The University of North Carolina Wilmington

SCHOOL OF NURSING

STUDENT HANDBOOK

Master of Science (MSN) Nurse Educator Program

2019-2020
The purpose of this Student Handbook is to assist in understanding the policies, procedures, and general information specific to the MSN Nurse Educator program options of the University of North Carolina Wilmington (UNCW) School of Nursing (SON). The information in this guide is a supplement to the published current issues of The University of North Carolina Wilmington Graduate Catalogue accessible at http://catalogue.uncw.edu/index.php?catoid=55.

The University of North Carolina Wilmington School of Nursing
601 South College Road Wilmington, NC 28403-5995
Telephone: 910:962:3208
Fax: 910:962:7656
Email: son@uncw.edu

The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status or relationship to other university constituents—except where sex, age or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for state-funded employee benefit programs. (The University of North Carolina Wilmington Graduate Catalogue 2019-2020).
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Note-Web address links included in the Handbook are current as of August 1, 2019 and are subject to change during the academic year.
SECTION I

The University of North Carolina Wilmington School of Nursing

Overview and History of the School of Nursing

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

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

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

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

The UNCW School of Nursing has continuously been approved by the North Carolina Board of Nursing (NCBON). The National League for Nursing (NLN) initially accredited the Bachelor of Science program, prelicensure, and RNBS options in 1987. In October 1996, continued accreditation was granted by the National League for Nursing Accrediting Commission, Inc. (NLNAC) through Spring 2004 with reaffirmation through 2012. Initial five year accreditation of all curricula in the School of Nursing (SON) was awarded in 2004 by the Commission on Collegiate Nursing Education (CCNE) which accredits only baccalaureate and higher degree programs in nursing. A second accreditation was awarded for 10 years in 2009 which will be in effect through 2029. In 2002 the SON was reviewed and reaccredited by the Southern Association of Colleges and Schools (SACS), as a part of the overall UNCW reaccreditation review. The university was awarded the maximum ten-year reaccreditation (2012). Since 2004, the SON has offered health education programs in nursing and clinical research. With both nursing and clinical research, the SON began to actualize the vision reflective of a College of Nursing and Health Professions.

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

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

Vision
Together we improve health and well-being.

Mission
We educate and empower nursing and clinical research professionals to advance the health of diverse individuals and communities through excellence in teaching, practice, research, and scholarly activity.

Values

<table>
<thead>
<tr>
<th>Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity</td>
<td>Honesty, transparency, trustworthiness, and the exercise of consistent moral and ethical standards.</td>
</tr>
<tr>
<td>Excellence</td>
<td>Being an organization of distinction in our teaching, research, scholarly inquiry, practice, quality/safety work, and by providing a student-focused learning environment.</td>
</tr>
<tr>
<td>Caring</td>
<td>Reciprocal practice of forming intentional connections that respect the worth, dignity, and rights of the others.</td>
</tr>
<tr>
<td>Service</td>
<td>Extending our expertise and energies to enhance the welfare of diverse organizations, communities, and individuals.</td>
</tr>
</tbody>
</table>

Program Accreditation

The School of Nursing baccalaureate, masters, and doctoral programs are accredited by the Commission on Collegiate Nursing Education (CCNE; https://www.aacnnursing.org/CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791. The pre-licensure program is approved by the North Carolina Board of Nursing.
Contact Information

Director and Irwin Belk Distinguished Professor
Linda Haddad RN, PhD, FAAN
haddadl@uncw.edu

MSN Nurse Educator Program Coordinator
Elizabeth (Beth) A. Gazza PhD, RN, LCCE, FACCE, ANEF
gazzae@uncw.edu

Office of Student Success
McNeill Hall, Room 1009
910.962.3208
Fax: 910.962.4921
Email: chhs@uncw.edu
www.uncw.edu/oss/students.html

Financial Aid Office
(910) 962-3177
Email: finaid@uncw.edu
http://www.uncw.edu/finaid/process.html

School of Nursing
(910) 962-7410
Fax: (910) 962-3723
Email: son@uncw.edu
http://uncw.edu/son/

Graduate School
James Hall
910-962-7303
Fax: 910-962-3787
https://uncw.edu/gradschool/
American Association of Colleges of Nursing (AACN) Essential Competencies

The Master of Science in Nursing (MSN) Nurse Educator option prepares nurse educators who possess the knowledge, skill, attitudes, and values to meet the challenges of the 21st Century Health Care Delivery System.

The Nurse Educator option reflects the Essentials of Master's Education in Nursing as set forth by the American Association of Colleges of Nursing (AACN, 2011). The Essentials reflect the profession’s core values and provide the necessary curricular elements, framework, and outcomes expected of all graduates of master’s nursing programs.

Essential I: Background for Practice from Sciences and Humanities
Essential II: Organizational and Systems Leadership
Essential III: Quality Improvement and Safety
Essential IV: Translating and Integrating Scholarship into Practice
Essential V: Informatics and Healthcare Technologies
Essential VI: Health Policy and Advocacy
Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes.
Essential VIII: Clinical Prevention and Population Health for Improving Health
Essential IX: Master’s-Level Nursing Practice

MSN PROGRAM OUTCOMES

Upon completion of the Master’s curriculum, the new graduate will be able to:

1. Design health care-centered curricula and programs with an altruistic concern for the welfare of students, patients, and communities while supporting autonomy and respecting human dignity.
2. Design health care-centered curricula and programs aimed at clinical prevention and population health.
3. Lead organizations and systems in the principles of nursing education through ethical decision making related to health promotion.
4. Integrate evidence into practice and quality improvement measures that support legal and ethical standards of health care education in diverse settings.
5. Use technology to educate health care providers and facilitate interprofessional collaboration to improve outcomes of all populations.
6. Evaluate domestic and global health integrating the principles of health care education for delivery systems, policies, epidemiology and the environment.
7. Promote the health of patients through the education of providers to enable them to integrate interprofessional management of risk reduction, disease prevention and the management of illness.
8. Demonstrate professional role competencies of nursing education through the teaching and learning of advanced practice principles and theories.

