



**The University of North Carolina Wilmington
School of Nursing**

STUDENT HANDBOOK

**Post-Graduate Nurse Educator
Certificate Program**

2024-2025

UNIVERSITY of NORTH CAROLINA WILMINGTON SCHOOL of NURSING
Post-Graduate Nurse Educator Certificate Program
STUDENT HANDBOOK

PREFACE

The purpose of this Student Handbook is to assist in understanding the policies, procedures, and general information specific to the Post-Graduate Nurse Educator Certificate Program of the University of North Carolina Wilmington (UNCW) School of Nursing (SON). The information in this guide is a supplement to the published current issues of [*The University of North Carolina Wilmington Graduate Catalogue*](#)

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Note-Web address links included in the Handbook are current as of June 15, 2024 and are subject to change during the academic year.

SECTION I

Overview and History of the School of Nursing

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

During the 1970s, UNCW initiated plans for a Bachelor of Science program with a concentration in professional nursing. In 1980 a baccalaureate program was recommended to meet the needs of both first-time nursing students (pre-licensure) 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. The 1992, the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program began admitting students.

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 partially supported 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 Family Nurse Practitioner (FNP) 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 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 2004, the SON admitted three students into the inaugural class of the Master of Science in Nursing Nurse Educator Option (MSN NE).

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 (CLR) (non-nursing major). The following year in fall 2004, a cohort of five students began the program of study. The first 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. The UNCW SON received funding to support early development of the program from Pharmaceutical Product Development, Inc. (PPD). A clinical research minor was subsequently added to the curriculum. 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. In 2017, a post-graduate certificate was added.

The School of Nursing moved into a new state-of-the-art building 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. In July 2010, the UNCW College of Health and Human Services (CHHS) was established to make a positive impact on the health and quality of life of residents in the state of North Carolina and beyond. The goal of the CHHS is to help individuals, families, and communities live healthier, more prosperous and empowered lives. The CHHS consists of three professional schools: School of Health and Applied Human Sciences, School of Nursing, and School of Social Work. In March 2016, a North Carolina Bond of \$66 million was approved for an Allied Health & Human Services Building, now named Veterans Hall.

Following the Institute of Medicine report, *The Future of Nursing: Leading Change, Advancing Health* (2011), the School of Nursing revised the RN-BSN program with the goal of making a quality program for working registered nurses to obtain their four-year degree in as little as one year. This was made possible through several partnerships: [Academic Partnerships](#) and the Regionally Increasing Baccalaureate Nurses (RIBN) grant coordinated by the Foundation for Nursing Excellence with financial support from The Duke Endowment, the Jonas Center for Nursing Excellence, The Robert Wood Johnson Foundation and the NC Area Health Education Centers. In 2013, the SON made substantive changes to the RN-BSN track of the undergraduate Bachelor of Science in Nursing (BSN) program to enhance access and completion of the degree. A fully online accelerated RN-BSN program launched in August 2013, offering courses in a carousel model over 7 weeks, allowing completion in as little as 12 months.

The Doctor of Nursing Practice program was approved by the UNC General Administration in spring 2016, and the initial cohort of 9 students was enrolled in August 2016. This program began as a Post-Advance Practice Registered Nurse (APRN) program, admitting nurse practitioners (NP) of all specialties, clinical nurse specialists (CNS), certified registered nurse anesthetist (CRNA), and certified nurse midwives (CNM). The DNP expanded in 2020 to include four concentrations: two BSN-DNP concentrations, Family Nurse Practitioner (FNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP), and two post-masters' concentrations including the previous Post APRN concentration and the new Nurse Executive Leadership (NEL) concentration. In fall 2024, the DNP program expanded again to offer an Adult Gerontology Primary Care Nurse Practitioner (AGPCNP) concentration.

The MSN Nurse Educator (NE) option was reopened in January 2017 as a fully online accelerated program offering courses in a carousel model over 7 weeks. In the spring of 2024, the revised Post-Graduate Nurse Educator Certificate program reopened for student enrollment in response to the nursing faculty shortage and the American Association of Colleges of Nurses' "AACN Statement on Faculty Preparation and the 2021 Essentials," which calls for supplemental coursework in curriculum development for clinically focused graduate degree-prepared nurses to serve in the faculty role in academia.

