



UNC GREENSBORO

School of Nursing



MSN STUDENT HANDBOOK

MSN Student Handbook Template
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Introduction and Welcome

Welcome from the Administrative Team



Hello friends,

UNC Greensboro is a unique place, and I am glad that you [found your way here](#). The UNCG School of Nursing embraces a rich history dating back to its early days at the Women’s College. I am proud to be part of the Spartan family as the School’s fifth dean of nursing and the first dean of color. Here we are committed to an **inclusive community**, where diverse perspectives, experiences, talents, learning styles, and backgrounds fuel our extraordinary passion in pursuit of the ultimate goal of providing the best healthcare for patients and their families. We are a team of **passionate people** that includes our faculty and staff, and we are educators, scientists, practitioners, advocates, innovators, active-duty service members, veterans, and so much more. We are leaders! Our school is a place to find your way to a meaningful and rewarding career, whether through education or as a member of our team. **Innovative practices** are our norm, whether in our research, teaching/learning operations, active learning classrooms, online learning environments, skills and simulation labs, or through partnerships with our more than 700 clinical agencies in the community. All this culminates into our **extraordinary outcomes**. We have world-renowned faculty who are leaders in the field, staff who are among the best in their areas of expertise, and students who consistently demonstrate great success, such as high graduation rates, high licensure and certification pass rates, and great employment success. UNCG nursing graduates are highly sought after and are leaders in the field of nursing and healthcare.

This year, we are committed to a “Culture of Care” to facilitate student, staff, and faculty wellbeing. We have adopted the theme of “I CARE”:

C – compassion

A – compassion needs action

R – reflection (what we learn to improve upon in interactions)

E – energy (it takes work to care, but it yields cultural energy and positivity)

Welcome to the UNCG School of Nursing! I CARE!

Debra J. Barksdale, PhD, FNP-BC, CNE, FAANP, ANEF, FAAN

Dean



Dear Master's Students:

I am pleased to welcome you to the master's program at UNCG School of Nursing. Our goals are to prepare you as leaders in clinical practice, education, or leadership roles. Additionally, we will facilitate your development as leaders in advancing the nursing profession. We have expert faculty and staff who are eager to assist you in your scholarly journey. Ms. Terri Felder serves as the administrative assistant for the graduate program and is always available to answer questions and help you navigate campus resources.

We have developed this handbook as a guide that may be useful to you as you matriculate through the program. Information about program requirements and campus services is provided.

Cindy Bacon PhD, RN, CNE, NE-BC
Associate Professor
Interim MSN Program Director

Faculty and Support Roles

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SON Strategic Vision

At the UNCG SoN we are taking giant steps anchored by transformation and focused on: Inclusive Communities, Passionate People, Innovative Practices, and Extraordinary Outcomes.

SON 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. Comprising the discipline is 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 life span. 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 and achieve professional goals. Nursing is an essential component of the healthcare 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 functions.

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 nursing administrators and educators. At the doctoral level, nurses are prepared as scientists for academia and industry, and as advanced practice nurses for delivery of healthcare.

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 concepts 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 lifespan, 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 the health of a person.

Health

Health represents a dynamic state of being resulting from interaction of person and environment. Health is actualized through competent personal care, goal directed behavior, and satisfying relationships 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' lifespan, 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 diverse 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. Inquiry is the basis of evidence-based practice and the cornerstone of high quality, safe and effective nursing care.

Caring

Caring is an active process. In a caring relationship, a person or idea is experienced both as an extension and as something separate from oneself. The recipient of care is treated as having dignity and worth with potential 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 evidence-based nursing interventions is the core of professional nursing practice. Nursing interventions are those direct or indirect interactions that occur between a nurse and client to diagnose and treat human responses to actual or potential health problems. Furthermore, 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 diverse 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 ensure quality of care. Nurses also communicate effectively with clients, families, and interprofessional healthcare providers to promote a safe, effective quality care environment.

Equity, Diversity and Inclusion

SON Operating Principles and Practices

We have G.R.I.T.

Good Intentions and Will:

Assume best intentions in all interactions.

Practices:

- Listen generously first, do not jump to conclusions.
- Be aware of verbal and nonverbal communication.
- Ask, listen, verify, and confirm.

