.
August 24, Monday	Monday Drop/Add period ends; Last day for student to add or change course(s) or course section(s) for the Standard Term
August 24, Monday	Monday Last day to withdraw from a course for tuition and fees refund; course withdrawal policy in effect after this date.
August 25, Tuesday	Deadline for graduate students to apply to graduate in December
August 31, Monday	Monday Census reporting; no additional schedule adjustment for the Standard Term
September 7, Monday	Labor Day holiday. Classes dismissed; offices closed.
October 1, Thursday	Opening day for the financial aid priority filing period for the 2021–22 academic year; FAFSA (Free Application for Federal Aid) available.
October 5, Monday	Founders Day
October 9, Friday	Deadline for undergraduates to apply to graduate in December
October 9, Friday	Last day to withdraw from a course without incurring a WF grade (withdraw failing)
Oct. 14–Nov. 17, Wed.–Tues.	Spring semester and summer session advising for continuing students, by appointment
October 23, Friday	Final date for December doctoral candidates' oral examinations
Oct. 26–Nov. 17, Mon.–Tues.	Spring and Summer registration for continuing students
November 1, Sunday	Deadline for undergraduates to apply to student teach during Fall 2021
November 6, Friday	Deadline for filing dissertation and original signature pages with the Graduate School
November 16, Monday	Deadline for filing thesis with the Graduate School
November 24, Tuesday	University follows Monday schedule; last day of classes; instruction ends for Thanksgiving holiday, 10:00 p.m.
Nov. 30–Dec. 5, Mon.–Sat.	Final examinations*
December 1, Tuesday	Financial aid priority filing period ends for 2021–22 academic year.
December 3, Thursday	Final date for complete clearance of December graduate degree candidates.
December 3, Thursday	Deadline for final submission of thesis or dissertation to the Graduate School.
December 10, Thursday	December Doctoral Hooding Ceremony
December 11, Friday	December Commencement, Greensboro Coliseum
*Final examinations must be virtual. If the final examination is a synchronous virtual assessment, the exam schedule time slots must be followed.	
Approved by the Faculty Senate May 4, 2016. Approved by the Chancellor May 13, 2016. Amended September 8, 2016. Revised May 15, 2020.	

Spring 2021 Academic Calendar

January 4–8, Mon.–Fri.	Orientation, advising, and registration for all students based on student population and classification
January 11, Monday	Classes begin, 8:00 a.m.
January 11, Monday	Financial aid satisfactory academic progress appeals deadline
January 11–15, Mon.–Fri.	Late registration and schedule adjustment
January 15, Friday	Hours locked for financial aid purposes.
January 15, Friday	Last day to change course(s) or course section(s) for the Standard Term
January 15, Friday	Last day to withdraw from a course for tuition and fees refund; course withdrawal policy in effect after this date.
January 18, Monday	Dr. Martin Luther King Jr. holiday. Classes dismissed; offices closed.
January 18, Monday	Deadline for graduate students to apply to graduate in May
January 25, Monday	Census reporting
February 15, Monday	Deadline for undergraduates to apply to student teach during Spring 2022
February 27, Saturday	Instruction ends for Spring Break, 1:00 p.m.
To Be Announced	Deadline for undergraduates to apply to graduate in May
March 8, Monday	Last day to withdraw from a course without incurring a WF grade (withdraw failing)
March 8, Monday	Classes resume after Spring Break, 8:00 a.m.
March 15–Apr. 21, Mon.–Wed.	Fall advising for continuing students, by appointment
March 17, Wednesday	Final date for May doctoral candidates' oral examinations
March 24 Wednesday	Deadline for filing dissertation and original signature pages with the Graduate School
Mar. 29–Apr. 21, Mon.–Wed.	Fall registration for continuing students
April 2, Friday	Spring holiday. Classes dismissed; offices closed.
April 6, Tuesday	Deadline for filing thesis with the Graduate School
April 28, Wednesday	Last day of classes
April 29, Thursday	Final date for complete clearance of May candidates for graduate degrees. Deadline for final submission of thesis or dissertation to the Graduate School.
April 29, Thursday	Reading Day
April 30 & May 1, Fri. & Sat.; May 3–6, Mon.–Thurs.	Final examinations
May 6, Thursday	May Doctoral Hooding Ceremony
May 7, Friday	May Commencement, Greensboro Coliseum

Approved by the Faculty Senate May 4, 2016. Approved by the Chancellor May 13, 2016. Amended September 8, 2016.

Days of the Week Meeting Distribution for Spring

The one-day shortage of Fridays in the spring is made up with the one-day overage of Wednesdays. If a class meets only on Friday (three-hour class), then it is the instructor's responsibility to make up the 150 minute deficit via an online or other instructional method outside of the classroom.

Summer 2021 Academic Calendar

Monday, May 10	MBA and BLS first summer session classes begin
Wednesday, May 12	First summer session classes begin
Monday, May 17	Deadline for graduate students to apply to graduate in Summer
Monday, May 31	Memorial Day holiday. Classes dismissed; offices closed.
Friday, June 4	Memorial Day makeup day; classes dismissed for Memorial Day are held on this date.
Wednesday, June 16	First summer session final examinations
Thursday, June 17	Second summer session classes begin
Monday, June 21	MBA and BLS first summer session final examinations
Tuesday, June 22	MBA and BLS second summer session classes begin
Monday, July 5 (observed)	Independence Day holiday. Classes dismissed; offices closed.
To Be Announced	Deadline for undergraduates to apply to graduate in August
Thursday, July 22	Second summer session final examinations
Tuesday, August 3	MBA and BLS second summer session final examinations
Friday, August 6	Summer graduation date
Approved by the Faculty Senate May 4, 2016. Approved by the Chancellor May 13, 2016. Amended September 8, 2016. Amended October 3, 2017.	

SECTION II GENERAL POLICIES AND PROCEDURES

COVID-19 Pandemic Guidance

It is important for all students to be knowledgeable about the current guidelines and requirements to keep themselves safe and healthy, and to protect those around them during the current pandemic. There are several initiatives that UNCG and the School of Nursing have undertaken to keep students, faculty, and staff safe and productive. Please take the time to review the information in the links below to ensure you are familiar with the latest information and resources. Refer back to these links frequently for updated information. We are working hard to provide the best learning environment for you under these challenging times. Be aware, be flexible, and be patient! The faculty and staff are here to help you be successful!

Daily health screening requirements – See the SON Student DAILY Screening Policy posted on your class Canvas site.

COVID-19 Updates: <https://update.uncg.edu/>

Return to Campus Fall 2020: <https://update.uncg.edu/return-to-campus-fall-2020/>

Shield Our Spartans – Monitoring for COVID-19 Symptoms: https://update.uncg.edu/wp-content/uploads/2020/07/UNCG_EM_COVID-19_Flyers_2.pdf

Shield Our Spartans Video: <https://youtu.be/Mb58551qxEk>

Keep Learning: <https://keeplearning.uncg.edu/>

COVID-19 Self-Reporting Form: <https://veoci.com/veoci/p/w/fs2x25pzqd5>

Academic Integrity and Student Conduct

The School of Nursing adheres to and supports the UNCG Academic Integrity Policy, the UNCG Student Code of Conduct, and the ANA Code of Ethics for Nurses. Additional information about the UNCG documents can be found on the Office of Student Rights and Responsibilities website at <https://osrr.uncg.edu/> The ANA Code of Ethics for Nurses with Interpretive Statements can be found at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

The School of Nursing supports the core values identified by the Dean of Students Office as the foundation for academic integrity: fairness, honesty, respect, responsibility, and trust. All breaches of academic integrity, including cheating, facilitating academic dishonesty, falsification, misuse of academic resources, plagiarism, and unauthorized behaviors are violations of the Academic Integrity Policy and are subject to disciplinary actions. Students are expected to read, understand, and adhere to the UNCG Academic Integrity Policy and the UNCG Student Code of Conduct. Students should review and be familiar with the nine provisions in the ANA Code of Ethics for Nurses.

Admission, Advising, Registration, and Progression

Admission and Progression

Students pursuing a Bachelor of Science in Nursing (BSN) must be formally admitted to the upper division major in the School of Nursing. Minimum criteria for admission, criteria for progression, technical standards for academic progression and graduation, and the process for requesting reasonable accommodation are listed in the *University Catalog* at <https://catalog.uncg.edu/nursing/nursing-bsn/#admissionsandpoliciestext>

The criteria for prelicensure students to progress in the nursing major are as follows:

1. Students must earn a grade of C (2.0) or better in all required 200- to 400-level nursing courses in order to progress and graduate. An overall grade point average of 2.0 or better is required to graduate.
2. Failure to earn a grade of C (2.0) or better will result in immediate dismissal from the School of Nursing.
3. Students in the upper division clinical nursing courses who interrupt their studies for personal or academic reasons for longer than one year must reapply for admission to the upper division.
4. The required 200- to 400-level courses in the pre-licensure program are designed to be completed in two academic years. Students who voluntarily withdraw from one or more of these required courses are considered to have withdrawn from the program and must apply for readmission prior to enrolling in the next semester.

Advising

Upon admission to the School of Nursing, each student is assigned to a faculty member who will serve as an academic advisor. Advisors guide students by answering questions about their program of study, completing forms, registration, and addressing any academic concerns the student may have. When calling or emailing an advisor, students should anticipate that the advisor might not be in the office to respond immediately. Students should 1) contact the advisor early (several days before you need an appointment or assistance); and 2) leave your name, telephone number, with area code, and a brief message. Faculty and staff telephone numbers and e-mail addresses can be found on the School of Nursing website at <https://nursing.uncg.edu/about/faculty-directory/>

Registration

Preregistration for students who are currently enrolled and have met all financial obligations to the university begins in **March** for the fall and in **October** for the spring and summer semester. Returning students who did not preregister must register during the regular registration period just before the beginning of the semester. **Students are required to be registered during the semester in which they graduate.**

The final responsibility for meeting the BSN degree requirements rests with the student.

Students can check progress toward degree requirements by using Degree Works in UNCGenie. Students should check their degree evaluation at least once per semester. All currently enrolled students should meet with their academic advisor each semester to obtain their advising code to access the UNCGenie registration system.

Faculty begin coordinating clinical placements and documents are submitted to clinical agencies 30 to 60 days before a semester starts. Any changes to nursing course registrations, including section selections, after November 15th and May 15th must be approved by the course chair or the BSN Program Director. If a student changes the section or course they are registered for after these dates without prior coordination they may be moved back to their original course or section. Every effort will be made to accommodate special requests, but a change is not guaranteed.

Drop/Add

Courses can be added or dropped without penalty during the designated Drop/Add period at the beginning of each semester. Check the Academic Calendar at <https://reg.uncg.edu/calendars/> to identify the last day to change course(s) or course section(s) for each semester. Additional information can be found on the Registrar's website at <https://reg.uncg.edu/registration/general-information/?panel=2>

Transfer of Courses

Students may transfer courses into UNCG to meet degree requirements. Currently enrolled UNCG students should discuss their plans with their advisor prior to taking one or more courses at another institution. Students should keep in mind that hours of credit, but not grades, transfer into their program of study. There are limits on the total number of credits that can be transferred into the University. Additional information can be found in the *University Catalog* under Course Credit Regulations and Limits at <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/>

Math Competency Assessment: An initial assessment of math competency related to medication dosages and IV flow rates will be administered to all pre-licensure students during the summer prior to the fall semester of the Junior year. A minimum passing score of 90% must be achieved. A total of two attempts may be offered to receive a 90%. If a student is not successful on the first or second attempt, they must attend tutoring as directed by the faculty prior to retaking the exam and may not retest within 72 hours of the previous attempt. Inability to pass the math competency test after 2 attempts will result in dismissal from the program.

Most students complete this requirement as part of NUR 210. If a student is not able to retest prior to the end of the course, the student will be given an incomplete in the course until successfully passing the math competency assessment. Preparation resources will be provided to all students whether they are required to take NUR 210 or not. It is a student's responsibility to schedule tutoring and a time to retest when needed. No student may begin clinical until they have successfully completed the math competency assessment.

Appeals Process Related to Progression Policies

If a student wishes to appeal a policy in the School of Nursing, the student should read and complete a Student Appeal Request Form. The Student Appeals Committee hears student appeals. Students may obtain the request form and discuss the appeals process with the Chair of the Committee or the Associate Dean for Academic Programs. The Student Appeal Request form can be downloaded from the School of Nursing website under the Documents of Interest tab at <https://nursing.uncg.edu/academics/student-resources/documents-and-forms/> The School of

Nursing Appeals Process does not apply when a student wishes to appeal a grade and possibly have a grade changed. Information about the Grade Appeal Policy can be found in the section on Grading in the *University Catalog* at this link <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/>

Graduation Requirements

All undergraduate students are required to file an application for graduation with the University Registrar's Office at the beginning of the semester in which they plan to graduate. In order to graduate, students must have fulfilled all requirements of their program and have completed all financial obligations to the university. The online degree application is available via *UNCGenie*, or students can apply in person at the Registrar's Office. **The deadline is published in the official academic calendar each year, and it is the student's responsibility to meet the deadline.** If graduation does not occur in the semester/year for which the student has originally applied, the student must reapply. There is an application fee.

Clinical Requirements

Clinical Vaccination and Screening Requirements

Newly admitted students: Information about clinical requirements is included in the packet sent to each student admitted to the School of Nursing and is also posted on the Canvas site for the newly admitted class, e.g., Class of 2021. **ALL** requirements for newly admitted students **MUST** be completed and uploaded in Rotation Manager by **June 1** or the student is at risk of being dropped from their nursing classes. Deadlines for submission of required documents are based on timelines set by our clinical partner agencies to ensure students meet the requirements to participate in clinical at their agency. The agency timelines are not negotiable. The UNCG Student Health Center and the School of Nursing do NOT share copies of student vaccination records. You must upload the information requested to your personal Rotation Manager account to be considered current. All clinical requirements must remain current or the student will be removed from clinical until proof or currency is verified in Rotation Manager. Any clinical days missed due to failure to maintain current requirements will be an unexcused absence and may result in a reduction in grade or failure in the clinical course.