The UNCW School of Nursing has continuously been approved by the North Carolina Board of Nursing (NCBON). The National League for Nursing (NLN) initially accredited the Bachelor of Science program, pre-licensure and RN-BSN 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. Subsequently, the decision was made to focus only on Commission on Collegiate Nursing Education (CCNE) accreditation. In 2004 CCNE awarded five-year accreditation of all curricula in the School of Nursing; continuous accreditation has been maintained since that initial award.

The SON is an integral part of UNCW and a vital contributor to the health of the surrounding communities and beyond. The SON faculty is committed to preparing nurse graduates at the baccalaureate, master's, and doctoral levels to become vital members of the healthcare workforce contributing to the health of their community. The faculty is also committed to inter-professional collaboration in teaching, scholarship, and service.

Follow this link for more information about the [College of Health and Human Services](#).

Follow this link for more information about the [School of Nursing](#).

MISSION STATEMENTS

UNCW Vision

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

UNCW Mission

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

CHHS Vision

We enhance health and quality of life.

CHHS Mission

We create transformative learning experiences, advance knowledge through research and scholarly activity, and engage local and global communities.

SON Vision

Together we improve health and well-being.

SON 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

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

Contact Information

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McNeill Hall Room 1009

Phone: 910-692-3208

Fax: 910-962-4921

Email: chhs@uncw.edu

Website: <https://uncw.edu/academics/colleges/chhs/student-success-center/>

Graduate School

James Hall

Phone: 910-962-7303

Fax: 910-962-3787

Email: GradSchool@uncw.edu

Website: <https://uncw.edu/gradschool/>

Financial Aid Office

Warwick Center

Phone: 910-962-3177

Email: finaid@uncw.edu

Website: <https://www.uncw.edu/finaid/process.html>

Purpose

The purpose of the Post-Graduate Nurse Educator Certificate program is to educate baccalaureate-prepared registered nurses who have a graduate degree, or are currently enrolled in a graduate degree program, in nursing or a health-related area critical to nursing to function in the nurse educator role. Through fully online didactic courses and a practicum experience, the certificate program will teach nurses evidence-based curriculum design, delivery, and evaluation skills to educate diverse learners in institutions of higher learning and a variety of healthcare contexts.

The 12-credit curriculum can be completed in three or four semesters. Completion of the program will enable nurse educators in the state of North Carolina to meet the North Carolina Board of Nursing requirements and enable graduates to meet the education requirement for some specialty certification examinations.

The Post-Graduate Nurse Educator Certificate program provides advanced theory and practicum experiences emphasizing:

- Nursing education in institutions of higher education for students in a variety of health care education programs.
- Healthcare education for professional development of healthcare providers and for patients and families across the life span in a variety of health care contexts.

Competencies

The Post-Graduate Nurse Educator Certificate program reflects select concepts and competencies of the nurse educator as set forth by the National League for Nursing (NLN) Academic Certified Nurse Educator, NLN Clinical Nurse Educator, Association for Nursing Professional Development (ANPD) Nursing Professional Development Practice Model, and World Health Organization (WHO) Nurse Educator competencies. Concepts across these competencies that are unique and/or critical to the nurse educator role were included whereas some concepts within these competencies that are universal to graduate level nursing or related field programs were excluded.

Nurse Educator Competencies References:

- Halstead, J. A. (Ed.). (2019). *NLN core competencies for nurse educators: A decade of influence*. National League for Nursing.
- Harper, M. G. & Maloney, P. (Eds.). (2016). *Nursing professional development: Scope & standards of practice*. (3rd. ed.). Association for Nursing Professional Development.
- Shellenbarger, T. (Ed.). (2019). *Clinical nurse educator competencies: Creating an evidence-based practice for academic clinical nurse educators*. National League for Nursing.
- World Health Organization (WHO). (2016). *Nurse educator core competencies*. WHO Press. <https://www.who.int/publications/i/item/nurse-educator-core-competencies>

Post-Graduate Nurse Educator Certificate Student Learning Outcomes

Upon completion of the Post-Graduate Nurse Educator Certificate curriculum, the graduate will be able to:

1. Analyze the role, competencies, and responsibilities of the nurse educator across a variety of academic and health care settings.
2. Design health care-centered curricula and programs based on assessment evidence and grounded in educational theory and evidence-based practices for the identified learner and health care content.
3. Develop learner-centered, innovative curricula using evidence-based practices for teaching and learning and technology to accommodate diverse learners.
4. Facilitate learning of diverse adult learners using various evidence-based practices specific to the learning environment.
5. Develop an evidence-based assessment/evaluation plan aligned with the learning objectives and educational outcomes to determine effectiveness of the education.
6. Formulate a continuous/quality improvement plan grounded in evaluation data with consideration of health care trends, societal needs, and creativity/innovation.
7. Integrate the role of interprofessional collaborative partners in the curriculum process to ensure optimal outcomes of diverse populations.
8. Create a professional development plan for life-long learning and continued socialization in the nurse educator role.

Certificate Requirements

1. A total of twelve (12) graduate credit hours are required for the Post-Graduate Nurse Educator Certificate.
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 Post-Graduate Nurse Educator Certificate 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.
4. Students who are enrolled in a BSN-DNP or BSN-PhD program, must complete their degree before enrolling in NSG 594 – Practicum for the Nurse Educator Role.
5. Students must complete NSG 594 – Practicum for the Nurse Educator Role within two (2) years after completion of NSG 528 Evidence-based Assessment and Curriculum/Program Evaluation.

Core Performance Standards

Admission to the Post-Graduate Nurse Educator Certificate 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.

Reasonable Accommodations

If an otherwise qualified student believes that he or she cannot meet one or more of the standards without accommodation or modifications, the following process will be used:

1. Each student admitted to the Master of Science in Nursing program will have online access to the Master of Science in Nursing Handbook which includes a list of the required Core Performance Standards.
2. The University of North Carolina Wilmington is committed to providing reasonable accommodations to enable qualified students with documented disabilities to accomplish their educational goals. It is the responsibility of the student who desires a reasonable accommodation to notify the Disability Resource Center and to provide appropriate documentation. They will determine a student's eligibility for accommodations and will recommend appropriate resources, accommodations and service(www.uncw.edu/disability). Accommodation cannot be provided retrospectively.
3. Decisions regarding recommendations from the Disability Resource Center for reasonable accommodations will be carefully reviewed by the Program Coordinator, Assistant Director of Undergraduate Programs and the SON Director. Decisions for provision of reasonable accommodations must not jeopardize patient safety nor compromise the integrity of the nursing program. Applicants and students should be aware that accommodation provided at the UNCW SON may not be provided by the National Council of State Boards of Nursing on NCLEX or in practice. Once established, responsibility for disability-related accommodations and access is shared by DRC, faculty, and the student. Disability Resource Center: DePaolo Hall, Suite 1033; 910.962.7555; DRC@uncw.edu

Course Registration

Your faculty advisor will be your contact for registration each semester. Steps are described on the [Registrar's Currently Enrolled Students website](#). Click on "How to Register for Classes". This site also contains instructions for dropping courses after you have registered. Once registered, you can view your schedule in [SeaNet](#) which is the portal for accessing courses, schedules, the graduate catalogue, and financial aid. Please work with your assigned faculty advisor to address any registration questions or concerns.

Program of Study-Required Courses

1. **NSG 519** Nurse Educator Role and Evidence-Based Education Foundations 3 *credit hours*
2. **NSG 527** Evidence-Based Curriculum Design and Development Across Settings 3 *credit hours*
3. **NSG 528** Evidence-Based Assessment and Curriculum/Program Evaluation 3 *credit hours*
4. **NSG 594** Practicum for the Nurse Educator Role 3 *credit hours*

Total: 12 credits

Course Sequence

NSG 519 The Nurse Educator Role and Evidence-based Education Foundations course must be completed first and is a pre-requisite for all other courses.

NSG 527 Evidence-based Curriculum Design and Development Across Settings is a pre-/co-requisite to NSG 528 Evidence-based Assessment and Curriculum/Program Evaluation.