Degree Requirements

1. A total of thirty-three (33) graduate credit hours is required for the nurse educator concentration. Students who need to maintain full-time status will complete 33 graduate credit hours in four semesters. No minor is required.
2. All courses required in the program are open to qualified graduate students and those who are approved to take courses as a non-degree seeking status.
3. A total of twelve credit hours of transfer credit may be accepted with approval from the program coordinator.
4. With the exception of twelve approved transfer credits, all graduate study must be completed in-residence at UNCW depending upon the degree concentration pursued.
5. An MSN student must have a “B” or better in each required course. If a student earns a “C”, he/she must repeat the course and must earn a “B” or better to progress. A student will only be allowed to repeat one course, one time and must do so before they progress in the program. A student must maintain a cumulative GPA of 3.0 to graduate.
6. A faculty-guided evidence-based education project after successful completion of NSG 513, NSG 524, and NSG 525, is required and will be presented in NSG 597 – Nursing Education Practicum II. A scholarly presentation is required to disseminate findings from the project.
7. Successful completion of an oral presentation and a written paper of the evidence-based education project will be a culminating required assignment in order to apply for graduation.
8. Each student must complete an approved course of study within five years of the date of the first registration for graduate study to be eligible for graduation.

Core Performance Standards

Admission to the School of Nursing Master of Science in Nursing program is not based on the following performance standards, but on the eligibility requirements defined in the admissions materials. The performance standards are used to assist students in determining whether accommodations or modification are necessary and provide an objective measure upon which informed decisions can be based about whether the student can meet requirements.

- Critical thinking ability sufficient for clinical judgment.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Communication abilities sufficient for interaction with others in verbal and written form.
- Physical abilities sufficient to move from room to room and maneuver in small
spaces.

- Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- Auditory abilities sufficient to monitor and assess health needs.
- Visual ability sufficient for observation and assessment necessary in nursing care.
- Tactile ability sufficient for physical assessment.

If an otherwise qualified student believes that he or she cannot meet one or more of the standards without accommodation or modifications, the nursing program will determine, on an individual basis, whether or not the necessary modifications can be made reasonably. The following process will be used:

1. Each student admitted to the Master of Science in Nursing program will have online access to the Family Nurse Practitioner Student Handbook which includes a list of the required Core Performance Standards.

2. If you are a student with a disability and need accommodations, you must be registered with Disability Services (DePaolo Hall, 910-962-7555). Please provide your Accommodations Letter within the first week of class or as soon as possible. You should then meet with your instructor to make mutually agreed upon arrangements based upon the recommendations in the Accommodations Letter. For additional information please click the following link: http://uncw.edu/disability/. You can contact a representative by clicking on the following link and referring to the contact information for each representative:

**Program of Study-Required Courses**

**NSG 501** – Health Care Systems & Education Informatics and Technology - Credits 3

**NSG 510** – Advanced Health Assessment and Diagnostic Reasoning - Credits 3

**NSG 513** – Foundations and Evidence-Based Practices for Nursing Education Didactic Instruction - Credits 3

**NSG 516** – Advanced Pathophysiology and Pharmacotherapeutics I - Credits 3

**NSG 517** – Advanced Pathophysiology and Pharmacotherapeutics II - Credits 3

**NSG 524** – Foundations and Evidence-Based Practices for Nursing Education Clinical Instruction - Credits 3

**NSG 525** – Foundations and Evidence-Based Practices for Nursing Education Distance Learning – Credits 3

**NSG 593** – Collaboration for Population Health, Finance, and Policy Applied to Nursing Education - Credits 3
NSG 596 - Nursing Education Practicum I - Credits 3
NSG 597 - Nursing Education Practicum II – Credits 3
Elective – Credits 3

Graduate Nursing Core – 6 credits
Functional Area Content – 15 credits
Direct Care Core – 9 credits
Elective – 3 credits

Course Sequence

NSG 513 is pre-requisite to NSG 524 and NSG 525. Enrolling in NSG 513 before other nursing education foundation courses will prepare the enrollee for subsequent coursework and lay a foundation for the MSN-NE program essentials.

NSG 513, NSG 524, NSG 525 are prerequisite to NSG 596 Nursing Education Practicum I & NSG 597 Nursing Education Practicum II. Taking these courses in sequence will prepare new enrollees for the teaching practicum experience and the development of an evidence-based project.

NSG 596 is prerequisite to NSG 597.

COURSE DESCRIPTIONS

NSG 501 - Health Care Systems & Education Informatics and Technology (3)
This course examines clinical information systems, health care technology and medical languages as informatics concepts are used, and applied for investigative inquiry. The focus is on the impact of informatics and technology on health care systems and nursing practice.

NSG 510 - Advanced Health Assessment and Diagnostic Reasoning (3)
Focuses on assessment of health status of individuals and families throughout the lifespan addressing cultural and developmental variations. Diagnostic reasoning is emphasized as the decision making process which differentiates normal from abnormal health states.