Respect:

Respect ourselves and others. Embrace and value all relationships. Engage in direct, transparent, honest, and respectful communication.

Practices:

- Do not interrupt/talk over, everyone gets a voice
- Do not gossip.
- Be committed to getting something resolved by talking directly within 24-48 hours

Inspire:

Innovate and aim for excellence, be open to all possibilities (fun, joy, humor, challenges). Create an inclusive and supportive environment for learning (collegial, collaborative, innovative, supportive, learner-centered).

Practices:

- Include positive staff, student, and faculty stories in communications.
- Listen openly to new ideas and new possibilities.
- Organize, be involved, bring your full self to relaxing, fun school activities.

Teamwork & Unity:

Celebrate differences and foster unity. Value individuals, their expertise and contributions. Be committed to work outside of “comfort zones,” across boundaries of gender, race, ethnicity, sexual orientation, culture, religion, and disabilities.

Practices:

- Engage in shared governance.
- End every meeting with 5 minutes of acknowledgement.
- If you cannot resolve differences in a few emails (3), meet or call.
- Call out unacceptable behavior when witnessed.

Academic Calendars

MSN Program Overview

MSN Student Program Goals

1. Perform as advanced nurse clinicians, educators, or administrators according to standards of practice.
2. Assume leadership roles in promoting quality nursing and healthcare regionally and globally.

- Utilize evidence to improve nursing practice and healthcare outcomes.

MSN Learning Outcomes

- Apply knowledge of self, uniqueness of individuals, families, groups, communities, in their environment.
- Analyze the impact of the environment on persons in a variety of settings.
- Apply an advanced body of knowledge and skills in nursing management, nursing education, or clinical nursing practice to diverse individuals in a variety of settings to promote health.
- Appraise the influence of the wellness, illness, disease, and dysfunction components of health upon specific target populations of individuals, families, groups, and communities.
- Evaluate applications of the inquiry process to nursing practice to promote high quality safe and effective care.
- Demonstrate the art of caring in the specialist's role of nurse educator, nurse manager, or nurse clinician.
- Practice as a nurse specialist in promoting the well-being of diverse individuals in a variety of settings.

MSN Curriculum

Program Concentrations

The School of Nursing offers a graduate concentration in Nursing Leadership & Management leading to the Master of Science in Nursing (MSN) degree. The program is offered in an online format only and is 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 fully online.

Post-Baccalaureate Certificate Programs provide the opportunity for Baccalaureate-prepared registered nurses to further their knowledge in three different areas: Nursing, Advanced Practice Foundations (starting Fall 2022), and Nursing Leadership & Management. All courses are offered online and are designed for working professionals.

Plans of Study

MASTER OF SCIENCE IN NURSING DEGREE PROGRAM PLAN OF STUDY LEADERSHIP AND MANAGEMENT CONCENTRATION

COURSE NUMBER	COURSE TITLE	TYPE OF COURSE	CREDIT HOURS	CLINICAL HOURS
Semester I (Fall) NUR 614	Information Technology in Nursing	Core	3:2:3	45
NUR 715	Administration Research Methods in Nursing	Core	3:3	
Semester II (Spr) NUR 641	Leadership and Management Essentials in Healthcare: Theories and Roles	Specialty	4:3:3	45
NUR 540	Financial Management in Healthcare	Support	3:2:3	45
Semester III (Summer) NUR 620	Law, Policy and Economics of Healthcare	Core	3:3	

Semester IV(Fall) NUR 644	Organizational Leadership and Management in Healthcare	Specialty	4:3:3	45
NUR609	Role of Nurse Leaders in Advanced Quality & Safety	Specialty	4:2:6	90
Semester V (Spr) NUR 601	Critique and Utilization of Research in Nursing Interprofessional Collaboration and Negotiation	Specialty	2:2	45
NUR 607		Support	3:2:3	
Semester VI (Fall) NUR 645	Strategic Management of Health Care Organization	Specialty	4:2:6	90
Semester VII (Spr) NUR 646	Nursing Administration Practicum	Specialty	4:1:9	135
Total			37	540