Continuing students: All continuing students must submit documents by **July 1** for any requirements that will expire before the start of the fall semester (most commonly tuberculosis testing, CPR, and/or tetanus vaccination). All clinical requirements must remain current or the student will be removed from clinical until proof or currency is verified in Rotation Manager. Any clinical missed due to failure to maintain current requirements will be an unexcused absence and may result in a reduction in grade or failure in the clinical course.

Clinical requirements include:

1. Negative annual tuberculosis screening: annual QuantiFERON-TB Gold or T-Spot.TB blood test for tuberculosis. If a test is positive, a chest x-ray and screening form is required annually.
2. A tetanus toxoid vaccination every ten years with at least one Tetanus, Diphtheria and Pertussis (Tdap) vaccination since age 12 years.

3. Rubella (German measles) vaccination is required if you were born in 1957 or after. You must have proof of vaccine or proof of immunity by blood test titer (submit lab results). History of disease is not acceptable.
4. Rubeola (measles) vaccination is required if you were born in 1957 or after. You must have proof of live vaccine on or after first birthday, or physician-verified history of the disease. You may choose to have a titer drawn and provide documentation of the titer and a copy of the lab results. If the titer is negative, you will need to provide proof of vaccination.
5. Evidence of a positive titer for Mumps (submit lab report) or evidence of two doses of Mumps vaccine (evidence of 2 MMR vaccinations is acceptable).
6. Report of a positive Varicella (chicken pox) titer (submit lab report) or evidence of Varicella vaccination (2 vaccination series). History of the disease is not acceptable.
7. Evidence of Hepatitis B vaccination. Students who began their series of vaccination after January 1, 2007, must also have evidence of a postvaccination positive titer, or evidence of revaccination unless they are still in the initial course of vaccination. If not previously immunized, the first of the three Hepatitis B vaccinations must be completed by **June 1** prior to the start of the fall semester clinical courses. **By the next June 1**, the series of injections should be completed. Students must provide one of the following:
 - a. Evidence of a completed hepatitis B vaccination,
 - b. A letter from a health care provider that confirms previous medical illness with Hepatitis B,
 - c. Positive titer results for Hepatitis B (submit lab report), or
 - d. A letter from a health care provider that indicates that there are medical reasons why the student should not be vaccinated against hepatitis B.
8. Completion of the Acknowledgement of Influenza (Flu) Vaccination Requirement by the initial submission deadline and completion of vaccination every fall when the vaccine is available (due dates will be posted on the class Canvas site). All students in the upper division must have had a flu shot each year OR have on file in the School of Nursing a Declination form available in Moore Nursing Building Room 118. In some years flu transmission is of particular concern and clinical agencies may require additional vaccinations for emerging strains of flu or not accept students who decline vaccination.
9. Evidence of certification by the American Heart Association BLS (Basic Life Support) Provider (CPR and AED) Program. Certification by the American Red Cross, or certifications other than Health Care Provider, are not accepted by our clinical agencies. Students must remain continuously certified as an American Heart Association BLS Provider or they will not be allowed to attend clinical. Absence from clinical because of lapsed BLS will be considered an unexcused absence and may result in a reduced grade or failure in the course.
10. An Evaluation of Physical and Emotional Health Form must be completed and signed by the student's health care provider indicating the applicant's physical and emotional health is satisfactory for providing nursing care. This form is required by the North Carolina Board of Nursing and must be uploaded to Rotation Manager prior to starting any clinical courses.
11. Satisfactory completion of a criminal background check. The School of Nursing has contracted with Rotation Manager to perform this service. Two consent forms related to the

criminal background check are included in each student's admission letter. These forms must be signed and submitted to the School of Nursing. The cost is the responsibility of the student. Students unwilling to have a background check completed are not eligible to participate in clinical. The background check results will be kept in the student's School of Nursing file and will be destroyed upon graduation, withdrawal, or dismissal from the program. The School will use this information to verify that students meet clinical agency requirements for background checks. The information will be released to the agency if requested. If you have questions, please contact Philip Simpson, pasimpso@uncg.edu or 336-334-5288. This criminal background check does not replace the one that will be done by the NC Board of Nursing prior to initial licensure as a registered nurse.

12. A negative urine drug screen by a National Institute of Drug Abuse (NIDA) approved lab prior to clinical activity. The cost of the test is paid by the student. The screen must test for the following drugs: AMP (amphetamine), BAR (barbiturates), BZO (benzodiazepines), COC (cocaine), THC (marijuana), MTD (methadone), mAMP (methamphetamine), MDMA (ecstasy), OPI (opiate), PCP (phencyclidine), PPX (propoxyphene), and OXY (oxycodone). In some cases, such as when results are inconclusive, e.g., diluted, it will be necessary to repeat the test. If a test result is positive the individual will be contacted by a physician to discuss the results. The test will be completed through Rotation Manager. Note: Many labs in North Carolina are not NIDA approved so it is important to follow the Rotation Manager instructions exactly.

13. The Assumption of Risk form must be completed and uploaded to Rotation Manager by the deadline. The form is sent as part of the admission packet and is posted on the class Canvas site and at Appendix L.

If there is any reason why any of the above requirements cannot be met there must be a letter from a health care provider uploaded in ImmuniTrax stating the reason the student cannot meet the requirements. If you have questions about any of these requirements, please contact Philip Simpson at 336-334-5288. Students should keep a personal copy of all their vaccination records and any letters from health care providers. Students are responsible for all costs associated with their own health care and screening requirements for clinical. On-campus students taking six (6) or more credit hours are required to have health insurance.

If none of the clinical agencies under contract with the School of Nursing are willing to allow a student to participate in clinical activities at that agency because of information gathered from urine drug screen testing, background check, or other pre-clinical screening required by the clinical agencies, the student will be required to withdraw from the nursing program.

Sometimes clinical agencies change vaccination requirements on short notice in order to protect the public. Students will be informed of changes as soon as they occur, and the required deadline for accomplishing any new requirements will be posted in Canvas.

Uniforms and other Expenses

1. Nursing majors are required to purchase uniforms. Uniforms are required for clinical activities in the 300-400 level nursing courses. Students must be fitted for their uniforms with the local vendor between May 1st and June 1st so the order will arrive in time for fall semester clinicals.

2. Students will be charged a program fee for costs associated with course activities, including the cost of liability (malpractice) insurance (required for students in any clinical course), junior level lab kits, and nursing specific learning resources and standardized assessment tests.
3. Students enrolled in 300-400 level courses with a clinical component are responsible for their own transportation to and from the agencies used for clinical activities/practicum experiences. Clinical experiences may be in Greensboro or in one of multiple counties in central North Carolina. **Reliable transportation is mandatory.** Car owners are reminded that current liability insurance is required by North Carolina law.
4. All students must have access to a computer with a functioning camera and microphone or attached webcam with microphone, that can be used for in-class testing and synchronous class meetings. Most tablets are not compatible with the ATI testing platform used in the School of Nursing. If a student does not own a laptop, or their laptop is not currently functional, a laptop may be available for check-out from the Technology Checkout desk in the Jackson Library or from the ITS Help Desk in the McNutt Building. Loan periods and availability vary, so students should make arrangements in advance of their class. The University offers a Student Laptop Purchasing Program which includes free on-campus support and warranty repair, if needed. More information is available at https://uncg.service-now.com/support?id=kb_article&sys_id=3de7e252dbe7b2044d125e65ce961952&bus_serv=8eb5cabadbef204369a5e65ce961918
5. Additional information about University and nursing program fees can be found in Appendix A of this *Handbook* and on the Cashiers and Student Accounts webpage at <https://csh.uncg.edu/>

Course Related Information

Appointments

Office hours for faculty are posted outside their office and published in their course syllabi. Most faculty identify in class or in their syllabi their preferred method of communication. In general, appointments can be requested by phone, email, or in writing. Students should

1. contact the faculty member early (several days before you need an appointment or assistance),
2. provide your name, telephone number, with area code, and a brief message, and
3. if you cannot make the scheduled appointment or will be late, call or email as soon as possible to free up the time for another student.

Faculty and staff telephone numbers and e-mail addresses can be found on the School of Nursing website at <https://nursing.uncg.edu/about/faculty-directory/>

Academic Concerns/Complaints

Students with academic concerns should contact their course professor **first**. If the concern remains unresolved, the student should contact the course chair (if it is someone different). If the concern is still not resolved, the student should contact the Prelicensure BSN Program Director. If there is still no resolution, the next step is to take the concern to the Associate Dean for the Academic Programs. If all other avenues do not result in resolution of the concern, the Dean of

the School of Nursing should be consulted. The key to successfully addressing concerns is early/open communication. Don't wait to talk to your professor if you think an issue is developing!

Learning Management System - Canvas

Courses in the School of Nursing use an online learning management system called Canvas to augment instruction. Students who have activated their UNCG computer accounts will have access to Canvas. Canvas also may be used for communication among groups of students, such as junior class, senior class, and project groups. Students can access Canvas either through University computer resources (UNCG computer labs) or their own personal computers (laptops, desktops, tablets, etc.)

Class Attendance

To gain the maximum benefit from their nursing education, students must attend class regularly and must be thoroughly prepared for each class. The School of Nursing supports and adheres to the University Class Attendance Policy <https://catalog.uncg.edu/academic-regulations-policies/university-policies/> Faculty indicate attendance requirements in the syllabus for their course. Students are responsible for understanding and adhering to the attendance policy of each course they are enrolled in. Penalties for absences may include a lower course grade, including a grade of F, and in extreme circumstances being dropped from the course. The faculty must be notified, usually in advance, for a student to obtain an excused absence. If a student has multiple class absences the Failure to Attend Policy will be followed. See Appendix B.

Classroom Etiquette

The School of Nursing supports and expects students to adhere to the University Student Code of Conduct <https://plx-wpmsdpt02.uncg.edu/osrr/wp-content/uploads/sites/6/2019/07/Student-Code-of-Conduct-12-3-18-2.pdf> Your individual attention in the classroom is a must and an atmosphere of mutual respect should be maintained at all times. Students are expected to come to class on time, remain for the entire period, and refrain from "private" conversations, use of electronic devices for activities not related to the class attending, and naps. Faculty may determine the appropriate use of technology for each course they teach, and it is the student's responsibility to use technology in an appropriate manner. Students disrupting class may be asked to leave the classroom.

Communication

At the beginning of each course, faculty will identify performance expectations, methods of evaluation, and what constitutes passing performance. Faculty also set forth policies regarding quizzes and exams for the course. This information is contained in the course syllabus and includes a description of the grading system. Open and frequent communication between students and professors will help support success in all courses. The student, as well as the professor, carries responsibility for maintaining an open channel of communication. If a student thinks they are not receiving enough feedback, they are responsible for discussing this with their professor.

Students should receive oral and/or written feedback throughout a course at regular intervals. Students need to be aware of their professor's perceptions of their performance. Students are

expected to critique their own clinical performance at periodic intervals, to document their conclusions with behavioral examples, and to validate their self-perceptions with professor feedback.

In didactic courses, professor feedback usually occurs in the form of scores on quizzes/exams and instructor comments on papers, projects, and discussions that may occur both in class and online through the learning management system.

In clinical courses, professor feedback usually occurs in the form of dialogue during clinical practice and in conferences with students, instructor comments on written assignments, and instructor's written student evaluations.

Official School of Nursing electronic communications regarding academic courses or other administrative matters will only occur through University-sanctioned channels, e.g., Spartan mail, Canvas, or UNCG websites. Students should check their UNCG email daily. Personal email and other non-University electronic communication methods should not be used for academic purposes.

Grades and Grading Scale

The faculty involved in teaching each course determines the methods and measures of evaluation in that course, however, all core nursing courses in the pre-licensure BSN program require an average of 77% to pass the course. The information on evaluation is included in the course syllabus. The following grading scale has been adopted by the School of Nursing for all undergraduate nursing courses:

Grading Scale *:			
95 – 100 =	A	77 – 79 =	C
92 - 94 =	A-	76 – 74 =	C-
89 – 91 =	B+	73 – 71 =	D+
86 – 88 =	B	70 – 68 =	D
83 – 85 =	B-	67 – 65 =	D-
80 – 82 =	C+	< 64 =	F

*Grade average rounds off at 0.5 to the next point.
Only the final course grade is rounded.

Written Assignments

Written guidelines for each paper/written assignment will be provided by the course faculty in the syllabus and/or on Canvas and must be followed. Points may be deducted from the total score if the guidelines are not followed. Papers/written assignments must be submitted by the designated time on the indicated date. Points may be deducted from the total score on any papers turned in after the specified time.

The field of nursing is rapidly changing, and the School of Nursing is responsible for preparing graduates with knowledge of current practice. To achieve this goal, it is expected that references cited in assignments are no older than 5 years. Any exceptions to this policy, e.g., writing a historical review, should be discussed in advance with the faculty member in the course.

The following style manual is to be used when preparing all written assignments: American

Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington, DC: Author. (The class of 2021 may use the 6th edition.)

Incomplete Grades (Grade of I)

A grade of I (Incomplete) indicates that the completion of some part of the work for a course has been deferred because of prolonged illness of the student or because of some serious circumstances beyond the student's control. The student must complete the necessary work to obtain a grade in the course within 6 months of the end of the semester in which the grade of Incomplete was earned, or the grade will automatically be converted to a grade of F by the Registrar. The actual deadline for removal of an incomplete is listed each semester in the Academic Calendar at <http://www.uncg.edu/reg/Calendar/index.html>. **It is the responsibility of the student to maintain contact with the faculty member and complete the required work by the deadline, to prevent the Incomplete from turning to a grade of F.**

Pre-Licensure Test Policy

The purpose of the Test Policy is to provide faculty guidance on test preparation, administration, and evaluation to ensure a fair and optimal testing environment for students. The complete Test Policy can be found at Appendix D.