NSG 513 - Foundations and Evidence-Based Practices for Nursing Education Didactic Instruction (3)
This course provides the essential elements which define and operationalize the process of didactic instruction. The student will explore relevant teaching and learning theories from the perspectives of education and nursing as a foundation to, critique curriculum models, choose pedagogies, and analyze evaluation strategies that are appropriate to achieve the outcomes of this method of learning. They will analyze factors that influence program development, curriculum design, development, implementation and evaluation.
NSG 516 – Advanced Pathophysiology and Pharmacotherapeutics I (3)
An advanced course for nurse educators in the pathophysiology of human conditions and pharmacotherapeutic management of patients. Emphasis is on selected disease conditions of various body systems and the adaptation of those systems to disease. Principles of pharmacology and the process of pharmacological reasoning for primary care of common acute and chronic illnesses across the life span will be explored.

NSG 517 – Advanced Pathophysiology and Pharmacotherapeutics II (3)
An advanced course for nurse educators in the pathophysiology of human conditions and pharmacotherapeutic management of patients. Emphasis is on selected disease conditions of various body systems and the adaptation of those systems to disease. Principles of pharmacology and the process of pharmacological reasoning for primary care of common acute and chronic illnesses across the life span will be explored.

NSG 524 - Foundations and Evidence-Based Practices for Nursing Education Clinical Instruction (3)
Pre-requisite: NSG 513-800. This course provides the essential elements which define and operationalize the process of clinical instruction. The student will explore relevant teaching and learning theories from the perspectives of education and nursing as a foundation to, critique curriculum models, choose pedagogies, and analyze evaluation strategies that are appropriate to achieve the outcomes of this method of learning. They will analyze factors that influence program development, curriculum design, development, implementation and evaluation.

NSG 525 - Foundations and Evidence-Based Practices for Nursing Education Distance Learning (3)
Pre-requisite: NSG 513-800. This course provides the essential elements which define and operationalize the process of distance learning. The student will explore relevant teaching and learning theories from the perspectives of education and nursing as a foundation to, critique curriculum models, choose pedagogies, and analyze evaluation strategies that are appropriate to achieve the outcomes of this method of learning. They will analyze factors that influence program development, curriculum design, development, implementation and evaluation.

NSG 593 - Collaboration for Population Health, Finance, and Policy Applied to Nursing Education (3)
An online course focusing on social, psychological, cultural, economic, political, legal, and ethical trends and issues which shape health care delivery systems and health education. Advanced nursing practice is studied relative to inter-professional relationships and leadership in health policy, health care reform, health care delivery systems, health care education, poverty research, and interdisciplinary health management.
NSG 596 - Nursing Education Practicum I (3)
Prerequisites: NSG 513, NSG 524, NSG 525. This practicum is a faculty guided nursing education practicum for application and synthesis of the nurse educator role in academia or health care settings. Students will assess learning needs and design, implement, and evaluate an instructional module which includes didactic, clinical, and/or distance learning principles under the direction of an approved nurse faculty mentor.

NSG 597 - Nursing Education Practicum II (3)
Prerequisites: NSG 596. This practicum is a faculty guided nursing education practicum for application and synthesis of the nurse educator role in academia or health care settings. Students will assess learning needs and design, implement, and evaluate an instructional module that includes didactic, clinical, and/or distance learning principles, and builds on the instructional module in Practicum I, and under the direction of a selected nurse faculty mentor. They will disseminate findings in a manner consistent with the educator role.

Elective (3)
An elective course offered in the School of Nursing or other disciplines in UNCW related to the student’s interests.

Nursing Education Practicum Requirements

All MSN-NE students will complete and log a minimum of 168 practice hours within the practicum courses. Detailed information about the practicum courses is posted on the MSN Nurse Educator Overview site in Canvas. All students are required to review the site as part of program orientation.

Practice hours are designed to demonstrate synthesis of expanded knowledge acquired within the MSN Nurse Educator curriculum. Practical learning experiences are structured across a series of two practicum courses that include course strategies for meeting overall program outcomes. The series of courses provides the student the opportunity to design, implement, and evaluate an evidence-based educational project and disseminate findings to the academic community. The project reflects and demonstrates synthesis of the student’s knowledge from all courses and unique practice experiences in the student’s specified area.

Students, with guidance from the CHHS clinical placement coordinator, program clinical coordinator, and faculty, are responsible for identifying an educational site where the project will be designed and implemented. A single site will be used for NSG 596 Nursing Education Practicum I and NSG 597 Nursing Education practicum II. Examples of sites for the practicum include nursing education programs at community colleges, colleges, universities; staff development programs at hospitals, clinics, community-based agencies, and long-term care
facilities. All educational sites must be approved by the program and a signed 'agreement' must be in place at least 5 weeks prior to the start of NSG 596 Nursing Education Practicum I. Students are required to comply with all policies requirements of the educational or clinical site.

Students, with guidance from the CHHS clinical placement coordinator, program clinical coordinator, and faculty, are responsible for identifying one MSN-prepared nurse educator at the selected educational site who will serve as a preceptor for the practicum courses. The preceptor will work in conjunction with the student and course faculty and provide direct oversight of the student. Preceptors will provide information about student work to course faculty but will not be responsible for evaluating student learning. All preceptors must be approved by the program and a signed 'agreement' must be in place at least 5 weeks prior to the start of NSG 596 Nursing Education Practicum I. A schedule with due dates is posted on the MSN Nurse Educator overview site in Canvas.