NSG 519 The Nurse Educator Role and Evidence-based Education Foundations, NSG 527 Evidence-based Curriculum Design and Development Across Settings, and NSG 528 Evidence-based Assessment and Curriculum/Program Evaluation are pre-requisites for NSG 594 Practicum for the Nurse Educator Role.

Students can adjust the number of courses or sequence provided they abide by the pre-requisite rules.

Course Descriptions

NSG 519 The Nurse Educator Role and Evidence-based Education Foundations

(3) An introduction to the foundations of the nurse educator role in academic and healthcare settings, professional organization competencies, and the curriculum/program design process. The course introduces teaching/learning theories and adult learning principles, and the impact of evidence-based practice, health trends, societal needs, diversity of adult learners, policies and procedures (program/agency), and ethical/legal standards on the curriculum/program design process. Students will assess and prioritize learning needs, identify an audience, and select an appropriate learning theory. The importance of creativity and innovation in education are also examined.

NSG 527 Evidence-based Curriculum Design and Development Across Settings

(3) This course provides essential elements which define and operationalize curriculum/program design and development across academic and healthcare settings. The student will explore relevant teaching and learning theories and evidence-based practices for effective teaching from the perspectives of education and nursing as a foundation for designing curricula/programs. They will select relevant teaching and learning theories, develop relevant learning objectives, and plan evidence-based content, instructional strategies, instructional resources, and facilitation techniques for diverse learners, settings, and delivery formats. Students will analyze curriculum/program design for alignment and effectiveness for the learning need, learners, and education setting.

NSG 528 Evidence-based Assessment and Curriculum/Program Evaluation (3)

This course provides the key elements of assessment construction and evaluation of both student learning and program effectiveness. The student will explore relevant teaching, learning, assessment, and evaluation models from the perspectives of education and nursing across academic and healthcare settings. The student will practice planning, constructing, and analyzing evidence-based assessments to evaluate the aligned objectives. Students will explore formative and summative evaluations and the use of outcome-based data to plan for continuous quality improvement of teaching and programs.

NSG 594 Practicum for the Nurse Educator Role (3) This course is a faculty-guided nursing education practicum for application and synthesis of the nurse educator role within a student-selected academic or health care setting. Students will assess learning needs, and design, develop, deliver, and evaluate education. Students are expected to collaborate with an experienced nurse educator mentor to seek opportunities and participate in the curriculum process. Students will participate in continuous/quality improvement and explore professional development opportunities for continued growth in the nurse educator role. The practicum hours will be completed under the supervision of a selected nurse educator mentor.

Additional Restrictions/ Requirements: UNCW approved practicum site and preceptor; submission of required health and background requirements; must be taken within 2 years after the completion of NSG 528; BSN-DNP and BSN-PhD

students must complete their degree before enrolling in NSG 594.

Post-Graduate Nurse Educator Certificate Practicum Requirements

All Post-Graduate Nurse Educator Certificate students will complete and log a minimum of 150 practice experience hours within the practicum course. Detailed information about the practicum course is posted on the Post-Grad NE Certificate Overview site in Canvas. All students are required to review the Post-Grad NE Certificate Overview site as part of program orientation.

Practice experience hours are designed to demonstrate synthesis of expanded knowledge acquired within the Post-Graduate Nurse Educator Certificate curriculum. The practical learning experiences are structured to include course strategies for meeting course objectives and working toward overall program outcomes. The individualized practice experiences in conjunction with the course assignments provide the student the opportunity to engage in curriculum design, development, implementation, and evaluation as well as professional development and advancement of the science of nursing. The practicum provides the student with unique practice experiences in the student's specified area.

Students, with guidance from the SON Clinical Placement Team, which includes the SON Graduate Clinical Coordinator, the CHHS Applied Learning Operations Team, and faculty, are responsible for identifying an educational site where the student, under the guidance and supervision of their preceptor, will engage in direct and indirect practice experiences. A single site will be used for NSG 594 Practicum for the Nurse Educator Role. Examples of sites for the practicum include nursing education programs at community colleges, colleges, universities; staff development programs or patient education departments 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 by the required deadline outlined in the Post-Grad NE Certificate Overview prior to the start of NSG 594 Practicum for the Nurse Educator Role. Students must comply with all policies and requirements of the practicum site. It is the student's responsibility to verify whether the practicum site necessitates extra orientation requirements and to communicate these requirements to the Clinical Placement Team.