Remediation Process

The BSN Academic Enhancement Office provides student tutoring on course content and remediation of ATI standardized exam information. It is extremely important that students take advantage of the support services available early to ensure they develop a strong foundation in all nursing content areas. See additional information concerning when remediation is required in the Remediation Process document in Appendix F.

Dress Code Policy

Students engaged in clinical activities both on and off campus are expected to dress in an appropriate and professional manner. Name tags must be worn which indicate that the individual is a student in the School of Nursing. The clothing and behavior of the student reflects on the student, the School of Nursing, and the University. Students must also conform to any requirements of the clinical agency, such as the requirement for wearing a nametag with a photograph and use of personal protective equipment (PPE). See Appendix G of this *Handbook* for the Student Dress Code Policy.

Clinical Information Sheet

Students in clinical courses must provide their clinical instructor a completed Clinical Information Sheet at the beginning of each clinical course. See Appendix C.

Procedure for Needle Stick or Bloodborne Pathogen Exposure

Students are encouraged to keep a copy of this procedure with them at all times in clinical practice. See Appendix E of this *Handbook* for the complete procedure.

Unsafe Practice

The nursing faculty of the School of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent, as well as 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 or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider. Students are expected to have a thorough understanding of behaviors that might be considered unsafe practice and to have carefully reviewed the entire policy located in Appendix H of this *Handbook*.

Professional and Service Organizations

National Student Nurses Association/ NC Association of Nursing Students (NCANS)

The National Student Nurses Association's (NSNA) "mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession."

Meetings of the UNCG Chapter of the NC Association of Nursing Students (ANS) are open to all interested students interested in nursing and are held once a month in the School of Nursing. Programs are relevant to all areas of nursing. Membership entitles the individuals to receive the *Imprint*, the official publication of NSNA, and to be eligible for scholarships. There is a display cabinet on the first floor of the School of Nursing building where ANS announcements are posted outside room 130. Additional information is available on the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>

Chi Eta Phi Sorority, Inc.

Chi Eta Phi Sorority, Inc. is a national sorority founded October 16, 1932, at Freedmen's Hospital in Washington, DC. Members of the sorority are female and male registered professional nurses and nursing students. UNCG is home to Sigma Chi Alpha Beta Chapter of Chi Eta Phi Sorority, which was chartered February 27, 1999. The motto is "Service for Humanity" and aims are Character, Education, and Friendship.

The mission of the sorority is:

- Encouragement of the pursuit of continuing education
- Recruitment programs for health careers.
- Stimulation of close and friendly relationship among the members
- Development of working relationships with other professional groups
- Identification of a core of nursing leaders who affect social changes at the national, regional, and local levels

Members of Chi Alpha Beta Chapter compete annually for awards (academic, leadership, and community service) and scholarships given during local, regional, and national conferences. Membership is by invitation for students in the baccalaureate nursing program. Registered nurses in the undergraduate or master's program interested in membership are referred to the graduate chapter nearest their place of residence. There is a bulletin board on the first floor of the Moore School of Nursing Building where contact information and announcements are posted. Additional information about the sorority can be obtained from their web site at www.chietaphi.com and the School of Nursing website at

<https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>

Multicultural Nursing Student Association

The major goal of this organization is to facilitate the personal and professional development of nursing students by:

- Serving as a support network for nursing students;
- Promoting unity and communication among all levels of students in the nursing program;
- fostering academic, personal and professional development of students;
- enhancing understanding and awareness of the needs and concerns of all nursing students within the School of Nursing and the University;
- promoting recognition of the achievements of nursing students and nursing professionals;
- facilitating the integration of nursing students into the university community; and
- developing leadership potential of nursing students;
- providing community service to enhance the health and wellbeing of the community.

Meetings are open to anyone interested in the goals and purposes of the Association. Both undergraduate and graduate nursing students are served by the Association. There is a bulletin board on the first floor of the School of Nursing building where MNSA announcements are posted. Additional information is available on the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>

Nurses Christian Fellowship (NCF)

Nurses Christian Fellowship is a division of Inter-Varsity Christian Fellowship. Its objective is to develop disciples who influence nursing for Jesus Christ. Its stated initiatives are to:

- Bring the good news of Jesus Christ to nursing education and practice
- Foster growth of Christian community among students, faculty, and nurses
- Prepare nurses to practice nursing from a Christian worldview
- Mentor students and new graduates to prepare the next generation of nurses who view nursing as a ministry for Jesus Christ
- Develop leaders for ongoing Christian influence in nursing
- Equip students and nurses for opportunities in worldwide mission through nursing

NCF strives to better prepare nurses to assist persons spiritually, psychosocially, and physically through Bible study and fellowship meetings. Various outreach projects are conducted by NCF within the school and community. Membership is open to all students, faculty, and nurses in the community. There is a bulletin board on the first floor of the School of Nursing building where NCF announcements are posted. n Horn. Additional information is available on the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>

Sigma Theta Tau (Sigma)

Sigma Theta Tau International Honor Society for Nursing (Sigma), is a professional organization rather than a social one, and its purpose and functions may be compared to other honor societies. Founded in 1922, Sigma recognizes the achievement of superior scholarship, fosters high professional standards, encourages creative work, recognizes leadership, and strengthens the individual commitment to the ideals and goals of the nursing profession.

For students, eligibility for membership in Sigma is based on demonstrated excellence in

scholarship. These are the Sigma criteria for undergraduate student membership:

- have completed half of the nursing curriculum.
- achieve academic excellence.
 - For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- rank in the top 35% of the graduating class.
- meet the expectation of academic integrity.

Additional information about Sigma can be found on their website at

<https://www.sigmanursing.org/> Information about the local chapter of Sigma, Gamma Zeta, can be found on the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>

School of Nursing Alumni Association

The Alumni Association maintains an active network with our alumni through communication and activities and affirms a sense of pride in the School and its alumni. The association promotes the School's programs and activities and supports current students in a variety of ways including annual scholarship awards. The School of Nursing Alumni Association also selects and awards a distinguished alumnus/a annually. In addition, the Association recognizes an outstanding graduate of the undergraduate program at the School of Nursing graduation exercises in May. The School of Nursing Alumni Association is directly affiliated with the UNCG Alumni Association.

All graduates are strongly encouraged to maintain active membership in the Alumni Association.

Information on the School of Nursing Alumni Association can be accessed at

<https://nursing.uncg.edu/alumni/assoc/> Contact information can be updated on the Alumni Association website at

<https://www.alumni.uncg.edu/s/1659/index.aspx?sid=1659&gid=2&pgid=532>

Other Policies, Procedures, and Guidelines

Emergency Preparedness at UNCG

UNCG wants you to be informed of emergency events that have a significant impact on the campus community. There are several ways you may be notified, including SMS text messages, pop-up messages on university computers, classroom intercoms, and emails. Pay attention to all warnings, fire alarms, and emergency notifications. In the event of an emergency, follow the directions given by faculty or the University Police and other emergency personnel. Make sure you know the locations of evacuation routes, designated assembly areas, severe weather shelter areas, and emergency blue light phones. Develop a plan of action before an emergency occurs. To learn more about how to register for SMS text message alerts or what to do in an emergency, visit <http://spartanalert.uncg.edu/emergency-notification-system/> Also consider downloading the LiveSafe app made available by the University Police <http://livesafe.uncg.edu/> Talk with your instructor or contact the Office of Emergency Management (336) 256-8632 or <http://emg.uncg.edu/> if you have questions or concerns. Remember, if you experience any emergency while on campus, contact University Police at (336) 334-4444.

Honors Program

UNCG offers an Honors Program for highly qualified students. Students may participate in the International Honors Program throughout their time at UNCG or Disciplinary Honors while in the upper division in the School of Nursing. More information can be found on both of these options on the Lloyd International Honors College website at <https://honorscollege.uncg.edu/>

Independent Study (NUR 492)

Independent Study is designed to permit students to work individually with a faculty member for course credit. NUR 492 is intended for students who wish to pursue a subject not offered in the traditional curriculum and should not be routinely used in place of electives. The student may work with any faculty member in the School of Nursing. The student should contact the faculty member with whom they wish to work and discuss with the faculty member the project or topic the student wishes to study. The student should make preliminary contact with the faculty member during the advising/preregistration period for work to be done during the next semester, or no later than the first week of school of the semester in which the student is enrolled. The procedure and forms required to register for an independent study course can be found on the School of Nursing website under the Documents of Interest tab <https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>

Lockers

Lockers on the second floor are available for students to use on a first-come, first-served basis. To reserve a locker and obtain a combination lock, see Ms. Jennie Rikkola in room 116.

Name and Address Changes

Any changes in name, address, or telephone number need to be filed with both the School of Nursing and the University. In the School of Nursing, undergraduates should submit changes in writing to the Director of Student Affairs, Rm.118. The information should include your complete name (old and new), your university ID number, and both your old and new address, telephone number, etc. For the University, make changes through the Registrar's Office or online through UNCGenie.

NCLEX-RN (the RN Licensing Exam)

Becoming licensed as a Registered Nurse is a serious process. Graduating pre-licensure students must apply to take the licensing examination. The application requires a health verification, photograph, fingerprints, a fee, and finally, verification by the University that the student has completed degree requirements. The North Carolina Board of Nursing also conducts a criminal background check for those seeking NC licensure. Each student is responsible for applying to the Board of Nursing in the state where they will take the licensing exam. This process should be started early in the final semester. If you are testing in NC see the detailed information about licensure by examination on the Board of Nursing website at <https://www.ncbon.com/licensure-listing-apply-licensure-by-examination-licensure-by-examination> Plan ahead – check the application requirements early if you are testing out of state!

Personal References

Students and graduates often contact faculty to complete references or write letters of recommendation for employment or graduate school. Faculty members are usually glad to help with this, but there is a professional way to ask for a reference:

- It is a courtesy to *ask* the faculty member for a reference, not just leave the reference form in the faculty member's mailbox or submit their name and contact information to a potential employer or educational program.
- While it is best to ask the faculty member in person, second best is to leave a courteous, detailed request via voice mail or email, and leave your contact information where the faculty member can call to confirm his/her willingness to do this. The third option is to write out your request. A written request should not be scribbled in pencil on a torn piece of notebook paper, but rather, typed in the form of a letter.
- Allow sufficient time for a faculty member to complete the reference. At least two weeks is good, but longer is better. Be sure to include the time frame or deadline you are trying to meet when you ask the faculty member for the reference or recommendation. Let the faculty member know if they need to prepare a physical letter or form, or if the agency will be sending a link for an electronic response.
- If the faculty member is able to complete a reference for you, provide them with your full name, student ID number, and a brief resume, curriculum vitae, or other summary of your work experience, or if you do not have that, a list of honors, achievements, campus involvement, or other summary of information that would assist the faculty member in writing the best recommendation for you, and which highlights your strengths. This is especially important if the agency will be sending the faculty an electronic form to complete. Letting the faculty member know the position or program you are applying for can also help them focus their comments to best illustrate your strengths.
- Include a pre-addressed, stamped (if necessary) envelope the faculty member can use to mail the letter/form. Also, include any special instructions and the deadline, unless they are on the form. An example of special instructions might be having the faculty member sign across the sealed edge of an envelope after completing the letter/form.
- Be sure to take the time to thank the faculty member. If the outcome of the letter or recommendation is that you obtain the job, or receive the award or scholarship, or are admitted to graduate school, be sure to let the faculty member know. We love to hear about the successes of our students!

Research and Scholarship Activities

All student research and scholarship activities in the School of Nursing must comply with the University policies on research. Prior to participation in any research activities students should review the School of Nursing Guidelines for Research and Scholarship Activities in Appendix I for information on required training and applicable policies that must be followed.

Review of Student Work

Any assignment submitted by a student in the UNCG School of Nursing is subject to review by the School of Nursing Curriculum Committee or an accreditation organization for the purpose of evaluating the University of North Carolina at Greensboro. The focus of such review would be on assessing the curriculum or program, not on evaluating the student's work.

ROTC (Reserve Officers' Training Corps)

Nursing students who are also participating in the Reserve Officers' Training Corps (ROTC) should be sure that the Director of Student Affairs is aware of your ROTC involvement. The ROTC involves completion of specific paperwork, and both the ROTC and the nursing major both have extensive obligations for students. To facilitate completion of both sets of requirements, the School has designated Dr. Susan Letvak as faculty advisor for all ROTC nursing majors.

Scholarships

Nursing students may apply for general university scholarships and for specific School of Nursing scholarships using the Spartan Scholarship System. Undergraduates should review the information on the Financial Aid website for additional information <http://fia.uncg.edu/>.

An announcement is posted on Canvas early in the Spring semester with instructions on how to apply for School of Nursing scholarships. **ALL** students should complete a FAFSA (Free Application for Federal Student Aid) if they want to be considered for scholarships whether they think they have need or not because students with a current FAFSA are given preference for scholarship consideration. Scholarship awards will be made in May for the following academic year.

Occasionally the School of Nursing receives notification of other scholarships that are available. Notices about scholarship opportunities for undergraduate students are posted as announcements on the appropriate class Canvas site. In addition, the UNCG Office of Financial Aid maintains a database of non-UNCG scholarships on their website at <https://fia.uncg.edu/outside-scholarships/>

Social Media Policy

Use of social media related to nursing school activities presents concerns for privacy and confidentiality. It is important that all students in the School of Nursing are aware of, understand, and abide by the School of Nursing Social Media Policy. The complete policy can be found in Appendix J of this *Handbook*.

Substance Abuse and Drug/Alcohol Testing Policies

Nurses have a legal and ethical duty to provide safe care to all clients. Use of legal or illegal substances and alcohol that may impact a nurse or nursing student's ability to provide safe care will not be tolerated by the School of Nursing. All students are responsible for reviewing, understanding and adhering to the information in the University Policy on Illegal Drugs (https://policy.uncg.edu/university-policies/illegal_drugs/) and the School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy found in Appendix K of this *Handbook*.