Students must also complete all practicum requirements listed under the Practicum Requirements section of this handbook in order to begin NSG 596 Nursing Education Practicum I and/or NSG 597 Nursing Education Practicum II. If a student is registered for a practicum course but does not complete and/or meet all items listed a Practicum Requirements, he/she is not eligible to remain in the course.

Preceptor Qualifications

- Current license in state where practicum is located.
- Master of Science degree, preferably with a nursing education concentration, from an accredited nursing program.
- Minimum of three years of teaching experience in educational or clinical setting.
- Employed at the educational or clinical site where practicum course will be completed.

Guidelines for Selecting a Preceptor

- A nurse educator working in area of focus such as staff development, client education, higher education, or an area of specific interest to the student.
- A nurse educator with expertise that aligns with the educational goals of the student: classroom teaching, online education, staff development, community education, etc.
- A nurse educator who is well established in the clinical or educational agency and can assist student in networking with other professionals.
- A nurse educator who has experience mentoring new graduates and/or graduate level nurses and understands the implications of the preceptor role.
- A nurse educator who has the time and resources to allocate to the
Practicum Credential Requirements

Student credentialing documents for practical nursing courses will be submitted to the Castle Branch student-created online account. Students will be sent information on creating the account after acceptance to the School of Nursing. Documentation for all of the following clinical credentials is due the session before the first clinical practicum NSG 596 Nursing Education Practicum I. If documentation is not received by the due date listed on the MSN Nurse Educator Overview site in Canvas, the student will be unenrolled from NSG 596 Nursing Education Practicum I.

- **Current valid professional nursing license as required on admission.** A current license must be on file at all times.

- **Required Immunizations** (according to CDC Guidelines for Health Care Personnel [https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html](https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html)). Written documentation of:
  1. **Measles, Mumps and Rubella (MMR):** vaccination with 2 doses of MMR or laboratory evidence of immunity.
  2. **Chickenpox (Varicella):** vaccination with 2 doses of varicella vaccine or laboratory evidence of immunity.
  3. **Hepatitis B (HBV):** completion of the three dose vaccination series, completed no later than 6 months from starting the nursing program or laboratory evidence of immunity.
  4. **Influenza Vaccine:** completion of annual flu vaccine by October 1 of each year or completion of “Waiver/Declination of Influenza Vaccination” form due to qualifying medical condition or objection based on religious practice/belief.
  5. **Tetanus, Diphtheria, and Pertussis:** Both of the following are required:
     3 doses of tetanus/diphtheria toxoid (primary series) AND a booster dose of tetanus/diphtheria/pertussis (Tdap) within the past 10 years. The renewal date will be set at 10 years from administered date of Tdap vaccine.

- **TB Screening**

One of the following is required prior to beginning practicum:

  a. An initial two-step baseline TB Screening with a TST (Tuberculin Skin Test) within the past 12 months. A two-step screening involves an initial skin test followed by a repeat skin test in 1-3 weeks or negative QuantiFERON Blood test (lab report required)
  b. Students with history of positive TB screening must provide physician clearance documented on letterhead following the positive results.
One of the following is required for annual renewal:

- Negative 1-Step TB Skin test
- Negative QuantiFERON Blood test (lab report required)
- Students with history of positive TB screening must provide physician clearance documented on letterhead. **Complete Health and Physical Assessment:** documented by a healthcare provider on a form from the provider.

**Negative 12-panel Urine Drug screen:** report from a National Institute of Drug Abuse (NIDA) approved laboratory, purchased by the student when they create their online credential account. The Panel must include Amphetamines (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Cocaine (COC) Metabolite, Marijuana (THC), Methadone (MTD), Methamphetamine (MAMP), Ecstasy (MDMA), Opiate (OPI), Phencyclidine (PCP), Propoxyphene (PPX), and Oxycodone (OXY). Refer to Urine Drug Screening Policy. Students in the Pre-Licensure option will be required to complete a random urine screening in the first semester of the program and repeated prior to their senior year.

**CPR certification:** documentation of current American Heart Association (AHA) certification: BLS (Basic Life Support) for Healthcare Providers, which includes the course and written test, skills practice, and skills testing (Parts 1, 2, & 3) for adult, child, and infant. A totally online BLS course or a Red Cross course are NOT acceptable. Renewal date will be set based on expiration of certification.

**Criminal Background Check (CBC):** Purchased by the student when they create their online credential account. School officials will evaluate the CBC report to clear students for clinical and any questionable incidents on the CBC will be handled individually.

**Liability Insurance:** Liability insurance is required for each semester that a student is registered for clinical courses and is for coverage while working in a student capacity only. Each student is required to have liability insurance with minimum coverage of $1,000,000 incident/$3,000,000 aggregate. RNs should be aware that most if not all, employment coverage does not transfer to student coverage. Professional liability insurance will be billed to the student’s account each semester for an annual cost of $17.50 (cost subject to change).

**Health insurance:** Health insurance is required for all students. One of the following is required as evidence of coverage and must be renewed annually from the initial date of upload:

- Current health insurance card—Both sides of your Health Insurance card must be submitted for approval.
- Proof of coverage.
• **Completion of the following forms (Available in Castle Branch):**
  
  o Signed Confidentiality Statement
  o Signed Handbook Acknowledgement Form

NOTE: It is the responsibility of the student to submit evidence of all required annual updates of immunizations and certification renewals. Students will not be permitted to participate in practicum learning experiences until all information is received.