Students, with guidance from the SON Clinical Placement Team and faculty, are responsible for identifying one nurse educator with at the minimum an MSN preparation at the selected educational site who will serve as a preceptor for the practicum course. 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 by the required deadline outlined in the Post-Grad NE Certificate Overview prior to the start of NSG 594 Practicum for the Nurse Educator Role. A schedule with due dates is posted

on the Post-Grad NE Certificate overview site in Canvas.

One of the requirements of the Post-Graduate Nurse Educator Certificate program includes a student's placement at one health care or education site (hospitals, clinics, etc.). The College of Health and Human Services works with these sites to arrange their permission for these placements. As a condition of that permission, sites impose requirements on students allowing them to participate, which can include a current unrestricted license, background checks, drug tests, and proof of immunizations. A failure to meet a site's requirement could result in not being allowed to participate in the placement, leading to being dropped from or failing a required course in the program and therefore, being unable to complete the degree program.

Students must also complete all practicum requirements listed under the Practicum Requirements section of this handbook to begin NSG 594 Practicum for the Nurse Educator Role. If a student is registered for a practicum course but does not complete and/or meet all items listed under the Practicum Requirements, they are not eligible to remain in the course.

Preceptor Qualifications

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

Guidelines for Selecting a Preceptor

- A nurse educator working in an education area 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 preceptor role.

Practicum Credential Requirements

Student credentialing documents for practical nursing courses will be submitted to the Certiphi Screening online account. Students will be sent information on creating the account approximately two (2) semesters before scheduled to complete NSG 594 Practicum for the Nurse Educator Role. Instructions are also listed in the Post-Grad NE Certificate Overview site in Canvas. Documentation for all of the following clinical credentials is due the semester before the first practicum course, NSG 594 Practicum for the Nurse Educator Role. If documentation is not received by the due date listed on the Post-Grad NE Certificate Overview site in Canvas, the student will be unenrolled from NSG 594 Practicum for the Nurse Educator Role. Complete the Certiphi Screening set-up and begin completing requirements as soon as you receive the account creation email, which will be about six (6) months prior to NSG 594 Practicum for the Nurse Educator Role. This will ensure credentials will be less than 12 months old throughout the duration of practicum and will not need to be renewed before beginning practicum or throughout practicum.

- **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>). 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**
 1. 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) or negative T-SPOT blood test (lab report required).
 - b. Students with history of positive TB screening must provide

- physician clearance documented on letterhead following the positive results.
2. One of the following is required for annual renewal:
 - a. Negative 1-Step TB Skin test
 - b. Negative QuantiFERON blood test (lab report required)
 - c. Negative T-SPOT blood test (lab report required)
 3. Students with a history of positive TB screening must provide physician clearance documented on letterhead.
- **Complete Health and Physical Assessment:** documented by a healthcare provider on the Health History & Physical form provided by the school, completed within the past 12 months.
 - **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 on page 32. Complete Certiphi Screening set-up and begin completing requirements as soon as you receive the account creation email, which will be about three (3) months prior to NSG 594 Practicum for the Nurse Educator Role. This will ensure credentials will not need to be renewed before beginning practicum.
 - **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. Advanced Cardiac Life Support (ACLS) certification will be accepted in lieu of AHA BLS.
 - **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. Complete Certiphi Screening set-up and begin completing requirements as soon as you receive the account creation email, which will be about 6 months prior to NSG 594 Practicum for the Nurse Educator Role. This will ensure credentials will not need to be renewed before beginning practicum.
 - **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 \$2,000,000 incident/\$4,000,000 aggregate. RNs should be aware that most if not all, employment coverage does not transfer to student coverage. Professional liability insurance will be billed to the student's account each semester for an annual cost of \$17.50 (cost subject to

change).

- **Health insurance:** 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:
 1. Current health insurance card-Both sides of your Health Insurance card must be submitted for approval.
 2. Proof of coverage
- **Signed Handbook Acknowledgement and Confidentiality Statement Form** (Available in Certiphi Screening).