Plan of Study for MSN/MBA
Master of Science in Nursing/Master of Business Administration
In Health Management

Course Number	Course Title	Type of Course	Credit Hours	Clinical Hours
Fall Semester NUR 715 MBA 702	Research Methods in Nursing Financial and Managerial Accounting	Core	3:3 3:3	
Spring Semester NUR 641	Leadership and Management Essentials in Healthcare	Specialty	4:3:3	45
NUR 540	Financial Management in Healthcare	Support	3:2:3	45
SU Semester NUR 620	Law, Policy, and Economics of Healthcare	Core	3:3	
Fall Semester NUR 614 NUR 609	Information Technology in Nursing Administration Role of Nurse Leader in Advanced Quality & Safety	Support Specialty	3:2:3 4:2:6	45 90
Spring Semester NUR 607 MBA 701	Interprofessional Collaboration and Negotiation Quantitative Analysis for Decision Making	Support	3:2:3 3:3	45
SU Semester MBA 703	Economic Policies and Impact on Global Outcomes		3:3	
Fall Semester MBA 707 MBA 708 NUR 644	Financial Management Operations for Competitive Advantage Organizational Leadership and Management in Healthcare	Specialty	3:3 3:3 4:3:3	45
Spring Semester MBA 706 MBA 717	Marketing Management Technology and Innovation		3:3 3:3	
Fall Semester				

MBA 741 NUR 645	Creating and Sustaining Competitive Advantage Strategic Management of Health Care Organizations	Specialty	3:3 4:2:6	90
Spring Semester MBA 712 NUR 646	Strategic Management Nursing Administration Practicum	Specialty	3:3 4:1:9	135
Total			62	540

Post Baccalaureate Certificate Plan of Study is being modified. It is available upon request.

Program Requirements

[Covid-19 Pandemic Guidance](#)

Health and Certification Requirements

IMPORTANT: The School of Nursing requires that all nursing students have health insurance coverage. Criteria for all undergraduate and graduate students to be eligible for the Student Health Insurance Plan

- Enrolled in a BSN, MSN, DNP, or PhD degree program at UNCG enrolled in at least 3 hours of nursing courses

A student who meets the above criteria must:

- Enroll in the Student Health Insurance Plan each semester prior to the beginning of the semester.

OR

- Prove you have outside health insurance each semester by submitting an on-line waiver to Student Blue that shows evidence of existing creditable health coverage, or you will “later” be default enrolled into the Student Health Insurance Plan and the premium will remain on your student account.

Criminal Background and Drug Screening

As part of the clinical clearance process, students are required to submit immunization documentation as well as complete a drug screening and criminal background check. The UNC System has a contract with Certiphi to complete criminal background checks for students. Students will receive an email invitation through their UNCG email account to begin the background check after admission to the program. The cost for this portion of the process is approximately \$18. The School of Nursing has a contract with Mediat/ImmuniTrax to manage students’ urine drug screens and immunizations. Directions and a code specific to the plan of study will be sent. The total cost of this portion is \$98 (\$48 for the drug screen and \$50 for immunization tracking through ImmuniTrax). Additional information and instructions will be sent to students after being admitted to the program. For questions, students can contact Emily Watkins, Clinical Placement Coordinator at Emily.watkins@uncg.edu or 336-553-6082.

SON Academic Policy - ([Academic Integrity Policy](#))

1. Purpose

The School of Nursing adheres to the [Academic Integrity Policy](#).

2. Scope

Faculty, Program Directors, Program Assistants, and Students in UNCG’s School of Nursing.

3. Policy

The School of Nursing adheres to the [Academic Integrity Policy](#).

3.1 Course Attendance

Classroom and practicum attendance is expected according to established classroom hours and the practicum contract established with clinical agencies. Unexcused absences are unacceptable. It is the student's responsibility to initiate a request for make-up work missed because of excused absences. Absences (excused or unexcused) may jeopardize the student's ability to pass the course and progress in the major.

3.1.1 Notification

The student is expected to notify the instructor when it is apparent that the student must be absent or will be excessively late. It is the instructor's responsibility to determine exaction of penalties for unsatisfactory class attendances. Possible penalties are lowering the course grade, including a grade of "F", and, in extreme circumstances, dropping the student from the course.