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**Support Services**

**Academic Support Services**

The College of Health and Human Service Student Success Center provides academic advisement to all students enrolled in the program. Learn more at [https://uncw.edu/oss/](https://uncw.edu/oss/)

The University Learning Center (ULC) provides academic support services in a variety of areas. Visit the ULC website for details about services that are available to all UNCW students ([http://uncw.edu/ulc/](http://uncw.edu/ulc/)).

The ULC offers online writing consultation to assist students with academic writing. It is recommended that students submit drafts of written assignments at least one week before the assignment is due. Additional information is available at [http://uncw.edu/ulc/writing/onlineresponse.html](http://uncw.edu/ulc/writing/onlineresponse.html).

**Technology Support Services**

Canvas, the learning management used for all program courses, provides 24/7 support via phone or chat and numerous guides to support students. Students can access Canvas support by logging on to Canvas and selecting ‘help’ at the bottom of the left navigation bar.

The Technology Assistance Center (TAC) provides technology support to all UNCW students. Students can call TAC at 910-962-HELP for assistance. Hours of operation vary and are posted on the TAC homepage ([http://uncw.teamdynamix.com/tdclient/home/](http://uncw.teamdynamix.com/tdclient/home/)).

**Office of e-Learning**

The Office of e-Learning provides a wide variety of ‘How-to’ instructional materials for students enrolled in online courses. The resources include step-by-step
directions and videos to help guide students with use of technology in online learning. Visit the OEL website to access these resources (https://uncw.edu/oel/current/ada-how-tos.html).

Online Education Resources

Resources are available to support online learners. Visit https://uncw.edu/online/prospective_students/success.html for a list of tips for online success. Additional resources and services are posted at https://uncw.edu/online/resources.html

UNCW offers recommendations for computer requirements and skills for online learners. Learn more at https://uncw.edu/online/prospective_students/computer_requirements.html

Health and Counseling Services

The Abrons Student Health Center on the UNCW campus provides health services to UNCW students. Visit their website for additional information (http://uncw.edu/healthservices/).

The Counseling Center on the UNCW campus provides a broad range of psychological, counseling, and educational services to UNCW students. Visit their website for additional information and to access stress reduction resources (http://uncw.edu/counseling/about.html)

Student Governance

The Graduate Student Association of the University of North Carolina Wilmington is the student government association representing all graduate students at UNCW. The organization works to advance interests and welfare of graduate students within the university (UNCW GSA Constitution, 2011). Membership is granted to all full and part-time graduate students at UNCW. Learn more about participating in university level governance by visiting the GSA website at https://uncw.edu/gsa/index.html

Nursing students have the opportunity to contribute to program governance within the School of Nursing by serving as the student representative on each of the school’s governance committees including: Faculty Council, Program Councils, Program Evaluation, and Curriculum Committees. Students are notified of committee vacancies by the program coordinator and can self-nominate to serve in this importance governance role.
SECTION II
GENERAL PROCEDURES AND POLICIES

Maintenance of RN Licensure

All MSN Nurse Educator (NE) students are required to maintain continuous RN licensure during enrollment in the program. If a student’s RN license is renewed during the program, the student must provide documentation of this renewal to Castle Branch. If the student’s RN license lapses or becomes encumbered due to a disciplinary action, the student is required to notify the program coordinator immediately. Students could be dismissed from the MSN NE program if warranted by the Board of Nursing disciplinary action.

Software Requirements

Students are required to have Microsoft Office when taking courses in the MSN programs. Additional software requirements will be listed on course syllabi.

All students enrolled in NSG 596 Nursing Education Practicum I will receive an email notification prompting them to access Typhon, which is the software they will use to document practice experiences in NSG 596 Nursing Education Practicum I and NSG 597 Nursing Education Practicum II. Students are to follow the directions in the email, submit the required payment, and establish their account. They must also notify their preceptor that Typhon will be used to record hours and that the preceptor will validate all entries. Information will be sent mid-session to preceptors by course faculty.

Browser Requirements

Students are required to use browsers that are compatible and recommended for UNCW’s current version of Canvas or other learning management system used by UNCW. The current recommendation is for Firefox Extended Support Release (ESR). Visit https://uncw.edu/online/index.html for updates and to learn more. Students are to complete a browser test to ensure the web browser is properly configured. The browser test is accessible after logging into Canvas.

Hardware Requirements

It is recommended that your computer/laptop be no more than three years old. A web camera and microphone may be used. Additional hardware requirements will be listed on course syllabi. Students must have access to a reliable high-speed internet connection. Assignment due dates will not be extended due to disruptions in internet access. Students must have computer operating system and internet browser will vary so it is important to check for compatibility before beginning a
course using Canvas. The School of Nursing reserves the right, at any time, to use distance learning technologies (e.g. interactive video to and from remote sites) in the delivery of educational offerings.

**Program Orientation**

Students are required to review all content in the MSN Nurse Educator Program Overview in Canvas within the first 2 weeks of beginning the program.

**Class Attendance**

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

Students enrolled in courses in the School of Nursing are responsible for class attendance and for the prescribed activities of the courses. Students are expected to confer with faculty prior to anticipated absences and make arrangements for any required make-up assignments. Students are expected to notify faculty when they will be unable to attend a class or clinical/internship experience. In the case of a clinical/internship absence, students are to notify the appropriate faculty member by the beginning of that experience. Following an absence, students will confer with the faculty member regarding the absence and any further assignment. Faculty may deduct points or assign a “0” to an assignment should a student fail to attend a required class.