Appendix A: School of Nursing Special Costs

The following are **estimated costs** and are provided for general planning purposes only. The amounts listed are not necessarily all costs a student may incur and are in addition to tuition, fees, room, board, health insurance, and transportation. Items marked with an asterisk (*) are not required.

Junior Year of the BSN Program:

Books and class resources	\$1200
Uniforms- price varies with male/female and items chosen	\$300 - \$400
Initial clinical clearance (BLS, background check, drug screen, vaccinations, etc.)	\$125 - \$500
Clinical program costs (online resources, references)	\$150
Miscellaneous (e.g., stethoscope, scissors, watch with second hand, penlight, other items)	\$150
Estimated total	\$1,925 - \$2,400

Senior Year of the BSN program:

Books	\$600
Graduation Fee	\$85
*Purchase of Cap and Gown. Tassels and Honors cords are extra. (Required to attend graduation exercises.)	+/- \$60
North Carolina Board of Nursing License Application	\$75
North Carolina Board of Nursing Fingerprint and Criminal Background Check	\$38
NCLEX Registration	\$200
*Nursing School pin (not required, but many students wish to purchase one; cost varies with quality of gold chosen, guard, etc.)	\$50 - \$210
*Portrait sitting fee (even if you decide not to purchase any pictures); includes composite and two State Board photos	\$20
*NCLEX Review Course (optional but strongly recommended)	\$250 - \$350
Estimated total	\$1378 - \$1638

Appendix B: Failure to Attend Policy

School of Nursing Failure to Attend Policy

This policy applies to students who begin a School of Nursing (SoN) course (face-to-face, hybrid or online) but cease to attend during the semester without providing official notification of intent to withdraw. Specific procedures are outlined below to meet the needs of the students enrolled in the respective SoN program. Grade determination will remain with course faculty and per the syllabus.

A student who has stopped participating in a SoN course for a period of 7 consecutive days* will be contacted by the faculty member. This contact (email, phone, or in-person conversation) should be documented in the student's permanent file along with the plan for the student to submit missed work.

Non-participation (including frequent unexplained absences) for each course is defined in the attendance policy posted in the course syllabus. Extenuating circumstances related to attendance are evaluated by the faculty on a case-by-case basis.

When a student has stopped participating in a SoN course for a period of 14 consecutive days, the following program specific procedures apply:

- **BSN Program:** The faculty member will arrange a meeting with the student and the Program Director to identify the reason for the absences and to assess if additional University resources are needed. Documentation of the meeting will be placed in the student's permanent file. The course faculty will flag the student in the early alert system for excessive absences.
- **RN-BSN Program:** Faculty member for the course will contact the Program Director who will attempt to contact the student via email or phone and will document the outcome in the student's permanent file. The faculty member will be made aware of the outcome. The course faculty will flag the student in early alert system for excessive absences.
- **MSN Administration Concentration:** The faculty member for the course will notify the Concentration Coordinator. The Concentration Coordinator will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.
- **MSN Education Concentration:** The faculty member for the course will notify the Concentration Coordinator. The Concentration Coordinator will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.
- **PhD:** The faculty member for the course will notify the Program Director. The Program Director will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.
- **DNP:** The course faculty will notify the Program Director. The Program Director will attempt to contact the student. Faculty attempts to contact and/or communicate with the student will be documented in the student's permanent file.

When the student has stopped participating in a SoN course for a period of 21 consecutive days, the following program specific procedures apply:

- **BSN Program:** The course faculty and the Program Director will arrange a meeting with the student to identify barriers to success and discuss a plan to continue in the nursing program or withdraw. The SoN Associate Dean for Academic Programs will be informed of the actions taken and the student's continued failure to participate in one or more courses.
- **RN-BSN Program:** The course faculty and the Program Director will arrange a meeting with the student to identify barriers to success and discuss a plan to continue in the nursing program or withdraw. The SoN Associate Dean for Academic Programs will be informed of the actions taken and the student's continued failure to participate in one or more courses.
- **MSN Administration Concentration:** The Concentration Coordinator will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student, will be documented in the student's permanent file.
- **MSN Education Concentration:** The Concentration Coordinator will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student will be documented in the student's permanent file.
- **PhD:** The Program Director will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student, will be documented in the student's permanent file.
- **DNP:** The Program Director will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts made to contact and/or communicate with the student, will be documented in the student's permanent file.

Note: Failure to attend a course and not officially withdrawing (prior to the last day to withdraw from a course without incurring a WF grade, see UNCG Academic Calendar

<https://reg.uncg.edu/calendars/>) will result in a grade of F or Unsatisfactory (U) assigned to the course and may affect the student's financial aid eligibility. See Satisfactory Academic Progress (SAP) policy for financial aid at <https://fia.uncg.edu/forms/2018-19/1819SAPpolicy.pdf>

Students are subject to the University Course Withdrawal policy <https://catalog.uncg.edu/>

Students are responsible for all resulting charges to their student account.

*See SoN Distance Education Policy for definitions

03/2019

Appendix C: Clinical Information Sheet



Clinical Student Information Sheet

Name: _____

Address during this clinical rotation _____

UNCG e-mail address: _____

Cellphone Number/Best Number to be reached: _____

In case, of an emergency, please list 2-3 Local contacts that can provide transportation if needed:

Name/Phone number: _____

Name/Phone number: _____

Name/Phone number: _____

Is there any information that is important for your clinical instructor to know about you (this information will not be shared with anyone other than this rotation's clinical instructor)?

Appendix D: UNCG School of Nursing Pre-Licensure BSN Program Test Policy

The purpose of the Test Policy is to provide faculty guidance on test preparation, administration, and evaluation to ensure a fair and optimal testing environment for students.

Grading

A grading scale is to be included in the syllabus for each course. In major pre-licensure didactic nursing courses, faculty-created exams will account for at least 60% of the course grade, ATI proctored standardized specialty exam (if applicable) will account for 10% of the course grade, and quizzes will be 10%. The remaining graded activities are at the discretion of faculty.

A student must achieve a weighted average of 77% (C) or higher to pass a course and progress in the program. For courses that have an accompanying clinical course, students must receive an average of 77% (C) in both courses to progress. Rounding will only be done at the end of the semester and will adhere to the grading scale and rounding statement found in the current undergraduate Student Handbook.

For every 3 credits of classroom-based instruction, there will be a minimum of 2 Unit Exams and one comprehensive Final Exam. At the Senior level, a final project may be substituted for the comprehensive final exam at the discretion of the faculty. Students will have an average of 1.5 minutes allotted for each multiple choice question.

Quizzes

A ten-item/point quiz on the assigned reading will be administered during the class period when an exam is not scheduled. Quizzes will account for 10% of the course grade. A maximum of the lowest two quiz scores may be dropped and no make-up quizzes will be offered. Faculty discretion for quiz administration should be included in individual course syllabi.

An initial assessment of math competency will be administered to all pre-licensure students by the first semester of the junior year with successful completion required prior to the start of clinical rotations. A total of two attempts may be offered to receive a score of 90% before students can begin clinical. Inability to pass the math competency test will result in dismissal from the program.

Blueprint Development and Review

The Exam Blueprint is designed to guide the faculty in choosing/developing questions for exams. Faculty are encouraged to use evidence-based guidelines for item development and model exam content and format by the current NCLEX test plan based on course and unit learning outcomes. Exams for each course should consist of predominately multiple-choice and alternate item format questions reflective of the NCLEX format. Alternate items may consist of select all that apply, matching, ordering of a list, or audio/video enhanced questions. Cognitive level guidelines for the pre-licensure program are included in Table 1. Medication calculation questions are encouraged in clinical and patho/pharm courses.

Table 1. Cognitive Level/Alternate Format item Guidelines

Semester	Knowledge/ Comprehension (maximum)	Application/ Analysis (minimum)	Alternate Format (minimum)	Medication Calculation (minimum - if applicable)
Summer/JR year	50%	50%	10%	2
Semester 1 & 2: Junior	30%	70%	20%	2
Semester 3: Senior	20%	80%	25%	2
Semester 4: Senior	10%	90%	30%	2

An exam blueprint summary (Attachment 1) may be shared with students 3-7 days prior to each exam. Following each exam, the faculty should complete the Exam Blueprint Supplement (Appendix 2) to document exam changes. The exam blueprint, exam, answer key, item analysis report, exam blueprint supplement, and any item appeal forms should be retained on file for four years. These items for one exam from each course will be reviewed annually by an undergraduate faculty testing committee or alternate formalized peer review process.

Proctored Assessment Technologies Institute ® (ATI) Examinations

Proctored ATI content-specific course examinations will be given in the areas of: 1) fundamentals of nursing, 2) pharmacology, 3) medical/surgical nursing (in junior and again in senior year), 4) maternal/ newborn nursing, 5) nursing care of children, 6) mental health, 7) community health, and 8) nursing leadership.

The proctored ATI content-specific course exam grades will account for 10% of the final grade for the course in which it is administered. These exams compare the student’s understanding of the content to national samples. The grades for the ATI content-specific course exam will be based on proficiency levels:

- Proficiency Level 3 –ATI exam grade 100%
- Proficiency Level 2 –ATI exam grade 86%
- Proficiency Level 1 - ATI exam grade 77%
- Below Proficiency Level 1 - ATI exam grade 70%

Performances on content-specific course mastery examinations are based on Criterion

Referenced Proficiency Levels provided by ATI. The Criterion Referenced Proficiency Levels are as follows:

The student meeting the criterion established for **Level 3** is:

- Very likely to exceed NCLEX standards in this content area.
- Demonstrates a higher than expected level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
- Exceed most expectations for performance in this content area.
- Demonstrates achievement of a level of competence needed for professional nursing practice in this content area that exceeds most expectations.
- Meets benchmark and does not require additional academic support in the content area.

The student meeting the criterion established for **Level 2** is:

- Fairly certain to meet NCLEX standards in this content area.
- Demonstrates a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
- Exceed minimum expectations for performance in this content area.
- Demonstrates achievement of a satisfactory level of competence needed for professional nursing practice in this content area.
- Meets benchmark and does not require additional academic support in the content area.

The student meeting the criterion established for Level 1 is:

- Is just likely to just meet NCLEX standards in this content area.
- Demonstrates the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
- Meets the absolute minimum expectations for performance in this content area.
- Demonstrates achievement of a minimum level of competence needed for professional nursing practice in this content area.
- Does not meet benchmark and requires mandatory academic support in the content area. Required to meet with the Student Success Coordinator and develop a remediation plan.
- The student scoring below the Proficiency Level 1 recommended cut score did not meet the criterion established for Level 1.
- Required to meet with the Student Success Coordinator and develop a remediation plan.

ATI Remediation

See ATI Remediation Process: Appendix F.

Test Administration/Test Review Integrity

The following test administration expectations will apply:

- Students may be asked to use alternate seating for exams as room permits.
- Students may not wear hats or sunglasses.
- No electronic devices on desk unless the device is required for the completion of the exam.
- Personal belongings, beverage bottles, notes, papers, and texts, are to be stored to the side or front of the room.
- Earplugs are permissible, but headphones/stereo earbuds are not allowed.

- Students may not share or borrow pencils, erasers, or calculators from classmates.
- School-provided calculators are to be used for in-class exams.
- Students are responsible to keep answers covered during written exams using paper provided by faculty.
- Students need to leave the testing area (including the hallway outside of the testing area) after completion of the exam.
- For written exams, answers provided on Scantron sheets will be accepted as the official, submitted response with the exception of submission of alternate format item answers not appropriate for Scantron format.
- Faculty should employ a method for students to acknowledge the Academic Integrity Policy for each exam.
- Only typographical errors will be addressed during the exam.
- Online exams are to be proctored by at least two proctors.

Item Appeal Process

Appealing an exam item can only be done through submission of the item appeal form (Attachment 3). For security purposes, the item appeal form may only be completed in the presence of the instructor. The form may not leave with the student. Incivility (as defined by the instructor) will not be tolerated and may lead to referral to the Undergraduate Program Director. All students are held to the Academic Integrity Policy which states that no exam or test item may be discussed with other students.

Test review sessions may be offered individually, in small groups, or in class by faculty discretion, but will be immediately discontinued for incivility. Test packets and quizzes are to remain within faculty presence at all times during exams and reviews, and may not be copied, photographed, or distributed in any manner.

Item Analysis

After each exam, an item analysis will be performed on all items and the Exam Blueprint Supplement (Attachment 2) completed.

Difficulty (P value)

If less than 30% of students answer a question correctly, the question may be discarded or nullified. If discarded, the total number of items on the exam is decreased by the number of discarded items. (Example: 50 item exam, 1 question is discarded, and then each question is now worth 2.04 points.) If nullified, accept all of the possible answers while keeping the original number of points. The item should be revised before it is used again.

If more than 80% of students answer a question correctly, the item should be reviewed before it is used on an exam in the future.

Discrimination (PBCC) - > 0.25

If an item is less than 0.25, the item should be reviewed. An item of 0.40 and above is considered an excellent discriminator.

Distractors

If a distractor is not chosen by any student, the test item should be reviewed before it is used on an exam in the future. Distractors should be plausible and encourage critical thinking.

References:

Assessment Technologies Institute. (2013).

Bristol, T. J. (2015). *Sample exam and testing policy*. _____

Culleiton, A. L. (2009). Remediation: a closer look at nursing education. *Teaching and Learning in Nursing*, 4, 22–27.

Heroff, K. (2009). Guidelines for a progression and remediation policy using standardized tests to prepare associate degree nursing students for the NCLEX-RN at a rural community college. *Teaching and Learning in Nursing*, 4(3),79-86.

McDonald, M.E. (2014). *The nurse educator's guide to assessing learning outcomes* (3rd ed.). Burlington, MA: Jones & Bartlett.

National League for Nursing. (2012). *Fair testing guidelines for nursing education*.

Pennington, T.D. & Spurlock, D. (2010). A systematic review of the effectiveness of remediation interventions to improve NCLEX-RN pass rates. *Journal of Nursing Education*, 49(9), 485-449.

Attachment 1: Exam Blueprint – Summary for Students

This form is to be completed and may be distributed to students prior to each faculty-created exam.