[Refer to University Catalog](#)

3.1.2 Permission to Miss Class/Clinical Professional Meetings

Students are encouraged to attend professional meetings or other activities appropriate to course objectives. Prior to missing any class or clinical time for professional activities, students are to obtain the permission of each course leader for courses which will be missed.

3.1.3 Other

Permission to miss class or clinical for other reasons (personal reasons) is obtained from the instructor on an individual basis. If possible, missed clinical time will be rescheduled. See class and clinical attendance, above.

DISTANCE EDUCATION POLICY

The University of North Carolina at Greensboro, School of Nursing Approved by Plenary Faculty, January 2019.
Revised July 2020

1. Purpose

The U. S. Department of Education's Office of Inspector General has set regulations for distance education courses (online and hybrid) to ensure federal Title IV (financial aid) funds are used appropriately. While the details and expectations of these regulations are vague, the UNCG SON has developed the following definitions and guidelines to protect the integrity of all SON programs; differentiate our online and programs; differentiate our online and hybrid courses as distance education; and limit the university's risk of being liable to repay Title IV funds. Our overall goal is to create an excellent and consistent experience for our students!

2. Scope

The School of Nursing's faculty and students.

3. Definitions and Roles and Responsibilities

3.1 Definitions

Definitions below are specific to courses, not programs. A program approved for face-to face instructional delivery may include a limited number of online courses within the program. Please contact the appropriate Program Director for specific questions.

3.1.1 Week of Instructional Time

Any seven (7) day period.

3.1.2 Non-attendance

The number of consecutive days that the student does not engage in academic-engagement activity, except:

- In situations where permission is granted by the instructor.
- Days on which the campus is closed due to university holidays or breaks (as noted on the official academic calendar), weather or another emergency.

3.1.3 Face-to-Face

SON courses in which faculty meet in person with students during times scheduled by the alternate assignment is used in place of face-to face meeting, faculty should ensure substantial interaction (defined below) occurs during the week of instructional time. Any assignments or documentation of interaction should be uploaded

into the learning Management System (LMS). Any course that deviates from this definition must be discussed and approved by the appropriate Program Director on a per semester basis.

3.1.4 Hybrid

A hybrid course is one that combines face-to-face instruction (contact hours*) with web-based content and academic-engagement activities. Any course that deviates from 50% online and 50% face-to-face instructional delivery must be discussed and approved by the appropriate Program Director on a per semester basis.

*Contact hours per week are based on the UNCG course credit structure guide standard: A minimum of 750 scheduled minutes of instructional time or the equivalent per non-clinical credit hours.

3.1.5 Online

SON courses that meet 100% online. These courses may include synchronous and/or asynchronous activities during a specific week of instructional time.

3.1.6 Last date of Attendance

The last date a student interacted in the course through an academic-engagement activity (see example below). **3.1.7 Academic-Engagement Activity**

Academic activities used to demonstrate that the student is actively participating in learning in the course. They are used to document last date of attendance within each week of instructional time. See detailed description below.

4. Policy

4.1 Last Date of Attendance

The University of North Carolina at Greensboro (UNCG) does not require faculty to take attendance. For students receiving financial aid, the UNCG Financial Aid Office is required by the U.S. Department of Education (34 CFR 668.22) to determine the last date that the student was actively participating in the course, the financial aid office is required to document actual attendance to the time they withdrew to determine the amount of the award the student may retain. Students may apply for and receive financial aid at any point throughout the academic year; therefore, this information must be collected for all students to determine financial aid eligibility.

[University class attendance policy](#)

According to the policies above the UNCG faculty member is (1) responsible for setting the policy concerning the role of attendance in determining grades for their classes (i.e., the attendance policy), (2) communicating this attendance policy to all students in the course, and (3) maintaining class attendance records of enrolled students as appropriate for the attendance policy. It is the responsibility of the students to learn and comply with the policies set forth in each course's attendance policy, as explained in the course syllabus. Therefore, the faculty member is the only person at UNCG who can document whether a student has attended class or participated in an academic-engagement activity. In accordance with this requirement, all UNCG SON faculty are required to include an attendance policy in their syllabus (according to the syllabus template found in the SON Faculty handbook) and are required to document attendance in face-to-face, hybrid, and online courses. Attendance is based on a week of instructional time which is any seven-day period defined above. Faculty and student interactions should be documented in the LMS as appropriate. Attendance will be documented via the date of the student's last course interaction through an academic-engagement activity. 34 CFR 668.22(c)(3); 34 CFR 668.22(l)

4.2 Failure to Attend Policy

Program Directors are currently working to develop a school-wide policy that may be amended for each program to address when students fail to attend a course and/or engage in an academic-engagement activity.

