



The University of North Carolina Wilmington  
School of Nursing  
in the  
College of Health and Human Services

**Student Clinical Handbook**  
for the  
**Prelicensure and ABSN Programs**  
2025-2026

University of North Carolina Wilmington School of Nursing  
BSN Prelicensure and ABSN Program Student Clinical  
Handbook

Preface

The purpose of this Clinical Handbook is to assist students in understanding the policies, procedures and general information specific to the BSN Prelicensure/ABSN Program clinical placements at the University of North Carolina Wilmington (UNCW) School of Nursing (SON). The information in this guide is supplemental to the published current issues of the University of North Carolina Wilmington *Undergraduate Catalogue* and the University of North Carolina Wilmington *Code of Student Life*.

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## Introduction

This student handbook includes Prelicensure and ABSN clinical guidelines, processes, and procedures for all students in the undergraduate program. This handbook should follow completion of reading the general Prelicensure or ABSN Student Handbook. The purpose of this handbook is to further detail clinical requirements and to orient students to the specific requirements for clinical practice.

## Clinical Course Requirements

Student credentialing documents for clinical nursing courses will be submitted to a student-created online account through Certiphi (depending on entry into program), the credential tracking company that UNCW SON contracts with.

Students will be sent information on creating the account after acceptance to the School of Nursing by the Prelicensure Clinical Coordinator. The documentation for all following clinical credentials (**except** for the annual flu vaccine) are due prior to June 1 if admitted to the program for August and by November 1 if admitted to the program for January. If documentation is not received before the above designated date, the student will not be allowed to engage in clinical activities and may be un-enrolled from courses.

- Liability insurance: Cost covered in student fees.
- Health insurance: Submit a copy of insurance card (front and back).
- Required Immunizations: Provide documentations of:
  1. Measles, Mumps and Rubella (MMR): vaccination with 2 doses of MMR **OR** laboratory evidence of immunity.
  2. Varicella: vaccination with 2 doses of varicella vaccine **OR** laboratory evidence of immunity.
  3. Hepatitis B (HBV): vaccination with 3 step series completed no later than 6 months before entering nursing program **OR** laboratory evidence of immunity.
  4. Influenza: yearly flu vaccine by October 1<sup>st</sup> **OR** completion of "Waiver/Declination of Influenza Vaccination form" (note yearly vaccine is usually available in September).
  5. Tetanus, Diphtheria and Pertussis (Tdap): completion of the 3 doses in the primary series **AND** a booster shot, subsequent boosters of TD are required at a minimum of every 10 years.
  6. TB screening: one of the following is required **annually**
    - A. An initial two step baseline TB screening with a tuberculin skin test (TST) **OR** a single blood assay for *M. tuberculosis* at the beginning of the program.
    - B. Annual documentation of a negative TST in the past 12 months: single TST every year plus documentation of negative TST.

C. For students with a history of positive TB screening: upload written documentation of adherence to any prescribed follow-up therapeutic regimen from preferred health care provider PLUS evidence of negative chest X-ray at least one year following initiation of treatment.

D. If yearly screening expires after the 12<sup>th</sup> month, a complete two step or blood assay is needed.

7. TST results must be recorded in mm of induration.

8. Student with a history of a positive screening will:

A. Adhere to the follow-up/therapeutic regimen or his/her health care provider.

B. Submit written documentation of adherence to any prescribed follow-up therapeutic regimen from preferred health care provider.

C. Present evidence of negative chest X-ray at least one year following initiation of treatment.

D. Submit a completed TB Annual Screening Form documenting an annual tuberculosis screening.

9. Students with a negative screening on admission will complete an annual TST or a single BMAT.

**10. Initial & annual training/self-study and testing in requisite clinical content for: bloodborne pathogens, tuberculosis &, infection control, and healthcare worker safety.** An online educational program can be completed at [www.nhrmc.org](http://www.nhrmc.org); at the bottom of the screen, under 'Resources', select 'For Employees'. Under 'Getting Started', choose 'Student Orientation', under 'Online Orientation for Student', click on "CBL (computer-based learning) module", and complete the 'Online Orientation'. Submit the certificate of completion to your on-line credentialing account, as directed, following successful completion of the CBL by July 1<sup>st</sup> for Fall entry and December 1<sup>st</sup> for Spring entry.