Course:

Exam:

Instructor:

Date of Exam:

Allotted Time:

Location: (in class / online)

Total Number of Questions: (Alternate format: Select all that Apply: Calculations:)

*Test items may be in multiple categories.

Topic/Subtopic	# of Knowledge/Comp.	# of Application/Analysis
TOTAL		

Category-NCLEX (2016)	#
Safe/Effective Care	
Health Promotion & Maintenance	
Psychosocial Integrity	
Physiological Integrity	

Nursing Process	#	Course Outcomes	#
Assessment		SLO 1	
Diagnosis		SLO 2	
Planning		SLO 3	
Intervention		SLO 4	
Evaluation		SLO 5	
		SLO 6	
		SLO 7	
		SLO 8	
		SLO 9	

Attachment 3: Item Appeal Form

This form may be utilized by students for appeal of test items.

Student Name:

Class:

Exam Date:

Question #:

Student's Answer on the Exam:

2 sentences to justify the student's chosen answer:

Page number in text or assigned supplemental course reference to support the Student's chosen Answer:

Correct Answer on the Exam:

Difficulty and Discrimination Statistics for this Test Item (per instructor):

Last updated May 2020/cs

Appendix E: Student Procedure for Needle Stick or Bloodborne Pathogen Exposure

When there is a parenteral (i.e., needle stick, puncture, or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids, the student is to follow this procedure:

1. Wash the skin exposure site well with soap and water. Flush eye or mouth with water. Avoid using damaging substances such as bleach. Do not bleed tissue. Rinse well.
2. Inform the Faculty member, who will advise you.
3. Inform the Nurse in charge of the clinical unit.
4. Follow the employee needle stick or bloodborne pathogen exposure protocol/policy of the workplace/institution where the event occurs. Most institutions will arrange to draw and test source blood and provide de-identified test results to the student at the time of the incident. The student should take these results to a health care provider to be evaluated for potential treatment.
5. Inquire about the need to complete necessary incident or agency reports. Schedule a completion time for these reports with the agency. This may be as soon as possible following the exposure or at a later date, based on exposure risks.
6. The student should obtain medical consultation and evaluation as soon as possible. This could be at the Emergency Department of the health care agency where the incident occurred, at the student's own health care provider, or UNCG Gove Student Health Center (336-334-5340). It is preferable to obtain the medical care/consultation where the event occurs, since time is an important consideration if treatment is necessary, and institutions have access to post-exposure medications and source information that the student's primary care provider or the Gove Student Health Center may not.

Be sure to have as much of the following information as possible available for your health care provider:

- Date and time of exposure.
- Details of the incident: where and how the exposure occurred, exposure site (s) on the student's body; if related to sharp device, the type and brand of device.
- Details of the exposure: type and amount of fluid or material, severity of exposure.
- Details of the exposure source (obtained from the health care agency where the exposure took place)
 - o HIV+, HBV+, or HCV+
 - o If HIV infected, stage of the disease; CD4 cell count, HIV viral load, history of antiretroviral therapy & antiretroviral resistance information.
- Details about the exposed student
 - o Hepatitis B vaccination and vaccine-response status (titer)
 - o Other current medical conditions

- o Current medications and drug allergies
- o Pregnancy or breast-feeding

If the health care agency is unable to provide the student with source blood information, the Public Health Law (NCAC 41A.0203) can compel the screening of the source patient. Advanced Home Care should be contacted to perform the necessary blood draw from the source patient. The health care provider caring for the student should provide an order to Advanced Home Care for the lab tests, and a release form for the source individual to complete so the results can be sent to the provider. The student is responsible for any cost related to obtaining the blood specimen and may need to provide insurance information to Advanced Home Care.

7. Depending on the nature of the parenteral exposure, it may be necessary to begin drug treatment within two hours of exposure. For this reason, the School of Nursing recommends that students seek medical advice immediately after washing the site. The student should then inform their faculty member and the Nurse in Charge and seek information about the source blood test.

8. The clinical faculty will notify the nursing program director of the exposure, who will inform the Associate Dean for Academic Affairs.

9. The student, with assistance of their clinical faculty, will complete the Exposure to Blood/Infectious Material Incident Documentation Form (Attachment 1) and submit it to the OSHA Trainer for tracking.

Neither the clinical agency nor the University is responsible for the cost of the care that is involved in the treatment, management, or surveillance of exposure to blood or body fluids.

Approved Plenary Faculty May 2018

Attachment 1: School of Nursing Exposure to Blood/Infectious Material Incident Documentation Form

SCHOOL OF NURSING EXPOSURE TO BLOOD/INFECTIOUS MATERIAL INCIDENT DOCUMENTATION FORM

Student Name (PRINT) _____

Date/Time of Incident: _____

Location of Incident: _____

Student's Immunization Status: HBV: # of Doses _____ Post Vaccine Titer _____

Source individual written consent obtained? _____

Circumstances as related to exposure incident (activity being performed, etc.):

Route of Exposure:

___ Accidental needle stick

___ Mucous membrane exposure (i.e. splash to eye, mouth to mouth resuscitation)

___ Open skin lesion contact with potentially infectious material

Describe the events, leading up to and including the exposure incident:

Personal protective equipment (PPE) being used during the time of exposure:

Actions taken after exposure (decontamination, clean-up, reporting, etc.)

Name of Instructor notified: _____

Date/time: _____

Recommendations for avoiding future occurrences:

Student Signature _____

Date _____

Instructor Signature _____

Date _____

OSHA Trainer/Faculty Comments:

Name of OSHA Representative documenting incident: _____

OSHA Rep. Signature: _____

Date: _____

Approved by Undergraduate Faculty 11/28/18

Appendix F: School of Nursing Remediation Process

Purpose: To provide proctored remediation of the Assessment Technology Institute (ATI) Content Mastery exams.

Proctored remediation will be provided through the BSN Academic Enhancement Office in the following areas:

1. Fundamentals of nursing,
2. Pharmacology,
3. Medical/surgical nursing (in junior and again in senior year),
4. Maternal/ newborn nursing,
5. Nursing care of children,
6. Mental health,
7. Community health, and
8. Nursing leadership.

Supplemental remediation will be provided for those students who need assistance beyond ATI-specific assessments.

Objectives:

- Monitor and catalog remediation needs of each student in the nursing program.
- Provide additional support to students who are exhibiting difficulty in their course work.
- Provide an opportunity for students to grow and establish a wider base of knowledge of one or more content area(s).

Target group:

- **All** Pre-Licensure BSN students are required to complete proctored remediation during the fall and spring semesters **AND**
- Students whose proficiency level is 1 or 0 (below 1) after final exams are required to complete **proctored** remediation prior to the start of the following semester courses.

Table 1. *Example of Group Performance Summary*

ATI Proficiency Level	Individual Score Required for Proficiency Level	Group at Proficiency Level
Level 3	80.0% - 100.00%	19.7 % - 12
Level 2	66.7% - 78.3%	54.1 % - 33
Level 1	55.0% - 65.0%	23.0% - 14
Below Level 1	0.0% -53.3%	3.3% - 2

The above table indicates that 16 students will need to complete post final exam remediation prior to the next semester course work.

Explanation of Proficiency levels:

The proctored ATI Content Mastery exam grade will account for 10 % of the final grade of the course in which it is administered. These exams compare the student's understanding of the content to students across the nation. The course ATI exam grade earned for the ATI Content Mastery exam is based on the proficiency level achieved:

- Proficiency Level 3 –ATI exam grade 100%
- Proficiency Level 2 –ATI exam grade 86%
- Proficiency Level 1 - ATI exam grade 77%
- Below Proficiency Level 1 - ATI exam grade 70%

Performance Criterion:

The content-specific course mastery examinations are based on Criterion Referenced Proficiency Levels provided by ATI. The levels are as follows:

The student meeting the criterion established for **Level 3** is:

- is expected to exceed NCLEX-RN standards in this content area.
- should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
- should exceed most expectations for performance in this content area.
- meets benchmark and does not require additional academic support in the content area.
- Remediation status: Voluntary

The student meeting the criterion established for **Level 2** is:

- is expected to readily meet NCLEX-RN standards in this content area.
- should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
- should exceed minimum expectations for performance in this content area.
- meets School of Nursing benchmark and does not require additional academic support in the content area.
- Remediation status: Voluntary

The student meeting the criterion for **Proficiency Level 1:**

- is expected to just meet NCLEX standards in this content area.
- should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
- should meet the absolute minimum expectations for performance in this content area.

Students who score at this level are **required to complete remediation:**

- Level 1 does not meet the School of Nursing benchmark and requires mandatory academic support in the content area
- Students are required to meet with the BSN Academic Enhancement Coordinator
- Students must complete required ATI and supplemental remediation

Student scoring *below* criterion for Proficiency Level 1 (0) **did not** meet the minimum level of knowledge in the content area to support future success.

- *ATI strongly advises these students to **develop and complete** an intensive plan for focused review, and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.*

Students who score at this level are **required to complete remediation**

- Less than a Level 1 is significantly below the School of Nursing benchmark and requires mandatory academic support in the content area
- Students are required to meet with the BSN Academic Enhancement Coordinator
- Students must complete required ATI and supplemental remediation

Remediation:

Active learning coupled with review and remediation of content and answer rationales is key to retaining and effectively applying knowledge. Remediation is the process of identifying the need to remedy a situation that, if left unresolved, is likely to result in unfavorable outcomes (Culleiton, 2009). For nursing students, remediation should include addressing gaps in knowledge through analysis of missed questions on standardized tests which assess knowledge measured by the NCLEX® test plan (Heroff, 2012). Several studies have demonstrated a link between the implementation of mandatory remediation of student exams and increased NCLEX scores (Pennington & Spurock, 2010).

Methodology Remediation:

Upon completion of ATI practice and/or proctored tests, students are notified of their performance in the various test categories and linked to the appropriate remediation topics. In ATI, the IMPROVE tab contains Focused Review remediation materials organized by assessment. Using the IMPROVE tab, students access Focused Review Tools and obtain a *Topics to Review* report which allows them to see all the topics that they missed in the specific exam. Topics are arranged by content area and can be exported to a pdf document for student remediation.

Description of ATI remediation (*Focused Review*):

Focused review is a targeted process to identify areas needing correction. These include:

- Identification of knowledge
- Information gaps discovered as review of missed test questions or topics take place
- Once gaps are identified, textbooks, notes and other resources to study may be used to review missed content areas.
- Student are proctored by course to complete remediation
- Designated days/times are based on Junior/Senior schedule
- Example:
 - Proctored – Remediation for Practice Test A is completed the following Wednesday
 - Remediation for Practice Exam B will be proctored unless specified by the instructor
- Students are **REQUIRED** to complete **one hour** of PROCTORED remediation for every ATI Content Master Exam taken

Students are to complete remediation for each topic area missed using the form provided by the BSN Academic Enhancement (AE) Office. They should also print the focused review report from ATI and give both documents to AE coordinator after proctored remediation is complete.

All proctored remediation sessions are held in Moore Nursing Building Computer Lab, Rm. 322 by the BSN Academic Enhancement Coordinator (occasional room change may be required).

Remediation must be proctored to guarantee minimum time (1 hour) is met and academic integrity is upheld. The Academic Integrity Policy applies to all remediation activities

First Year Intervention and mandatory remediation measures:

Supplemental remediation is needed for high demand majors such as nursing. Proactive interventions are implemented before the beginning of the semester and aim both to prepare students academically, psychologically, and practically, and to enhance performance, satisfaction, and success. Ongoing interventions aim to maximize student success by the early identification of strengths and weaknesses before academic difficulties, role conflicts, or stress arises. (Jeffreys, 2004). Since one of the major goals of this program is to ensure the success rate on the NCLEX-RN exam, students demonstrating weak performances early must adhere to a prescribed regimen of remediation beyond that required for ATI focused reviews.

Junior class:

First year intervention (FYI) is a program designed to assist Junior level students showing extreme difficulty in, but not limited to, 1) testing 2) retaining information 3) grasping concepts. These students will be identified by instructors within the first weeks and may require other assistance outside of ATI. Each student referred by the third week of class is required to do the following:

- A combined minimum of 8 hours per month in the following:
 - Tutoring/Study Halls/Quiet Zones
- Attend workshops, including but not limited to:
 - Study skills workshops
 - Test taking strategies
 - Test anxiety
 - Critical thinking skills
 - Self-care/Successful transition

Each student will be re-evaluated based upon tests results and course work at mid-term. Students who reach a satisfactory level in their class are required to do the following:

- A combined minimum of 6 hours per month in the following:
 - Tutoring/Study Halls
 - Quiet Zones

Senior Class:

Seniors showing extreme difficulty in, but not limited to,

- 1) testing
- 2) retaining information

- 3) grasping concepts
- 4) Predictor is low for NCLEX.

These students will be identified by instructors within the first weeks of the semester and may require other assistance outside of ATI focused reviews. Each student referred by the 3rd week of class are required to do the following:

- A combined minimum of 6 hours per month will be required in the following:
 - Tutoring /Study skills/Quiet Zones
- Attend workshops including but not limited to:
 - Study skills workshop
 - Test taking strategies
 - Test anxiety
 - Critical thinking skills
 - Self-care
 - NCLEX assessments

Each student will be re-evaluated based on tests and course work at mid-term. Students who reach satisfactory level of class are required to do the following:

- A combined minimum of 4 hours per month will be required in the following
 - Tutoring/Study halls
 - Quiet Zones

Referral forms are available in Canvas for faculty to provide information for all students who need additional assistance.

Student accountability

Each student is expected to commit to the designated times for proctored and supplemental remediation. Upon completion of each hour of remediation the student will sign a form logging their visit and activity.

The Academic Enhancement Coordinator will notify faculty of each students' progress with remediation.

Reference

Jeffreys, M.R. (2004). *Nursing Student Retention: Understanding the Process and Making a Difference*. New York, NY: Springer Publishing Company.