4.3 Academic-Engagement Activities

May include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the student and the faculty member

- Submitting a class assignment
- Taking an exam, tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in online discussion related to course content
- Initiating contact with a faculty member regarding the course content via the LMS
- PDF of email exchange (or summary of conversation) related to the substantial course content added to LMS to document conversation between faculty and students.
- Logging into the LMS does not, by itself, constitute an academic-engagement activity and is not considered attendance
- Living in institutional housing
- Participating in school's meal plan
- Academic counseling or advising
- Questions concerning clinical placements, preceptors, or other clinical placement logistics.

5. Compliance and Enforcement

Any violation of this policy by a university student is subject to the Student Code of Conduct in the Student Policy Handbook.

UNCG School of Nursing Policies

Registration

Prior to the beginning of each semester, students have the opportunity for early registration for course enrollment. Registration dates can be found here: <https://reg.uncg.edu/registration/> In order to register, you must have your student ID as well as an advising code for each registration period. All registration, including drop/add, is conducted online. The generic advising code changes each Fall and Spring semester. Advising codes can be obtained from the advisor, Program Director, or MSN Program Assistant. Students are encouraged to contact their advisors before registering for courses. The Registrar's Office sends emails to all students reminding them of registration periods.

Process for Student Concerns and Complaints

The faculty and staff of the UNCG School of Nursing care about our students. We strive to provide the best educational experience possible but understand that concerns can sometimes arise. Below is the process to follow should you have a concern or complaint. The link to the UNCG Academic Regulations and Policies, found in the University Catalog, is here:

<https://catalog.uncg.edu/academic-regulations-policies/>

The School of Nursing defines a formal complaint as a written Grade Appeal which is not resolved at the level of the instructor, a written notice of violation of University policy, or an Academic Integrity Board submission verified by filing the academic Integrity Violation Report Form. It is always best to first try to resolve the concern with the person immediately involved. If you have a concern with your faculty member, staff member, or another student, please speak to them first. Usually, concerns can be resolved with a conversation. If your concern arises with a preceptor or other employee of a clinical agency in which you are a student, please inform your faculty member immediately. If the concern involves a nursing classroom, lab, or clinical course, and the concern cannot be resolved by speaking with your faculty member, the next step would be to speak to the course chair. It is best if the concern can be put in writing (an email is fine for this purpose). If not able to be resolved at this level, the next step would be the Director of your program. If unable to be resolved at this level, the next step would be to contact the Dean of the School of Nursing.

Other Resources for Concerns and Complaints

If you wish to appeal a dismissal or an allegation of unsafe practice in the clinical area, you may appeal to the School of Nursing Appeals Committee. Information about this process can be found on the School of Nursing website under Academic Programs, Student Resources, Documents and Forms, Documents of Interest:

<https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>

The School of Nursing Appeals Committee does not hear grade appeals. If you wish to appeal a grade, first discuss your concerns with your instructor, and follow the reporting process described above. If still unresolved, the link to the University Grade Appeal process is:

<https://aas.uncg.edu/documents/students/GradeAppealPolicy.pdf>

If you wish to report sexual misconduct, here is the link to the relevant information:

https://cm.maxient.com/reportingform.php?UNCGreensboro&layout_id=8

The Dean of Students Office is also a resource for any student experiencing difficulty. The link to this office is:

<https://sa.uncg.edu/dean/>

Compiled September, 2019LPL; Revised January 2021

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.

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.

Definition

An unsafe practice is defined as: 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). An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses Association. 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. An act or behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

Investigation & Evaluation of an Unsafe Practice

When an incident occurs which a faculty member believes may constitute 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, Concentration Coordinator, and/or Program Director within the School of Nursing.