11. Completed "Health and Physical Assessment" documented by a healthcare provider. See also Student Health Disclaimer Form (Appendix H).

**12. 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 Prelicensure and ABSN programs will be required to complete a urine screening in the first semester of the program and repeated prior to the third and fifth semester while in the program.

**13. 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.

**14. Annual Criminal Background Check (CBC):** Purchased by the student when they create their online credential account through Certiphi. School officials will evaluate the

CBC report to clear students for clinical and any questionable incidents on the CBC will be reviewed on an individual basis. The CBC will be completed upon admission to the SON and repeated prior to the third and final semester. Students should be aware that while he/she may satisfy the SON's criteria and evaluation of an incident on the CBC, this does not guarantee clearance by the National Council of State Boards of Nursing (and the BON in the state in which they are applying to take NCLEX or practice) or clinical affiliations.

**15. Signed Completion of the following forms:**

- Handbook Acknowledgement Form with Honor Code Pledge
- Confidentiality Statement
- Audiovisual Release & Confidentiality Form
- SON Substance Abuse Policy Form
- Student Terms & Conditions for Clinical Practice: Student Health & Safety Disclosure Form

**16.** Students will be responsible for creating and paying for the required myClinical Exchange (myCE) account to meet the clinical requirements of certain clinical partnerships. Instructions will be sent to students prior to beginning the program by the Clinical Coordinator.

NOTE: The student is responsible for submitting evidence of all required annual updates of immunizations and certification renewals. Students will not be permitted to participate in clinical learning experiences until all information is received, and consequently, may be unable to meet program requirements or experience a delay in graduation.

## Clinical Policies

### Medication Therapy and Intravenous Therapy Policy

#### Medication Therapy and Intravenous Therapy Policy

1. All students must achieve satisfactory completion of the “Safe Medication Check off” in NSG302 Foundational Nursing Care of Adults. Additionally, students must obtain a score of 100% (in three attempts) on the Medication Calculation Test administered throughout the program clinical courses. Failure to satisfactorily complete these requirements after remediation attempts may constitute clinical failure for the course.
2. In addition to medication administration, students are expected to prepare, document, and evaluate the effectiveness of all medications, according to recommended procedures.
3. All medications administered by students must comply with the medication policies of the clinical facility where the student is assigned.
4. The following policies are progressive in that students must meet the specific requirements of each preceding course before being allowed to advance in medication administration:
  - NSG302 Foundational Nursing Care of Adults Students, with direct supervision of the clinical instructor at the bedside, may prepare and administer non-parenteral medications and parenteral medications, including peripheral intravenous medications/fluids, in the clinical setting once competence has satisfactorily been demonstrated in simulation and/or the clinical setting. Students may not administer any medications or fluid via a central line until competence has been satisfactorily demonstrated in NSG426.
  - **All subsequent clinical courses:** As students progress in the program, individual and environmental factors as defined in the NCSBN Clinical Judgment Model associated with medication administration increase in complexity. Students must administer all medications in the clinical setting under the direct supervision of the clinical instructor or an RN assigned by the clinical instructor. Students may not administer “high alert” medications, as defined by the clinical facility’s policy. Medication administration considerations for special populations, such as pediatric and maternal care, will be determined by the clinical facility policy and clinical course syllabi.

Layer 4 of the NCSBN Clinical Judgment Model: Environmental and Individual Factors			
Environmental Factor Examples:		Individual Factor Examples:	
Time Pressure		Knowledge	Prior Experience
Task Complexity		Skills	Level of Experience
Pharmacologic Complexity			

(National Council of State Boards of Nursing, 2019)

5. All medication administration errors that occur in the simulated or clinical setting must be reported immediately to the clinical instructor by the student. Errors occurring in the clinical setting require a variance report to be filed at the clinical facility and an incident report for the School of Nursing. The School of Nursing incident report will be completed by the clinical faculty and filed in the director’s office. Requirements for reporting medication administration errors

will be determined by the policies and procedures of the clinical agency where the error occurred.

6. Any violation of this policy will result in disciplinary action, which may include course failure or dismissal from the program.

Approved 8/2025

## 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 affects the university's interest.

For a complete account, please reference the current issue of *The University of North Carolina Wilmington Student Handbook* and [Code of Student Life](#)

### **Policy:**

The SON will be responsible for appropriately identifying and referring students who are abusing substances. The SON will monitor the student’s recovery process according to University Substance Abuse policies; however, students are accountable for their own recovery. Continuation in SON courses will be permitted only if all requirements are met according to these policies.