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.

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 the [Student Success Center](#).

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.

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 the [University Learning Center](#).

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. Student 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 [myTAC Portal](#).

Office of Distance Education and e-Learning (DEeL)

The Office of Distance Education and e-Learning provides a wide variety of 'How-to' instructional materials for students enrolled in online course. The resources include step-by-step directions and videos to help guide students with use of technology in online learning. Visit the [DEeL website](#) to access these resources.

Online Education Resources

Resources are available to support online learners. Additionally, UNCW offers recommendations for computer requirements and skills for online learners. Go to the [Keep Learning Canvas course](#) to learn more.

University Learning Center

The [University Learning Center](#)'s (ULC) (DePaolo Hall, 910.962.7857) mission is to help students become successful, independent learners. Tutoring at the ULC is NOT remediation: the ULC offers a different type of learning opportunity for those students who want to increase the quality of their education. ULC services are free to all UNCW students.

Health and Counseling Services

The Abrons Student Health Center on the UNCW campus provides health services to UNCW students. Visit [Student Health website](#) for additional information.

The Counseling Center on the UNCW campus provides a broad range of psychological, counseling, and educational services to UNCW students. Visit the [Counseling Center website](#) for additional information and to access stress reduction resources.

Student Governance

The Graduate Student Association (GSA) 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](#).

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 important governance role.

SECTION II

GENERAL PROCEDURES AND POLICIES

Maintenance of RN Licensure

All Post-Graduate Nurse Educator Certificate 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 Certiphi Screening. 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 program if warranted by the Board of Nursing disciplinary action.

Practicum Fees

All students in NSG 594 Practicum for the Nurse Educator Role may be asked to pay a site fee and/or purchase programs that are required by the site. These fees are not covered by UNCW or financial aid and are the sole responsibility of the student.

Software Requirements

Students are required to have Microsoft Office when taking courses in the Post-Graduate Nurse Educator program. Additional software requirements will be listed on course syllabi.

All students in NSG 594 Practicum for the Nurse Educator Role are required to purchase Certiphi Screening in order to submit and have verified their pre-practicum drug screening, immunizations, and certified background checks. Information on how to access and purchase Certiphi Screening is listed in the Post-Grad NE Certificate site in Canvas.

All students enrolled in NSG 594 Practicum for the Nurse Educator Role will receive an email notification prompting them to access Typhon, which is the software they will use to document practice experiences in NSG 594 Practicum for the Nurse Educator Role. 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. Visit the [Keep Learning course](#) site to learn more.

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 the 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 a computer operating system and internet browsers 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 Post-Grad NE Certificate overview site 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 clinically unsafe will be dismissed from the program and will not be eligible for readmission.

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. ***NOTE: A grade of B or higher is required to progress in the MSN NE Program. **Refer back to Certificate Requirements Item #3 on pages 11.**

Grade	Points	Grade Point	
A	100-90	4.00 gp	Excellence
B	89-80	3.00 gp	Completely satisfactory
C	79-70	2.00 gp	Minimally acceptable*
F	<70	0 gp	Failure
I/F		0 gp	Failure
P/F			Pass/Fail
S			Satisfactory progress (thesis)
U			Unsatisfactory progress (thesis)
I/U			Unsatisfactory progress (thesis)
I			Work incomplete
W			Withdraw passing

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 that is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, discriminatory, arbitrary, or capricious academic evaluation by a faculty member is a violation of a student's rights and is the only valid ground for a final course 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 in dispute. 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 website](#) for additional information. These procedures are not to be used in cases involving student academic dishonesty or in cases where a student disputes the final course grade for reasons other than alleged discriminatory, arbitrary, or capricious academic evaluation by a faculty member.

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 [SON Director or Associate Director for Academic Programs]. Failing resolution at the department level, the student may, within 10 business days, appeal jointly to the dean for the student's academic area [CHHS Dean or Associate Dean for Academic Affairs] 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 Graduate School Academic Grievance Procedure can be located in the [Graduate Catalogue](#).

UNCW Code of Student Life can be located on the [Office of the Dean of Students Code of Student Life website](#).