The Course Chair, Concentration Coordinator and/or Program Director 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 person named above, may require remedial work or instruction for the student. If the incident is major, or serial in nature, the Course Chair or Program Director will notify the Dean.

The Dean, in consultation with the involved faculty members, will review the student's clinical performance evaluation(s), 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 recommend dismissal of the student from the School of Nursing will be made. The Dean of Nursing will send written notification of the decision to reprimand or to require withdrawal from the clinical course to the student. If the Dean of Nursing recommends dismissal from the School of Nursing, the recommendation will be forwarded to the Vice Provost for Graduate Education for approval and notification of the student.

Should the student wish to appeal the decision, the student will submit a written request to the School of Nursing Appeals Committee. The Dean of Nursing will provide to the Committee the accumulated correspondence documentation related to the issue. A request for an appeal should occur within seven working days of written notification of the decision from the Dean of Nursing or the Vice Provost for Graduate Education.

Hearing Process

The Chair of the School of Nursing Appeals Committee will thereafter notify the student, the faculty member, Course Chair and Program Director as to the time and place for a hearing to determine whether an unsafe act or behavior occurred and, if so, what resolution to recommend.

The Committee will hold a closed hearing within ten days at which time the faculty member, Course and Program Director will be present and will 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 speak at the hearing and cannot be an attorney.

Following the factual presentation, the Committee will convene in executive session to determine whether an unsafe practice occurred and to recommend a resolution to 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: no finding of an act of unsafe practice; a reprimand to the student; or dismissal from the School of Nursing major.

Post Hearing Process

The Dean of Nursing may accept, reject, or modify the Committee's recommendation. The Dean's decision will be made after review of the minutes of the hearing and report to the Committee. If the Dean of Nursing accepts the Committee's recommendation to dismiss the student from the School of Nursing, the recommendation will be forwarded to the Vice Provost for Graduate Education who will notify the student. The Dean of Nursing will notify the faculty member(s) as to the determination. A student who has been dismissed may reapply for admission to the School of Nursing.

Student Procedure for Needlestick 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 needlestick 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 the 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 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. 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.
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 from their clinical faculty, will complete the XXX Form 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 5/18

Student Academic Progression

Technical Standards for Admission, Academic Progression & Graduation

The MSN program is required to be completed within 5 years from the time of entry. The MSN Nursing Leadership & Management concentration is designed to be completed in 6-7 semesters of part-time study (5-8 credit hours); the MSN/MBA program is designed to be completed in 9-10 semesters of part-time study (6-9 credit hours).

Due to North Carolina law and other rules governing nursing education practice as well as state laws governing education delivery in every state, it is your responsibility as the student, to inform your academic advisor immediately if you do not currently live in North Carolina or if you move your actual residence (not necessarily your “legal residence”) during the program. Depending on where you live, this may affect your ability to complete the program. An additional tuition fee is applied to a student who resides outside of NC and is a legal resident of NC, or one who resides outside of NC and is not a legal resident of NC. Out of NC or out-of-state tuition charges will be applied in these circumstances.

Transfer of Courses

Up to one-third of required courses may be transferred for the master’s program. Courses must be taken from accredited programs and only A or B work will transfer. The courses must be completed within the five-year timeframe required for graduation. The student is responsible for providing a description of coursework, transcript, and completed transfer form to the Associate Dean for Academic Programs. Courses cannot be transferred if they were taken as a requirement for a previous degree. In consultation with selected faculty, the Associate Dean for Academic Programs will make a recommendation to the Graduate School for acceptance of appropriate work. The final decision is made by the Graduate School.

Advisors

An academic advisor is assigned to master’s students upon admission to the graduate program. In most cases, the advisor is a graduate faculty member who has similar academic focus. The advisor will provide academic guidance for the student throughout the program of study.

Recommending Dismissal

Recommending dismissal of a student from a program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation.