Appendix G: School of Nursing Student Dress Code Policy

UNCG nursing students are expected to dress professionally at all times when involved in any activity related to direct patient care or at any time when representing the UNCG School of Nursing. The UNCG nursing students' professional attire and personal hygiene influences both the public's image of nursing and the nursing program. The public's perception of nurses and the nursing profession may influence the effectiveness of nursing practice and should be considered at all times regardless of the patient care setting. Students have a more positive image of themselves and the nursing profession when they take pride in their professional appearance and in their school.

Professional dress/appearance must be demonstrated and is expected when present on ANY healthcare agency's campus. For example, hospital orientation, computer training, workshops, clinical prep, meetings or any other event designated by faculty. Students who do not comply with the dress code policy will be dismissed from the clinical setting, be asked to go home, change and return to the clinical setting, or counted as an unexcused absence. (Refer to course syllabus for attendance policy).

Professional Appearance	
Hygiene/Grooming	Cologne, Aftershave, and Perfume, Body Odor
	<ul style="list-style-type: none"> ● Not allowed in the clinical setting. These odors can be distressing to others. ● Cleanliness and personal hygiene (including but not limited to bathing/showering and dental/oral hygiene) should be maintained.
	Tobacco, electronic-cigarettes, vaporizers, Juuls and other similar products:
	<ul style="list-style-type: none"> ● Use of any type of tobacco product is not allowed at any clinical, lab, and/or classroom setting.
	Third-hand smoke and odor
	<ul style="list-style-type: none"> ● Third-hand smoke and odor on clothing, breath, skin, and/or hair is an impediment to health, can be offensive, and is not acceptable.
Professional Presentation	
Hair	<ul style="list-style-type: none"> ● Controlled, off the face, behind the shoulders without large bows, clips, adorned clips or adorned bobby pins.
	<ul style="list-style-type: none"> ● Hair must be pulled back if shoulder-length or longer.
	<ul style="list-style-type: none"> ● Hair also must be of a natural color i.e., no green, pink, purple, blue.

	<ul style="list-style-type: none"> ● Cultural headwear (such as hijab) should be white or black for hospital use with ends secured and a neutral solid color for community use with ends secured.
	<ul style="list-style-type: none"> ● If the student will potentially be using N95 facemasks, face must be clean and shaven.
	<ul style="list-style-type: none"> ● Students will adhere to agency/unit policies regarding hair.
Jewelry	Only the following jewelry is permitted:
	<ul style="list-style-type: none"> ● Earrings: One stud-type earring per ear (earring may not extend beyond the ear lobe). Hoop or dangling earrings are not permitted.
	<ul style="list-style-type: none"> ● Rings: One wedding band set.
	<ul style="list-style-type: none"> ● Necklaces per agency policy.
	<ul style="list-style-type: none"> ● One watch with second hand is required.
	<ul style="list-style-type: none"> ● No other visible body jewelry is allowed i.e. tongue studs, nose rings, nose studs, eyebrow jewelry, and pinna or tragus jewelry
	<ul style="list-style-type: none"> ● Medical alert jewelry is generally allowed in the clinical area.
Tattoos	<ul style="list-style-type: none"> ● No tattoos should be visible.
	<ul style="list-style-type: none"> ● Arm tattoos may be covered with a sleeve cover that is white, nude, or skin tone in color.
Fingernails	<ul style="list-style-type: none"> ● No false fingernails of any type, including acrylics, gels, powders, or wraps.
	<ul style="list-style-type: none"> ● Nails must be short enough to not be seen over the tips of the fingers.
	<ul style="list-style-type: none"> ● No nail polish of any kind or color is permitted.
Gum	<ul style="list-style-type: none"> ● No gum chewing is allowed in any clinical setting. Breath mints are permitted.
Attire in Direct Patient Care Settings for prelicensure undergraduate students	
	<ul style="list-style-type: none"> ● Students are required to have two properly fitted uniforms.
	<ul style="list-style-type: none"> ● No skin should be seen through the fabric of the uniform, or exposed at the waist or the chest when the student bends or reaches during patient care.
	<ul style="list-style-type: none"> ● Chest hair should be covered.

	<ul style="list-style-type: none"> ● Hemlines on pants and slacks must be finished and not touch the floor. Scrub pants should fit properly so as not to drag on the floor over the shoe.
	<ul style="list-style-type: none"> ● Uniforms should not be tight, revealing, dirty, torn or frayed.
	<ul style="list-style-type: none"> ● These must be purchased at the vendor designated by UNCG School of Nursing.
	<ul style="list-style-type: none"> ● All items of the uniform must be kept clean and wrinkle free.
	<ul style="list-style-type: none"> ● Name tags are to be worn at all times according to the UNCG School of Nursing and clinical site policies.
	<ul style="list-style-type: none"> ● Students are responsible for alterations if needed.
Uniform	<ul style="list-style-type: none"> ● Standard blue top with UNCG monogram
	<ul style="list-style-type: none"> ● Standard gray uniform skirt or pants (White for the Class of 2021)
	<ul style="list-style-type: none"> ● Gray lab coat with monogram (White for the class of 2021)
	<ul style="list-style-type: none"> ● White stockings with skirts; grey or white socks with pants
	<ul style="list-style-type: none"> ● White leather shoes with closed heel and toe
	<ul style="list-style-type: none"> ● Approved vendor name pin
	<ul style="list-style-type: none"> ● Long-sleeved solid white, nude, or skin tone colored shirt may be worn under the blue top.
	<ul style="list-style-type: none"> ● Short sleeve solid white, nude, or skin tone colored undershirts are encouraged.
Shoes	<ul style="list-style-type: none"> ● Shoes must be neat and clean.
	<ul style="list-style-type: none"> ● Leather athletic shoes are acceptable if they are white and have no additional color i.e. labels, stamps, etc.
	<ul style="list-style-type: none"> ● Shoes must be closed toes and heels. No open back clogs may be worn.
<p>When in clinical experiences that do not require wearing the official UNCG School of Nursing uniform (this will be determined by your clinical instructor and reviewed during orientation), students are required to dress professionally based on these guidelines</p>	
Business Casual Attire	<p>Business casual attire includes tops/blouses that fit well, shirts with collars, cardigans/jackets, sport coat/jacket, ties, khakis, dress pants/slacks, skirts (must be at tip of fingers when hands are at your side or longer), dresses, nametag, photo ID, lab coat (if required),</p>

	neutral colors preferred, clean and polished shoes, no open toe/heel shoes
RN to BSN students and Graduate Students	
	<ul style="list-style-type: none"> ● When functioning in a student capacity within an agency, the following is required: <ul style="list-style-type: none"> ● Name tags identifying the individual as UNCG student ● Dress Professionally ● Lab coats with the approved UNCG SON logo if appropriate to the agency/institution and the type of clinical experience. <p>Note: Certain graduate courses may have an alternate dress policy that will be outlined in the course syllabus and will supersede the uniform policy stated here.</p>
<u>All Students</u>	The following are not allowed
	<ul style="list-style-type: none"> ● Tissue thin T-shirts, shirts with printed messages/logos, tank tops or sleeveless tops (unless covered by sweater/jacket), spaghetti straps, strapless tops, midriff tops, shorts, crop pants, mini- skirts, or leggings
	<ul style="list-style-type: none"> ● Denim of any type (includes color denim), flip flops/open toe/heel shoes, fluorescent colors/prints, workout clothes (sweatpants, sweatshirts, “hoodies”, lounge wear, yoga wear), pajamas, baseball hats or fashion head wraps/bandanas
	<ul style="list-style-type: none"> ● Provocative clothing i.e. undergarments worn on the outside of clothing, visible undergarments, sheer/see through items
	<ul style="list-style-type: none"> ● Sheer fabric that shows underlying skin or garment.
	<ul style="list-style-type: none"> ● No skin should be seen through the fabric of the uniform, exposed at the waist, or the chest when the student bends or reaches during patient care.
	<ul style="list-style-type: none"> ● Visible chest hair.
	<ul style="list-style-type: none"> ● Clothing that is wrinkled, torn or damaged
	<ul style="list-style-type: none"> ● Uniforms items including the logo must not be donated, loaned, or sold to anyone unaffiliated with the School of Nursing without written permission from the Associate Dean/Director of the appropriate program of the School of Nursing.
Name tag /name badge format	Format: Sue Jones (RN if licensed) Student

	UNCG School of Nursing
	<ul style="list-style-type: none"> Name tag should be purchased from the vendor designated by UNCG School of Nursing.
	<ul style="list-style-type: none"> Some clinical agencies require that a photo name tag be worn. In such cases, the UNCG ID card should be placed in a badge holder and used as a nametag.
	<ul style="list-style-type: none"> Name tags should be worn above the waist; collar and shirt-pocket heights are preferred.
Agency Requirements	<ul style="list-style-type: none"> In agencies in which students are participating in a clinical experience, students must comply with any additional restrictions set forth by the agencies' policy for nurses. This includes wearing a photo ID name tag if required.
Infection Prevention	<ul style="list-style-type: none"> To decrease the spread of infectious/resistant organisms, students who are wearing the UNCG nursing uniform are to wear the uniform ONLY to and from the clinical setting.
Special Events	<ul style="list-style-type: none"> For special events such as a guest speaker, you may be asked to dress professionally for that day

5/92; 7/92; 2/00; 7/00; 5/02; 7/05; 1/06; 4/07, 11/11, 1/16, 2/16, 4/2020

Appendix H: UNCG School of Nursing Unsafe Practice Policy

The nursing faculty of the School of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent as well as 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 or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

I. Student Awareness

All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements. Within courses, counseling and advising processes, and other instructional forums, students will be provided with the opportunity to discuss the policy and its implications.

II. Definition

An unsafe practice is defined as:

1. An act or behavior of the type which violates the North Carolina Nursing Practice Act, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS §90-171.37; §90-171.44)
2. An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses' Association
3. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the client, a family member or substitute familial person, another student, a faculty member or other health care provider. For prelicensure undergraduate students this is defined as any Reckless Behavior or repeated At Risk Behavior as identified on the NC BON Just Culture Nursing Student Practice Event Evaluation Tool (SPEET) (See <https://www.ncbon.com/vdownloads/just-culture/just-culture-speet.pdf>).
4. An act of behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

“...characteristics of an unsafe student in clinical practice include any action, attitude or behavior related to ineffective interpersonal interactions; [or] knowledge and skill incompetence...” (Killam, Luhanga, & Bakker. (2011, p. 445).

III. Investigation and Evaluation of an Unsafe Practice

When an incident occurs which a faculty member believes may constitutes an unsafe practice, he/she shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will notify the Course Chair and/or Department Chair within the School of Nursing.

The Course Chair and/or Department Chair will investigate the incident within three working days to determine whether there are grounds for believing that an unsafe practice has occurred. If

the incident is minor, the faculty member, in consultation with the Course Chair or Department Chair may require remedial work or instruction for the student.

If the incident is major, the Course Chair or Department Chair, in consultation with the involved faculty member, will review the student's clinical performance evaluations, academic record, and potential for successful completion of the major in nursing. Based upon this careful and deliberate review, a decision to reprimand the student, require withdrawal from the clinical course, or to dismiss the student from the School will be made.

The Dean will be informed of the decision and will send written notification of the decision to the student via certified mail.

Should the student wish to appeal the decision, the student will submit a written request to the School of Nursing Student Matters Committee. The Department Chair will provide the accumulated correspondence or documentation related to the issue to the committee. A request for an appeal should occur within seven (7) working days of receipt of written notification of the decision from the Dean.

IV. Hearing Process

The Chair of the School of Nursing Student Matters Committee will thereafter notify the student, the faculty member, Course Chair, and Program Director as to the time and place for a hearing.

The Committee will hold a closed hearing within ten (10) working days of receipt of the request for an appeal, at which time the faculty member, may be present and provide documentation and other oral or written evidence regarding the incident. The student may be present and will be given an opportunity to provide documentation and other oral or written evidence regarding the incident. The student will be allowed an advocate/support person at the hearing; however, the support person cannot be an attorney, and will not be permitted to speak.

Following the factual presentation, the Committee will convene in executive session to review the actions taken against the student for unsafe practice and to make a recommendation regarding the resolution of the incident. The Committee will base its recommendation on the evidence presented at the hearing. The Committee shall make its recommendation in writing to the Dean and forward pertinent documentation.

The Committee may recommend the following remedies: support for the action taken, remedial work or instruction, a reprimand, withdrawal from the course, or dismissal from the School of Nursing.

V. Post-Hearing Process

The Dean may accept or reject the Committee's recommendation. The Dean's decision will be made after review of the minutes of the hearing and report of the Committee. The Dean will notify the student and the faculty member(s) as to the decision made.

Dismissal from the School of Nursing does not constitute dismissal from the University.

A student who has been dismissed may reapply for admission to the School of Nursing. The application will be reviewed by the School of Nursing Student Matters Committee

Graduate students in the School of Nursing should refer to the current [Graduate School Bulletin](#) for the "Policy on Unsafe Practice" for graduate students.

Reference

Killam, L. A., Luhanga, F., & Bakker, D. (2011). Characteristics of unsafe undergraduate nursing students in clinical practice: An integrative literature review. *Journal of Nursing Education* 50,437-446. doi:10.3928/01484834-20110517-05

Last updated by Plenary Faculty 4/24/2019.

Appendix I: School of Nursing Guidelines for Research and Scholarship Activities

All research activities conducted by faculty or students in the School of Nursing must comply with University policies on research. The Office of Research Integrity (ORI) coordinates compliance measures on campus and acts as a resource for the university community's concerns regarding compliance requirements. The ORI website, <http://integrity.uncg.edu/>, contains links and details about the University's required policies. It is incumbent upon each Principal Investigator and research team member to comply with the most up to date protocols, guidelines and processes. These policies include:

1. The University Policy and Procedure for Ethics in Research
2. Protection of Human Subjects in Research
3. Protection of Animal Subjects in Research
4. Policy on Data Safety and Compliance Monitoring

Several additional policies are important for scholarly activities and are included in the UNCG University Policy Manual online: <http://policy.uncg.edu/university-policies/> or other divisions.