**Retention and Progression Policy**

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

- Student must maintain a grade of “B” (3.0)” in each required course in the programs in order to remain in the program. A student who receives less than a “B” (3.0), but no lower than a “C” (2.0), in any course will be allowed to repeat the one (1) course. A student will only be allowed to repeat one (1) course. A student who is unsuccessful on the second attempt in a nursing course or a student who receives a grade of “C” or below in two or more nursing courses will be dismissed from the program. In accordance with the Graduate School progression policy, one grade of F results in dismissal from the graduate program. A student must maintain a cumulative GPA of 3.0 at all
times. Further, if a student falls below the required 3.0 GPA at any time, he or she goes on academic probation.

- An incomplete grade ("I") indicates that the student was passing the course at the time of consideration for Incomplete, and due to circumstances beyond the student's control, is unable to complete the course requirements. It also indicates that the student received consent from the course faculty member to complete the work for which the "I" grade is awarded. An "I" grade must be removed no later than one calendar year from the time the grade is awarded. An "I" grade not removed will be converted to an "F."

- In order to progress in each course in the curriculum, students are expected to adhere to professional standards of advanced nursing practice and exhibit behaviors demonstrating role readiness. Examples of readiness include: 1) availability to the program; 2) collaborative interpersonal skills; 3) emotional stability; 4) ethical behavior and legal behavior; 5) clinical skills, and 6) personal and professional accountability. Students deemed clinical unsafe will be dismissed from the program and will not be eligible for readmission.

- To progress through the MSN program, admitted students will need to successfully complete an undergraduate statistics course within the first two semesters OR transfer an equivalent course. To be considered for transfer credit, the statistics course must have been completed within 5 years of application with a B or higher.

**Grading**

The University of North Carolina Wilmington uses the quality point system and semester hour credit for calculating student achievement. Grade symbols and equivalent quality points used are as follows. See the Graduate Catalog for more details [http://catalogue.uncw.edu/index.php](http://catalogue.uncw.edu/index.php)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>4.00 qp</td>
<td>Excellence</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>3.00 qp</td>
<td>Completely satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2.00 qp</td>
<td>Minimally acceptable</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
<td>0 qp</td>
<td>Failure</td>
</tr>
<tr>
<td>I/F</td>
<td>&lt;70</td>
<td>0 qp</td>
<td>Failure</td>
</tr>
<tr>
<td>P/F</td>
<td></td>
<td></td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td>Satisfactory progress (thesis)</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td></td>
<td>Unsatisfactory progress (thesis)</td>
</tr>
<tr>
<td>I/U</td>
<td></td>
<td></td>
<td>Unsatisfactory progress (thesis)</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td>Work incomplete</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td></td>
<td>Withdraw passing</td>
</tr>
</tbody>
</table>
Graduate School Grade Appeal Procedure

Any student considering an appeal of a final course grade should understand that each faculty member has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member. However, prejudiced or capricious academic evaluation by a faculty member is a violation of a student’s rights and valid grounds for a grade appeal. Any intent to appeal a final course grade must be made in writing to the Graduate School within 30 days of issuances of the grade. Any student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined by the Graduate School. Please visit the Graduate School Grade Appeal Procedure website for additional information.
https://uncw.edu/gradschool/currentstudents/gradeappeal.html

Graduate School Academic Grievance Procedure

Students enrolled in the MSN Nurse Educator programs are to follow the Graduate School Academic Grievance Procedure for academic or procedure concerns (not grade-related).

Graduate students who have academic or procedural concerns, other than grades, should attempt to resolve those concerns at the lowest academic level as soon as possible (and no more than 90 days) after the event giving rise to the complaint. The first level for redress is with the appropriate faculty member. Within 30 days of failing to reach a satisfactory resolution with the faculty member, the student may appeal to the department chairman. Failing resolution at the department level, the student may, within 10 business days, appeal jointly to the dean for the student’s academic area and to the dean of the Graduate School. The deans (or their designees) will conduct interviews with all parties to arrive at a resolution of the issue. The mutually agreed upon decision of the deans will be final and not subject to further appeal. Complaints that fall within the categories of sexual harassment, improper personal relationships, personal discrimination, unlawful workplace harassment, or workplace violence should be filed in accordance with Appendix J of the UNCW Code of Student Life (UNCW, 2016)

**Code of Ethics**

All School of Nursing programs subscribe to the Code of Student Conduct of the University of North Carolina Wilmington.  
[https://uncw.edu/odos/studentconduct/code.html](https://uncw.edu/odos/studentconduct/code.html)

**Student Standards of Conduct**

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

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

**Academic Conduct**

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

**Professional Conduct**

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

1. Faculty and students assume responsibility for individual and professional judgments and actions. Also, it is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is expected further that they will continue to maintain the competence of their practice.
   1.1. The student nurse assumes responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise.
   1.2. Nursing faculty and nursing students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and
delegating nursing activities to others.

2. It is expected that faculty and students will respect and uphold the rights of all their patients and their students.
   2.1. By providing services with respect for human dignity and the uniqueness of the patient and/or student unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
   2.2. By safeguarding the patient’s/students right to privacy by judiciously protecting information of a confidential nature.

3. It is expected that faculty and students will protect patients and students against incompetent, unethical, or illegal practice.
   3.1. By participating in the profession’s efforts to establish and maintain conditions of practice conducive to high quality of nursing care.
   3.2. By participating in the profession’s efforts to implement and improve standards of nursing and nursing education.
   3.3. By participating in the profession’s efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
   3.4. By collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public.
   3.5. By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.)

4. It is expected that faculty will respect and uphold the rights of students.
   4.1. By maintaining confidentiality of students’ records.
   4.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to student’s current academic performance.
   4.3. By treating the student as a person of worth and dignity.