Required Withdrawal

Withdrawal from the program will be recommended if the student:

- Fails to register for two consecutive semesters (Fall and Spring) in the nursing curriculum.
- Has earned a B- or below in more than 6 credits of course work.
- Has earned a B -or below in any nursing specialty course.
- Has earned a failing grade in any course.
- Has a GPA that indicates the inability to meet the 3.0 required for graduation.
- Does not complete requirements for the degree within the time limit (5 academic years).

Grading Policies

Specialty and core courses specific to the MSN program all follow the same grading scale (below). Core courses' grading scale that are core courses for other graduate programs such as the DNP (715, 620) are up to each instructor.

The grading scale for MSN Specialty Courses is:

A 94-100

A- 90-93

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

F <73

[Student Appeal Process](#)

[Commencement Participation Policy](#)

Student Resources

[Information Technology Services \(6-TECH\)](#)

[APA Style Tutorial](#)

[Nursing Organizations & Memberships](#)

[UNCG Phone Directory](#)

School of Nursing Program Phone Numbers

Bachelor of Science in Nursing (BSN) 336-334-5400

Doctor of Nursing Practice (DNP) 336-553-6055

Master of Science in Nursing (MSN) 336-334-3167

Doctor of Philosophy (PhD) 336-334-3167

Registered Nurse to Bachelor of Science in Nursing
(RN–BSN) 336-334-5265

Veteran Access Program 336-334-4702

[Emergency, SON & UNCG Phone Numbers](#)

[SON Website](#)

[Student Travel](#)

APPENDICES

[Research Scholarship Guidelines](#)

[Sexual Harassment Policy](#)

[Social Media Policy](#)



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)



**University of North Carolina at Greensboro School of Nursing 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 as 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: The 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 the 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**

New 03/2019



**University of North Carolina at Greensboro School of Nursing Student's
Consent to Drug/Alcohol Testing and Release of Test Results to UNCG School
of Nursing**

I, _____, a ____ year-old student enrolled in the UNCG School of Nursing, having read the UNCG School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, understand I may be required to submit to pre-clinical placement drug testing, random drug testing, or drug testing when there is reasonable suspicion to believe that I may be impaired or have been engaged in substance abuse as defined by the UNCG School of Nursing's substance abuse policy or by an affiliating clinical agency. I understand that the cost of the pre-clinical placement drug testing shall be borne by me, and that the cost of the subsequent drug testing, either random or due to reasonable suspicion of impairment, shall be borne by the School of Nursing. By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated laboratory or other location as required by the School of Nursing or any affiliated clinical agency at which I am placed for nursing school requirements.

I further understand that I may be subject to drug tests based on reasonable suspicion for substance abuse while attending any UNCG School of Nursing courses, labs, or clinical activities.

I understand that pursuant to the UNCG School of Nursing's policy, a positive drug test for substance abuse will result in dismissal from the program in which I am enrolled, pursuant to the Unsafe Practice Policy. I also understand that if I refuse to submit to drug testing required by the affiliating clinical agency, the UNCG School of Nursing will have no responsibility to find me another clinical placement and I may be dismissed from the nursing program, for failure to complete the requisite clinical placement hours. I understand that if I refuse to submit to drug testing based upon reasonable suspicion for substance abuse, such refusal will be deemed to be a positive test result, and I may be dismissed from the nursing program, pursuant to the Unsafe Practice Policy.

I understand that the clinical agency and UNCG School of Nursing have a legitimate need to receive the results of my drug tests performed in accordance with this policy. My signature below constitutes my authorization for any drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives, that conducted drug testing and that has control over any documents, records, or other information pertaining to any drug testing of me, to furnish originals or copies of any such documents, records, or other information to the affiliating clinical agency requesting the test and/or to the UNCG Gove Student Health Center and to the UNCG School of Nursing and/or its officers, employees, and representatives. I further consent to and

hereby authorize any drug testing entity to answer the UNCG School of Nursing’s questions and inquiries concerning me and those documents, records, and other information, including, without limitation, drug testing results, medical records, medical reports, analyses, questionnaires, and other materials which may have been made or prepared pursuant to or in connection with my drug tests.