- Access to and Retention of Research Data
- Copyright Ownership and Use Policy
- Minors in Research Laboratories Policy
- Patent and Invention Policy
- HIPAA Compliance
- Conflicts of Interest and Commitment Policy
- Digital Millennium Copyright Act, <http://its.uncg.edu/DMCA/>

Forms, procedures, guidelines and assistance may be obtained from SON Research Office. A list of research and scholarship resources is included in this handbook or online. Policies are provided to assist faculty, staff and students in the timely, appropriate and successful conduct of research.

Research by Students: Students proposing research must have a faculty sponsor. The faculty sponsor is responsible for ensuring that the procedures for review and conduct of the study are followed appropriately. Faculty members who assign or supervise research conducted by students are responsible for the scientific integrity of the study, and for safeguarding the rights and welfare of subjects in the research.

Grant Proposals: All proposals for research funding initiated by the School of Nursing faculty members, staff and students must be approved by the School of Nursing Senior Associate Dean for Research (Sr. ADR) before submission to potential funding agencies. The Senior Associate Dean for Research will assist the Principal Investigator (PI) in coordinating processing and approval of the proposal through the Offices of Sponsored Programs and Contracts and Grants, using the online RAMSES system.

Research using School of Nursing Faculty, Staff, or Students as Subjects

It is preferable that all proposed research involving use of School of Nursing students, staff or faculty as subjects, whether initiated within the School or external to the School, is reviewed by

the School of Nursing Senior Associate Dean for Research, in consultation with the Research and Scholarship Committee and the chairs of any courses involved, to determine whether the proposed activities are consistent with the goals and mission of the School, and whether they place inappropriate burdens on faculty, staff or students. Recommendations are forwarded to the Dean for final decision.

Research Involving Human Participants

The UNCG Institutional Review Board (IRB) must review and approve all plans for the use of human participants in research prior to the beginning of the research. The IRB must also review and approve all revisions, modifications, or amendments to research protocols before any changes are implemented. The University uses an online system for application and tracking (IRBIS). Information, forms, and procedures are on the IRB website:

<http://integrity.uncg.edu/institutional-review-board/>

A. Procedures for obtaining IRB approval for *new* research are as follows:

The principal investigator should submit the application for approval through the UNCG IRBIS online system 60 days prior to beginning data collection. Students must include a faculty sponsor/advisor.

All persons should include the Senior Associate Dean for Research and the Research Office administrative assistant in the online IRBIS listing so that the internal review can be coordinated with the Research and Scholarship Committee prior to IRB submission. The internal review is to provide assistance to investigators so that any omissions or gaps can be replaced prior to submission to the UNCG IRB. Once the SON internal review is complete, the SON research office will notify the Principal Investigator (and faculty member if PI is a student) of recommended revisions. Prior to final IRBIS submission to UNCG IRB, the internal review faculty and staff should be removed. Classes and online tutorials are available for training for the IRBIS application process.

Federal guidelines require certain studies to be reviewed by the full IRB committee, but allow others to be reviewed by a subcommittee in an expedited process. If the application requires review by the full IRB committee, the PI will be invited to attend. It is **highly recommended** that the PI attend the review meeting, so s/he can answer any questions the IRB has about the application. When applications by students are reviewed, faculty sponsors should attend. The decision about level of review is determined by the IRB, not investigators. PIs may submit an Exemption Review Request Application, but be aware that if not approved, the full IRB Application must be submitted. The online IRBIS system provides prompts to assist investigators in making these determinations and the information that is required for submission.

The UNCG IRB will ask for additional information, approve or disapprove the study. **No data collection, recruitment or subjects, or other research activities can be conducted until formal written approval of the IRB is obtained.** The IRB will notify faculty PI and team members included in the IRBIS application of

the disposition of the application. Faculty and students should include their uncg.edu email address in the system to assure timely receipt of notification.

IRB approval is valid for no more than a 1 year time period. The IRBIS system will send reminders for Renewal Applications before the expiration date. If the research is completed, the PI (or faculty sponsor, for student research) must indicate this on the renewal application.

B. Procedures for obtaining IRB approval for a *change* to an already approved study: When a PI wishes to make a change to an already approved study, s/he completes the Modification portion of IRBIS for a specific protocol and study. See (<http://integrity.uncg.edu/institutional-review-board/> for more details on these procedures and forms). If the study is funded, a copy should also be provided to the SON Senior Associate Dean for Research. **No changes in personnel or procedure may be implemented without IRB approval, and in many circumstances by the funding agency.**

C. Procedures for conducting a Study

Confidentiality forms, research records and signed consent forms from human subjects must be retained in a secure location. Storage and security should be per approved IRB protocol. The records, data, and consent forms must be available for review by the IRB and any funding agency.

*** The PI should notify the Office of Research Integrity and IRB chair immediately if any injury or harm to subjects occurs during a study, or if any unexpected circumstances arise. In the case of harm resulting from unanticipated risks, the PI must discontinue all data collection until the IRB has reviewed the incident. The online form should be completed and any Unexpected Event or Adverse Problem reported. If external funding supports the project, follow reporting guidelines for that source.*

D. Required Trainings

The UNCG Office of Research Integrity website contains the required trainings for human subjects and animal research. The CITI training is accepted by UNCG. Responsible Conduct of Research for federal grants training is the Epigeum link on the <http://integrity.uncg.edu/> website. If your study includes biomarkers, you may be required to complete the OSHA Training. UNCG Conflict of Interest Training is required for grants and most IRB approved studies. Confidentiality statements are available from the SON research office.

Research Involving Animal Subjects

The Institutional Animal Care and Use Committee (IACUC) must review all plans for the use of animals in research prior to the beginning of the research. The IACUC must review all revisions to research protocols before the changes are implemented. Procedures for obtaining IACUC review for research are similar to those for human subjects. The PI completes the Application for Research Animal Use found at: <http://integrity.uncg.edu/institutional-animal-care-and-use-committee/>

Scientific Integrity: Ensuring Scientific Integrity is expected by all students, staff and faculty members. This includes not only the appropriate conduct of studies, protection of human subjects, financial disclosure, conflict of interest, and storage and use of data, but authorship and ownership issues. Please review the UNCG guidelines for copyright, conflict of interest, access to and retention of data, HIPAA compliance, responsible conduct of research and research protections. Additional federal and UNCG policies may apply.

Data and Safety Monitoring: The UNCG Office of Research Integrity and IRB are required by federal law to conduct data safety and compliance monitoring to ensure adherence to approved study procedures and consent procedures, security of data, protection of subject confidentiality, and provision of appropriate protections to subjects. The School of Nursing Research and Scholarship Committee faculty may periodically conduct safety and compliance monitoring.

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

GUIDELINES FOR AUTHORSHIP AND OWNERSHIP

These guidelines are to assist faculty, students, staff and other persons in the assurance that credit, and acknowledgement of effort and responsibility for research, scholarship and creative activity, especially for funding, publications, and patents are appropriately assigned.

Research, scholarship and creative activity is becoming an increasingly collaborative activity with both faculty, staff, students, consultants and agency personnel involved in the initiation, conduct and evaluation of projects. The dissemination and legal ownership should reflect such collaboration.

Several published guides provide insight into decisions of authorship and ownership. Sources particularly important are:

1. Council on Graduate Education, Scholarly Integrity and Responsible Conduct of Research (RCR) policies and principles, including principles of student authorship. The guidelines require that faculty acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyright and patents. Likewise, students are expected to acknowledge the contributions of faculty advisors and other members of the research team to the student's work in all publications and conference presentations. Faculty, staff, students and collaborators are expected to maintain confidentiality and integrity of other's work. (available online at csgnet.org)
2. UNCG University Policy Manual: Access to and Retention of Research Data (2012) describes the responsibilities and privileges for using research data while at UNCG and if an investigator leaves UNCG. In addition, student involvement in data use is discussed. These guidelines are used to assure retention of data for audit, public use, protection of faculty, staff and student investigators, IRB and public scrutiny.
3. UNCG University Policy Manual: Copyright Ownership and Use Policy.
4. UNCG University Policy Manual: Access to and Retention of Research Data

5. The Publication Manual of the American Psychological Association (6th ed.)
Principles include: authors should only take credit for work performed or that has a real contribution; early decisions regarding authorship and a written agreement; and order of authorship should reflect the contributions to the work. Authorship is defined and steps to determine authorship are provided.
6. International Committee of Medical Journal Editors (2013) provides an excellent guide for determining authorship for publication. These guidelines are followed by many nursing, health care and medical journals and should assist in determining effort and attribution contribution.

Decisions of Authorship and Ownership

The decisions of authorship should be made as early as possible in the research or creative activity process. Collaborators should determine each members' contribution (noted above), what level (first, second, etc.) and the type (presentation, publication, copyright, patent, etc.) of authorship will be assigned. For example, often students participate in data collection or gathering materials to be used in a grant or manuscript. Though this may not constitute authorship on a publication, authorship on presentations may be granted. Likewise, assisting to develop a tool, method, computer program or such product that is used and which may tangentially result in a copyright or patent may not constitute authorship but may warrant ownership. Student research for an honors' project, a master's thesis/project, dissertation, or directed research in which faculty are involved as a committee member or chair does not automatically award authorship to faculty members. If a student is using faculty data or data collected as part of a faculty members' study/grant, this agreement should be determined at the initiation of the activity in writing.

A second consideration is ownership. One issue is data collected either prior to or after the conduct of a specific project. For example, if a faculty member has collected or obtained or has access to data that is used for a secondary analysis, authorship may include that faculty member but does not necessarily constitute first authorship. If students collect or obtain data that is later used for secondary analysis by other students, agency personnel, or faculty, the student should be included as an author. Another issue is if the data, method, or tool is deemed to be necessary for patent or copyright. Ownership should also reflect the contribution and effort of those involved. Legal statutes, university policies on copyright and ownership, state and federal work for hire/work product, copyright and patent laws as well as ethical principles, may assist in those decisions. It is incumbent upon all involved to assess this possibility at the initiation of a project and consult technology transfer officers, legal counsel, and university/agency Institutional Review Board, and UNCG policies.

A third consideration is when the principal author does not follow through on dissemination or ownership efforts. In the event of the sudden incapacity or death, the principal author or investigator often remains first author. If not first author, the contributor should be an author in the order determined by the team with serious consideration of contribution. Similar consideration should be made for ownership decisions. In the event that a student or faculty member does not publish work that is co-authored by a faculty member, community or agency

personnel, or another student, discussion should occur that allows the other authors to pursue dissemination that acknowledges the students contribution but allows credit for additional efforts to complete the dissemination effort. It is preferable that these discussions take place at the initiation of the study and that the contingencies be agreed to in writing.

The fourth issue is that all authors and owners assume accountability and responsibility for the integrity of the study, including but not limited to ethical treatment of human subjects and animals and accurate sampling, analyses, and reporting of results. The appropriate interpretation of the data is also expected. Thus, authors should have access to and review documents prior to submission for presentation or publication. Many journals require signature stating that each author is accountable and responsible for all conduct and content of publications. It is especially incumbent upon first authors and faculty members to protect students and other authors from fraud and scientific integrity concerns. If any issues arise, it is the responsibility of the first author to notify all other authors.

Reassessing authorship and ownership may occur during the research process, if additional applications for funding are submitted, if persons' efforts are not those expected and agreed upon (Preferably in writing) or if required by funding application/guidelines. **It is preferable that the decisions of authorship and ownership and decisions regarding dissemination are in written form and signed by all persons involved at the initiation of any project or program.** Any alterations may be included in the original agreement or additional written agreements may be added as amendments. The Authorship/Ownership Agreement Form is available from the SON Research Office and is recommended for use. UNCG may have sample forms that can be used.

The Senior Associate Dean for Research, the IRB representative and alternate, and the Research and Scholarship Committee chair and members are available for consultation. Additional information is available from the UNCG legal counsel and the technology transfer officer, as well as university, state and federal guidelines and statutes.

AUTHORSHIP/OWNERSHIP AGREEMENT FORM

Form should be on UNCG SON Letterhead

* DATE ** _____ **

****TITLE OF PROJECT/MANUSCRIPT****

Principal investigator: Name, Credentials, PhD RN

Co-Investigators: Name, Credentials MSN, RN
Name, Credentials, BSN RN Graduate
Student Name, Credentials, MN RN
Graduate Student Name, Credentials, MSN
RN

All participants will be co-authors on any presentation or publication resulting from this project. Dr. xxxxx will be first author and xxx xxxxx will be second author, unless otherwise negotiated with the group. (*Alternative statement*). In further dissemination efforts, the 2nd and 3rd authors will alternate in order. Any additions to or deletions from the participant list will be made through negotiation between the PI and other team members.

The PI retains the rights and responsibilities for determining appropriate submission of abstracts and manuscripts for presentation or publication. Team members may serve as presenters through agreed upon formats.

Data remains shared property of the PI (and others if deemed appropriate) as is consistent the UNCG policies on Access to and Retention of Research Data and Copyright Ownership and Use.

All participants must abide by the UNCG Institutional Review Board and the US Department of Health and Human Services guidelines for human subjects and animal protection and scientific integrity.

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Signature _____ date _____

Appendix J: School of Nursing Social Media Policy

Use of Social Media Policy by School of Nursing Students, Staff and Faculty

This document serves as the official policy of the School of Nursing (SON) for use of social media for students, staff and faculty. Use of social media by School of Nursing students, staff and faculty presents concerns for privacy and confidentiality. The personal use of social media by SON students, staff and faculty is not affected by this policy. This policy is related to confidential information about the School students, staff and faculty, patients or agencies with which the SON has contractual agreements.

Social media are defined as web-based or mobile technologies used for interactive communication. Examples include, but are not limited to, blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook), and virtual social worlds (e.g., Second Life). Students and employees are responsible for the content they post or promote. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor.