Code of Ethics

All School of Nursing programs subscribe to the [Code of Student Conduct of the University of North Carolina Wilmington](#).

Student Standards of Conduct

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

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

Academic Conduct

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

Professional Conduct

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

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

Academic Dishonesty

The University of North Carolina Wilmington is a community of high academic standards where academic integrity is valued. UNCW students are committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. Every student attending the School of Nursing is expected to adhere to the UNCW Honor Code. 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. Further information about academic dishonesty can be found in the Code of Student Life.

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 the Dean of Students. 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. 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/learners. Student/learner 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/learner 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/learner 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;
- attempting to access a secured application without proper authorization; or
- 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](#)

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. See the [Office of Institutional Diversity & Inclusion website](#) for more information.

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.

UNCW CARE

UNCW CARE (Center for Assault Response & Education) intervenes on a broad spectrum of violent behaviors, including sexual assault, relationship abuse, stalking and harassment.

For emergencies contact UNCW CARE at 910-962-CARE (2273); Campus Police at 910-962-3184; or Wilmington Police at 911. For University or community resources visit the [Center for Assault Response and Education \(CARE\) website](#).

Statement of American Nurses Association Position (2015):

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).

American Nurses Association (2015). Incivility, bullying, and workplace violence. Retrieved from <https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/incivility-bullying-and-workplace-violence/>

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 Association (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 students 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 from the [IRB site](#).

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 [Student Conduct](#) and [Code of Student Life](#)

Drug Screening Policy

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. Individual test results of the drug screen may 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 based on individualized and objective evidence, 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 notified by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the learning environment 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.

Once the faculty member has notified 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) SON may refer student to the Office of the Dean of Students for disciplinary action.

- c) Referral to UNCW Counseling Center for assessment, treatment recommendations, and follow up monitoring.
 - i. 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.
 - ii. 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.

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. Individual test results of the drug screen may 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.

6. Appeals: Students may appeal administrative actions taken under the Drug Screening Policy in writing within 30 days to the Director of the SON. The decision of the Director regarding that appeal is a final university decision and may not be appealed further.

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 cl 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

- Students should report any incident to their clinical faculty or site preceptor immediately. If required, a site-specific incident or variance form must also be completed within 48 hours by the faculty member. ([SON Incident Form](#)).
- Examples of an incident include falls, needle sticks, injuries, or other health issues. For questions regarding incident reporting please contact the program or clinical coordinator or Associate Director for Administration for guidance.
- The faculty member should contact the course/program coordinator or the Associate Director to report student injuries, illnesses, etc. requiring emergency care. Students may be offered care on-site. Students are not required to obtain care at that site and can decide for themselves whether to seek care. Students agree to hold harmless and release from liability the clinical site, University, and faculty of liability in making that self-determination. The SON Director or designee (Associate Director for Administration) does have the authority to require a student obtain medical clearance to return to clinical on a case-by-case basis. This helps to ensure that students continue to meet the program core performance standards as outlined in the student handbook and does not result in an unsafe practice environment. The cost of any first aid or medical services

provided to the student shall be the responsibility of the student. Additionally, the cost of any follow-up, referrals, or medical testing as may be necessary shall not be borne by the School of Nursing or UNCW, but shall be the responsibility of the student, regardless of whether such services are covered by the student's health insurance.

Exit and Graduate Surveys

Prior to certificate completion and one year post completion, each student will complete an exit survey and alumni survey accordingly about program satisfaction. If needed, the student can request an exit interview with the program coordinator.

The University of North Carolina Wilmington School of Nursing

The School of Nursing's incident report form is now available online in an electronic format. Please see the link below.

[Incident Report Form](#)

**The University of North Carolina Wilmington
School of Nursing**

STUDENT HANDBOOK

Handbook Acknowledgement

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

*Post-Graduate Nurse Educator Certificate Program
Student Handbook*

University of North Carolina at Wilmington [Graduate Catalogue](#)

*University of North Carolina at Wilmington [Student Handbook](#)
and [Code of Student Life](#).*

Signature

I.D. Number

Date

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.;
- attempting to access a secured application without proper authorization; and
- 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