I waive, release, and discharge forever the drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives that conducted drug testing required by the UNCG School of Nursing’s Policy and every other person, firm and institution (including, but not limited to, the University of North Carolina at Greensboro, its School of Nursing and/or Gove Student Health Center) which shall comply in good faith with this authorization and consent from any and all claims of whatsoever kind and nature arising out of or resulting from the drug testing, disclosing, inspection, releasing and furnishing of such documents, records, or other information.

t’s printed

Student’s signature

Date

t ID Number

rm will be maintained by the UNCG School of Nursing and will be disclosed to
riate clinical agencies upon their request.

ber 2017



UNCG
School of Nursing

The University North Carolina at Greensboro School of Nursing

Report of Reasonable Suspicion of Drug/Alcohol Use

To be completed by the faculty member supervising the nursing student to be tested.

1. Name and UNCG ID number of student suspected of substance abuse as defined in policy.
2. Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, and the names of any witnesses to the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Please include information such as observations of: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unsafe practices, unsatisfactory work); alertness (changes in alertness, sleepy, confused); demeanor (changes in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); appearance (clothing dirty or disheveled; odor of alcohol on breath); unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior (if so list witnesses to the behavior.)

3. Based on the information above, it is my opinion that there is reasonable suspicion to believe the student is impaired and needs to be tested.

Faculty name: _____ Date _____

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

December 2017



University of North Carolina at Greensboro School of Nursing Procedure for Student Drug Testing for Cause

This documents the procedure for requiring students to undergo a urine drug test for cause, pursuant to the *“Substance Abuse Policy and Drug/Alcohol Testing Policy.”*

All new students will sign a consent form at the beginning of the academic year/beginning of the program acknowledging that they may be asked to submit to a drug test for cause, and a form acknowledging the substance abuse policy. (*“Student’s Consent to Drug/Alcohol Testing and Release of Test Results to UNCG School of Nursing” “Substance Abuse Policy Notification and Disclosure Statement”*). Students will have to sign the forms only once; they are in effect during the student’s entire time in the program.

In each student’s first semester in the nursing program, both forms will be given to the student and collected by the faculty. The forms can then be submitted to the Assistant to the Associate Dean for Academic Affairs.

This policy is in effect in the classroom or clinical area. Faculty who suspect that a student is under the influence of a substance must report it and require a drug screen, using this procedure.

If a student is identified as being likely under the influence of a substance, faculty member will remove the student from the classroom or clinical unit and will require the student to undergo a urine drug screen as soon as possible.

The faculty member will complete the form *“Report of Reasonable Suspicion of Drug/Alcohol Use,”* and submit it to the Associate Dean for Academic Affairs; it will be placed in the student file. All these forms are available in the Faculty Handbook; it is suggested that each clinical faculty print a copy to have with them.

Procedure

1. A student is identified by a faculty member or preceptor as being likely under the influence of a substance.
2. Faculty members document student behavior on a *“Report of Reasonable Suspicion of Drug/Alcohol Use”* form. This form eventually goes to the student's academic folder. If a student is in a remote location from the faculty, the preceptor (or whomever is in charge of the student) contacts the

faculty member on call and the faculty member documents on the form using information obtained by speaking with the preceptor.

3. Faculty members must authorize students to test (if during office hours, the Associate Dean for Academic Affairs or the Director of Student Affairs can do this from school if a faculty member calls). If not during office hours, faculty will have a paper form that can be used; the student would then present the form at the site. Faculty members who teach clinical classes that meet after 5:00 p.m. on weekdays, or meet on weekends, should obtain paper forms from the Associate Dean for Academic Affairs. Please safeguard these forms carefully and return when the semester is over.
4. Students must present at site for drug testing as soon as possible after being identified by faculty. ***Each faculty member should identify at the beginning of each clinical rotation how a student might get to a drug testing site without driving him/herself, and how they would then get home from the site.*** For example, the pre-licensure BSN faculty are asking each student to identify two people who

could come pick them up in case of emergency. The faculty member should not drive the student, and another student should not leave clinical to drive the student who is suspected of being impaired.

5. Please make sure the Associate Dean for Academic Affairs is notified of each incident.

Developed 12/2017



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:

1) 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;

- 2) 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;
- 3) 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
- 4) 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 of the UNCG School 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 prerequisite 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.

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



**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 programs**

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.

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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

December 2017