Communication

Official SON electronic communication regarding academic courses or academic schedules will occur through University-sanctioned channels, e.g., Spartan email, Blackboard, Canvas, and UNCG websites. Electronic communications outside these channels are not endorsed for academic courses.

Social Media

SON students and employees are prohibited from disclosing through social media the following:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g., hospital name or unit).
- Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Employees may not disclose FERPA-protected information regarding students.
- Confidential Personnel Information, as defined by the State Personnel Act – Employees may not disclose confidential personnel information regarding other employees.
- Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions.
- Copyrighted or intellectual property belonging to the University, **including, but not limited to course materials and examinations.**
- Comments that express or imply sponsorship or endorsement by the School or the University, unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the School.

Accordingly, the use of social media for clinical discussions that include any identifiable information related to patients or SON-affiliated clinical facilities is prohibited.

If a student or faculty member identifies themselves as from the SON at UNCG online (e.g., list affiliation with the School in a Facebook profile), a disclaimer should be added that any opinions or views expressed do not represent the opinions of the School of Nursing or the University of North Carolina at Greensboro.

Students in violation of this policy may be considered as having violated the UNCG Academic Integrity Policy and may face disciplinary action. Faculty and staff who violate this policy, may face disciplinary action up to and including termination.

Related references

- UNCG Academic Integrity Policy - <https://osrr.uncg.edu/academic-integrity/>
- HIPAA - <https://www.hhs.gov/hipaa/index.html>
- FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- NCSBN Social Media Guidelines for Nurses - <https://www.ncsbn.org/347.htm>
- NSNA – Social Media Recommendations
<https://www.dropbox.com/s/nfdwonodeiy4c5v/NSNA%20Social%20Media%20Recommendations.pdf?dl=0>
- ANA – Social Networking Principles <https://www.nursingworld.org/social/>

Name

Signature

Date

Adapted from UNC-CH SON policy 2012

Approved by SON Faculty: BB 3-9-2015

Appendix K: Substance Abuse Policy and Drug/Alcohol Testing Policy

The University of North Carolina at Greensboro School of Nursing

Substance Abuse Policy and Drug/Alcohol Testing Policy

I. Required Adherence to University's Policy on Illegal Drugs (found in the University Policy Manual- IV:B:007). https://policy.uncg.edu/university-policies/illegal_drugs/

All UNCG School of Nursing students must become familiar with and comply with the University's Policy on Illegal Drugs (https://policy.uncg.edu/university-policies/illegal_drugs/), which applies to behavior that occurs not only on the University campus, but also on property owned or controlled by the University and at University-sponsored or University-supervised activities, such as student nursing activities at affiliating clinical agencies. In addition, all students are subject to all applicable federal, state and local laws addressing illegal drug and alcohol use, which are briefly described in the above-mentioned policy, as well as in the University's Student Code of Conduct. The UNCG School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, is intended to complement the University's Policy on Illegal Drugs, and to ensure patient safety, comply with both 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.

II. Purpose of Substance Abuse and Drug/Alcohol Testing Policy

For obvious health and safety concerns, nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in all of UNCG School of Nursing's programs, where students spend a considerable amount of time learning patient care in a variety of clinical settings. The UNCG School of Nursing recognizes its responsibility to endeavor to provide a safe, efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during classroom, lab, and nursing students' clinical experiences in clinical facilities. Therefore, the following policy has been adopted to:

A. Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the University's Policy on Illegal Drugs, b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, and c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;

B. Identify enrolled nursing students in any program who may have a drug or alcohol-related impairment that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the University or clinical agencies in which students have clinical experiences;

C. Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate

UNCG School of Nursing officials; and

D. Require all students enrolled in the UNCG School of Nursing, when there is a reasonable suspicion of substance abuse, to submit to drug testing.

III. Definitions of Terms Used in Policy

Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs. North Carolina Law makes 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.

Nursing student means any individual formally enrolled in the UNCG School of Nursing in pursuit of the BSN, MSN, PhD or DNP degree, or approved certificate programs, including registered nurses (RN) and students taking courses at outreach sites, via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

Reasonable suspicion means there is evidence that forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Observations which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained mistakes or accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; or (c) a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing course, including activities at any clinical site, is impaired. A single positive drug test result will be considered substance abuse under this Policy.

IV. Policy Requirements

A. Drug and Alcohol Proscriptions and Duty to Notify of Drug/Alcohol Convictions

1. Substance abuse as defined in this policy while enrolled in UNCG School of Nursing courses or programs is strictly prohibited. Nursing students who violate the prohibition against substance abuse are deemed to be unable to meet the essential qualifications/functions of the nursing curriculum and may be dismissed from the School pursuant to the Unsafe Practice Policy.
2. Under no circumstance should nursing students participate in nursing-related courses, labs, or clinical activities while they are impaired.
3. Nursing students determined by appropriate UNCG School of Nursing officials to have violated these proscriptions may be dismissed from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.
4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.
5. A nursing student who fails to notify the Associate Dean for Academic Affairs or the UNCG School of Nursing within five days of an administrative action or legal conviction for any such violation will be subject to dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

B. Required Disclosure of Drug Use/Non-Use for Students in all School of Nursing programs

1. Students in all School of Nursing will be required to provide (among all other items of information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein, including in the University Policy on Illegal Drugs as it may be amended from time to time. Further, he or she must disclose any legal convictions pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or any other chemical substance; and the consequences of any such conviction(s). (see Drug Policy Disclosure Statement, Attachment A)
2. Whenever a nursing student's academic or clinical performance appears to be impaired, particularly in the clinical setting, the University reserves the right to require the student to submit to drug testing. See Section III D below.
3. Failure to provide the above-required information, past legal convictions for activities related to illegal or legally controlled substances, and/or information or evidence that reasonably establishes a past pattern of chemical substance abuse will be grounds for dismissal from the program, pursuant to the Unsafe Practice Policy. Prior convictions related to chemical substances will be considered along with all other information pertaining to the individual, and will not produce automatic dismissal from the program. Discovery that false, fraudulent, incomplete, or misleading information was provided prior to matriculation, however, will be grounds for dismissal from the program under the

Unsafe Practice Policy.

C. Student's Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to University Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies, the student may be tested in accordance with the affiliating agency's policies.
2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the UNCG School of Nursing Associate Dean for Academic Affairs and/or other appropriate UNCG School of Nursing officials. (see Student Drug Screen Release). Failure to sign the release shall be grounds for non-placement at an affiliating clinical agency and will result in a dismissal from the program, pursuant to the Unsafe Practice Policy.
3. The cost of all drug/alcohol testing required by affiliating clinical agencies, other than the initial drug/alcohol testing required at the beginning of the nursing program, shall be borne by the School of Nursing.
4. The Associate Dean for Academic Affairs will be notified of all test results.
5. A positive substance abuse test will result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences, pursuant to the Unsafe Practice Policy. The UNCG School of Nursing Associate Dean for Academic Affairs will notify a student who has a positive drug test. If a student asserts that such positive test is due to a lawful prescription, the student must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
6. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student being dismissed from the program, pursuant to the Unsafe Practice Policy.

D. Reasonable Suspicion Drug Testing Requested by UNCG School of Nursing

1. 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 and a variety of factors, including but not limited to:
 - observable phenomena such as direct observation of drug use or possession, and/or physical symptoms or manifestations of being under the influence of a drug;
 - observed erratic behavior, slurred speech, staggered gait, flushed face,

dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance, including unusual patterns of absence from school or excessive tardiness that is reasonable interpretable as being caused by the use of drugs/alcohol;

- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
- conviction for a criminal offense related to the possession, use, or trafficking in drugs/alcohol, by a court, or being found responsible for a substance abuse-related offense in another administrative or quasi-legal proceeding.

2. The nursing faculty member will provide a Report of Reasonable Suspicion to document the reasons for requiring a drug test.

3. The Drug Testing Procedure set forth below will be followed when reasonable suspicion drug testing is requested by UNCG School of Nursing officials, including faculty members:

a) Drug tests will be arranged by the UNCG School of Nursing, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the School of Nursing.

b) A qualified laboratory, in accordance with established methods and procedures, will conduct tests. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

c) The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

d) Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's nursing records in the UNCG School of Nursing.

e) The Associate Dean for Academic Affairs will be notified of all test results.

f) If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the student will be released from further action.

g) The refusal to submit to a drug test upon a report of reasonable suspicion will be deemed to be a positive test result and may result in dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

4. The School of Nursing will also report information regarding licensed nursing students who (a) refuse to submit to drug/alcohol testing based upon reasonable suspicion or (b) who have positive drug test results to the appropriate state board of nursing. In the event that a nursing student's license is revoked due to substance abuse, full reinstatement of licensure will be required for an unrestricted return to the educational program.

E. Student Self Disclosure of Prohibited Substance Use

A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact a member of the UNCG School of Nursing faculty or administration. The Associate Dean for Academic Affairs or Designee will institute the drug testing procedure as described in this policy. The cost of all drug/alcohol testing required by UNCG School of Nursing, other than the initial testing required at the beginning of nursing courses, shall be borne by the School of Nursing.

Rather than institute dismissal proceedings pursuant to the Unsafe Practice Policy, a student who has a positive test for prohibited substances after self-disclosure will be permitted to withdraw from the UNCG School of Nursing for up to 12 months to complete a program for substance abuse at a qualified treatment facility. After successful completion of the treatment program, the student is eligible to apply for readmission as outlined in section V, below.

F. Confidentiality

All drug testing results will be treated by UNCG School of Nursing as information that is received in confidence and shall not be disclosed to third parties unless (1) disclosure is required by law, (2) the information is needed by appropriate school officials to perform their job functions, (3) disclosure is needed to override public health and safety concerns, or (4) the student provided written consent to the release of the information. Nothing in this paragraph prohibits the UNCG School of Nursing and the University from the use and disclosure of the results of drug testing required by this policy in connection with internal academic purposes and/or in connection with the defense of any student grievance and any claims filed by a student, or his/her personal representative, in any court of law or with any state or federal administrative agency.

V. Procedures for Readmission after Positive Drug Test

A. Readmission Prerequisites

A student who is dismissed from the UNCG School of Nursing due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the UNCG School of Nursing or clinical agencies after readmission.

B. Incidence of Reoccurrence after Readmission

A student who is re-admitted to the nursing program, and thereafter tests positive for any

drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program, pursuant to the Unsafe Practice Policy, and may be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

C. Appeal Process

A nursing student may appeal the UNCG School of Nursing's decision to dismiss or not re-admit a student through the established Grievance Procedure.

December 2017

Attachment A: Substance Abuse Policy Notification and Disclosure Statement

Substance Abuse Policy Notification and Disclosure Statement for Students in the Upper Division of the BSN, RN-BSN, Post Baccalaureate Certificate, MSN, PhD and DNP Program

By my signature below I acknowledge that I have read the Substance Abuse Policy/Drug/Alcohol Testing Policy of The University North Carolina at Greensboro School of Nursing and agree to comply with all aspects of the policy.

I understand that if I engage in substance abuse as defined in the policy¹, or if I violate the University of North Carolina at Greensboro School of Nursing Policy while engaged in any clinical, lab, or classroom experience, or if I violate any drug/alcohol related state or federal statute and/or fail to notify the Associate Dean of Academic Affairs of the UNCG School of Nursing within five days of being found guilty of such violation, that I may be dismissed from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

I understand that it is a requirement for students in the upper division of the BSN, RN-BSN, MSN, Post-Baccalaureate Certificate, MSN, PhD and DNP programs with The University of North Carolina at Greensboro School of Nursing to provide a true and accurate, signed statement indicating whether I do or do not engage in chemical substance abuse or misuse and whether I am involved in any administrative actions or have prior legal convictions pertaining to the abuse/misuse of alcohol or any other chemical substance. I further understand that this affirmation is effective throughout my course of study, and that if the information stated herein changes, it is my responsibility to update this form with the School of Nursing.

In compliance with this requirement, I hereby verify² (circle the appropriate response):

I (am) (am not) over the age of 18.

I (am) (am not) using any chemical substance for any reason other than its intended proper use.

I (am) (am not) personally using a chemical substance that is specifically proscribed or prohibited by law or by regulation pursuant to legal authority.

I (am) (am not) personally misusing any legally controlled substances or personally using any normally legal chemical substance (e.g. alcohol) in a manner that produces significant impairment or that produces the likelihood of the development of an impairment.

I (have been) (have not been) convicted of a crime pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances or pertaining to or related to the abuse of alcohol or any other chemical substance.

Student Signature Student Printed Name Date Student ID Number

This form will be maintained by the UNCG School of Nursing and will be disclosed to appropriate clinical agencies upon their request.

¹ Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; and (c) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing school course, including activities at any lab or clinical site, is impaired. Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

² Explanatory information may be provided on the reverse side

Appendix L: Assumption of Risk Form

Clinical Experiences Assumption of Risk

Clinical experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of academic programs at the UNC Greensboro School of Nursing. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients. Students may have opportunities to be placed in alternate settings, but alternative site options are not always available, and changes in circumstances within clinical settings may delay the completion of the student's degree.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Faculty develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students have access to appropriate PPE during their clinical experiences, and students receive training related to potential hazards and prevention techniques.

Students have the responsibility to report any potential exposures to the supervisor at their site as well as their UNC Greensboro School of Nursing faculty member.

Even with such measures, there are risks inherent in clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact, droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards

These risks can lead to serious complications, trauma, bodily injury or death.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of

developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may be also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it.

Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

BLOOD AND BODILY FLUID EXPOSURE

Students in laboratory/clinical courses at the UNC Greensboro School of Nursing may be at risk for exposure to infected blood and **body fluid, including, but not limited to, the contracting of any communicable disease such as Hepatitis A or B or AIDS.** Students in the UNC Greensboro School of Nursing have been taught Universal Precautions regarding exposure to blood, body fluids, and other potentially infectious materials which may carry blood borne pathogens as published by the Centers for Disease Control.

ACKNOWLEDGEMENT OF RISK

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be fully eliminated. I understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms.

Student Signature

Date

Student (print name)

6/11/2020

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