5. It is expected that students will respect and uphold the rights of faculty.
   5.1. By maintaining confidentiality of faculty records.
   5.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to faculty’s current academic performance.
   5.3. By treating the faculty member as a person of worth and dignity.

**Student Misconduct & Academic Integrity**

Every student attending the School of Nursing is expected to adhere to the UNCW Honor Code. Any violation of the above is considered an act of misconduct and warrants disciplinary action appropriate to the violation. A student has the right to contest any allegation of misconduct or disciplinary action. Whenever possible, allegations of misconduct should be settled at the lowest possible level—between the individuals involved. Allegations of misconduct should be resolved as quickly as possible. When a faculty member believes that a student has engaged in misconduct
or scholastic dishonesty, the faculty member will submit a report to the Office of Student Affairs. The student may then be required to meet with a staff member to discuss the matter. If a student disagrees with the outcome of the case and does not wish to accept an informal resolution, the Campus Conduct Board composed of faculty and students will hear the case. When students are found responsible for scholastic dishonesty, the sanctions can include but are not limited to the following options: failing grade on an assignment, failing grade in a course, completing a required assignment, being placed on disciplinary probation, being suspended, or being expelled. Be advised that University policy prohibits withdrawing from a course to avoid a grade penalty due to scholastic dishonesty. The School of Nursing does not allow a student to withdraw from a class if accused of scholastic dishonesty. A student has the right to a hearing and to appeal any disciplinary action. Records of academic misconduct are kept on file in the college office and in the Office of Student Conduct.

Confidentiality Statement

As a student assigned to a clinical or educational agency via Contractual Agreement or Memorandum of Understanding between the School of Nursing and the agency, you are allowed access to records of your students. Student information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is strictly confidential. Access to confidential student information is on a need to know basis and must comply with policies of the educational agency and the Family Education Rights and Privacy Act (FERPA).

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

- accessing information that is not within the scope of one’s assignment
- misusing, disclosing without proper authorization, or altering patient, student, or personnel information
- disclosing to another person one’s sign-on code and password for accessing electronic or computerized records
- using another person’s sign-on code and password for accessing electronic or computerized records
- leaving a secured application unattended while signed on and
- attempting to access a secured application without proper authorization
- sharing confidential information through verbal, written, video, photography, or other forms of communication, including social media.

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

**Equal Opportunity, Diversity, and Unlawful Harassment**

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

**Civility Statement**

The School of Nursing embraces the UNCW Respect Compact [http://uncw.edu/diversity/src.html](http://uncw.edu/diversity/src.html)

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

- Assume goodwill approach situations positively
- Communicate respectfully
- Address issues to the person directly involved. Follow the chain of command if not resolved when discussed with person involved.
- Abide by the American Nurses Association Position statement about civility.

**UNCW Statement on Diversity**

As an institution of higher learning, the University of North Carolina Wilmington represents a rich diversity of human beings among its faculty, staff, and students and is committed to maintaining a campus environment that values that diversity. Accordingly, the university supports policies, curricula, and co-curricular activities that encourage understanding of and appreciation for all members of its community and will not tolerate any harassment or disrespect for persons because of race, gender, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, political affiliation, marital status, or relationship to other university constituents.

**Zero Tolerance Policy**

UNCW practices a zero tolerance policy for violence and harassment of any kind. For emergencies contact UNCW CARE at 910-962-2273; Campus Police at 910-962-3184; or Wilmington Police at 911. For University or community resources visit: [http://www.uncw.edu/safe-relate/campusResources.htm](http://www.uncw.edu/safe-relate/campusResources.htm)
Students with Disabilities

If you are a student with a disability and need accommodations, you must be registered with Disability Services (DePaolo Hall, 362-3746). Please provide your Accommodations Letter within the first week of class or as soon as possible. You should then meet with your instructor to make mutually agreed upon arrangements based upon the recommendations in the Accommodations Letter. For additional information please click the following link: http://uncw.edu/disability/. You can contact a representative by clicking on the following link and referring to the contact information for each representative: http://uncw.edu/disability/about/contact.html


ANA’s Code of Ethics for Nurses with Interpretive Statements states that nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.” Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence to promote the health, safety, and wellness of registered nurses and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence (para. 1, 2).


Literary Format

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

All student and faculty conducting research projects involving human subjects must secure approval of the UNCW Institutional Review Board. All IRB policies, procedures and forms can be accessed at https://uncw.edu/sparc/integrity/irb.html

Substance Abuse Policy

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

For a complete account, please reference the current issue of The University of North Carolina Wilmington Student Handbook and Code of Student Life, The Code of Student Life and The University of North Carolina Wilmington Student Handbook/Catalogue:
https://uncw.edu/odos/documents/substanceabusehandbook-current.pdf
https://uncw.edu/odos/documents/cosl-current.pdf

Drug Screening Program

1. Pre-practicum Drug Screen
   Prior to a nursing student’s initial clinical practicum experience and at other times as mandated by clinical agencies, the student must obtain a 12 panel urine drug screen at a NIDA certified laboratory. The report must be issued from a National Institute of Drug Abuse (NIDA) approved laboratory. The Panel must include Amphetamines (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Cocaine (COC) Metabolite, Marijuana (THC), Methadone (MTD), Methamphetamine (mAMP), Ecstasy (MDMA), Opiate (OPI), Phencyclidine (PCP), Propoxyphene (PPX), and Oxycodone (OXY). (Appendix A, CertifiedBackground.com) A Medical Review Officer (MRO) consults confidentially with any student that tests positive to verify if there is a valid medical explanation. Complete and accurate results are typically available within
48 hours. At any time a student can access, view and print his/her completed confidential report results from their online account.

Students will be required to submit to random urine drug screening throughout their practicum courses. When a random urine drug screen is required, individual students will be notified by email and will have 24 hours to complete the screening. Test results will be made available to the School of Nursing and the student. No individual test results of the drug screen will be provided to clinical agencies. There will be a group list of those qualified to attend clinical as a result of the screen. Before these results are available, student must not attend off-campus clinical experiences. All expenses associated with drug testing are the responsibility of the student.

2. Testing based on Reasonable Suspicion

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

b) Individualized reasonable suspicion means: if the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug/alcohol.

c) When individualized reasonable suspicion is found to exist, the student shall be subject to the SON Policy on Dismissal for Unsafe Practices.

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

e) Once the faculty member has confronted and removed the student from the clinical setting, the faculty member shall notify the Program Coordinator, Associate Director of Graduate Programs, School of Nursing, and/or Associate Dean for Academic Affairs.

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

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

4. Consequences of Impermissible Drug Use

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

a) Student may be subject to dismissal under the SON Policy on Dismissal for Unsafe Practices.

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

c) Once a student has successfully completed the treatment program and is released by the UNCW Counseling Center, the student must submit a letter to the Associate Director and Program Coordinator requesting re-entry into practicum courses. If approved, the student will continue to be subject to the substance abuse policy and must report any relapse...
immediately to the course and/or Program Coordinator, as well as the Associate Director and Director.

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

**Pre-practicum Criminal Background Check (CBC)**

A criminal background check must be completed by each student prior to beginning a practicum course and may be required at admission as directed by the graduate school. The purpose for completing a criminal background check is to meet the requirements of UNCW’s clinical agency partners to participate in practicums.

*Current statute of limitation:* If students maintain continuous enrollment, they generally will not be required to repeat a background check unless an educational or site specifically requires an updated report. All applicants to the School of Nursing must submit a statewide criminal background history for all states of residency during the past seven years. A student having had residency in more than one state in the past seven (7) years must submit statewide criminal background histories for each state of residency during that period. International students are required to submit an international criminal background history. Any change from the student’s initial criminal background history must be reported to the School of Nursing immediately. Failure to report any change will result in dismissal from the program. Information received from the student’s criminal background history will become part of the student's confidential academic file.

CBC reports are typically completed within ten working days (depending on the number of residences and volume of information covering the seven year period that need to be researched). At any time a student can access, view and print his/her completed, confidential report via their online account. The Office of the Director and Student Success Services can access and view online the current status of a student’s report. School officials will evaluate the CBC check report to clear students for practicum experiences. Any questionable incidents on the CBC that would inhibit participation in a practicum will be addressed individually.
Student Injuries in Clinical Setting

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

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

Exit and Graduate Surveys

Prior to graduation and one year post graduation, each student will complete an exit survey about program satisfaction. If needed, the student can request an exit interview with the program coordinator.
UNIVERSITY OF NORTH CAROLINA WILMINGTON
SCHOOL OF NURSING

Handbook Acknowledgement Form

I have read and understand all information detailed within the following publications:

*University of North Carolina at Wilmington School of Nursing MSN Nurse Educator Program Student Handbook*

*University of North Carolina at Wilmington Graduate Catalogue*

*University of North Carolina at Wilmington Student Handbook and Code of Student Life.*
  [https://uncw.edu/studentconduct/](https://uncw.edu/studentconduct/)

______________________________  ___________________________  ________________
Signature                      I.D. Number                 Date
UNIVERSITY OF NORTH CAROLINA WILMINGTON
SCHOOL OF NURSING

Confidentiality Statement

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

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

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

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

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

______________________________  ________________________________
Printed/Typed Name                 Student ID Number

______________________________  ________________________________
Signature                         Date

2016; revised 6/4/2019
University of North Carolina Wilmington

School of Nursing

INCIDENT REPORT FORM

Date of Incident:________________________ Location of Incident:____________________________

Nature of Incident (describe):________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Person Reporting and Title:__________________________________________

Witnesses of Incident (names and titles):_______________________________________

Reported to Agency Representatives (include names, titles, times and dates):
________________________________________________________________________
________________________________________________________________________

Actions Taken and/or Needed (specify by whom):_______________________________
________________________________________________________________________
________________________________________________________________________

Additional Comments by Student/Faculty Involved:______________________________
________________________________________________________________________
Incident reported to Course Coordinator:

By Whom: _____________________________ Date: __________ Time: __________

Course Coordinator’s Comments: ____________________________________________

Signature: ___________________________ Date: __________________

Incident Reported to School of Nursing Director:

By Whom: _____________________________ Date: __________ Time: __________ School of Nursing Director Comments: ________________________________________________

Comments: __________________________________________________________

Signature: ___________________________ Date: __________________

Incident Reported to Director:

By Whom: _____________________________ Date: __________ Time: __________

Director’s Comments: ____________________________________________________

Signature: ___________________________ Date: __________________
Other Reports:

Report Forwarded for Filing:

_____ Student File - Office of the Director

Student Notified______________________________ Date:____________

_____ Faculty Member

_____ Course Coordinator

_____ Associate Director

_____ Director, School of Nursing

_____ Other (Specify:_____________________________________________________) Additional

Comments or Follow-Up: Reviewed: 8/01; 2/08; 7/08; 10/10; 7/18