**Rationale:** Our philosophy regarding student substance abuse involves protecting the public’s health and assisting the student in recovery. To ensure patient safety, comply with clinical facility policies and the North Carolina Board of Nursing policy [21 NCAC 36.0320(d)] ([www.ncbon.com](http://www.ncbon.com), Nursing Practice Act, Administrative Code/Rules), and assist students in recovery, the School of Nursing (SON) has adopted a substance abuse policy.

**Informed consent:** As a condition of admission to the Nursing program, students are required to comply with this policy and submit a written statement of informed consent. (Appendix C).

### **Definitions:**

A nursing student is any full-time or part-time student admitted to the School of Nursing. Substance abuse is the non-prescribed use of any legal drug as well as the use of illegal drugs or alcohol.



## Procedure

### 1) Drug Screening Program

#### a) Preclinical Drug Screen

- i) Prior to a nursing student's initial clinical experience, annually, and at other times as may be mandated by clinical agencies, the student must obtain a drug screen at a NIDA certified laboratory.

Students in the Prelicensure and ABSN Program will be required to complete a urine screening before beginning the program and will be required yearly as they progress through the program. The students will be notified by the Prelicensure Clinical Coordinator when the Urine Drug Screen is due.

Results must be a clear positive or negative. Any results resulting as unclear or dilute negative must be retested per clinical agency requirement.

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:
  - i) observed possession or use of substances that reasonably appear to be illegal drugs or legal drugs used illegally.
  - ii) conviction for a criminal offense related to the possession, use or trafficking in drugs/alcohol.
  - iii) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from school or excessive tardiness that is reasonably interpretable as being

caused using 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 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 not drive to the drug testing laboratory. The student must present for drug testing within 2 hours of being notified by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing (Appendix C). Validated copies of the drug test results will be sent to the SON and, subsequently, to the student.
  - e) Once the faculty member has notified and removed the student from the clinical setting, the faculty member shall notify the Course Coordinator, as well as the Prelicensure or ABSN Program Coordinator, Associate Director of Undergraduate Programs, School of Nursing, and /or Associate Dean for Academic Affairs.
- 3) Consequences of Failure to Participate in or Cooperate with Testing
- a) An instance of failure or refusal to participate in or cooperate with testing shall be deemed an occasion of impermissible drug use that justifies dismissal under the SON Policy on Dismissal for Unsafe Practices.
- 4) Consequences of Impermissible Drug Use
- a) 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. (Appendix D Notice of Drug Testing). The following consequences may apply:
    - i) Students may be subject to dismissal under the SON Policy on Dismissal for Unsafe Practices.
    - ii) SON may refer student to the Office of the Dean of Students for disciplinary action.
      - (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:
        - (a) Student agrees to assistance, to be drug free, and if there is a relapse, the student must report this to the counselor immediately.

- (b) Student will meet with his/her counselor at the UNCW Counseling Center as often as designated in the treatment plan.
  - (c) If counseling is prescribed with an off-campus provider, students will attend counseling sessions and provide documentation of participation to Crossroads on a regular basis.
  - (d) Students will submit to random drug testing as determined by the UNCW Counseling Center.
- b) 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 Prelicensure or ABSN Program Coordinator requesting re-entry into courses with clinical components. 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 Director of the SON.

Updated 6/22/2021 (post change in organizational structure)

### **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 because 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.**

Approved 08/14/97

Revised 03/30/05; 08/22/08; 04/20/10; 11/17/11; 6/12/14; 8/16; 8/3/18; 6/22/2021

## **Transportation for Clinical Requirements**

Students are responsible for providing their own transportation to campus and for clinical, laboratory, or internship experiences. Clinical assignments will be made in several off-campus clinical agencies. Students will be expected to have transportation to attend clinical/internship activities at the prescribed time and place.

## Clinical Travel Guidelines

Since UNCW is a regional university, with affiliations in six surrounding counties, students may be expected to travel to clinical sites outside of New Hanover County. Students are responsible for providing their own transportation to and from clinical agencies. To be able to meet clinical objectives, it may be necessary for students to ride in the vehicle of an agency nurse preceptor to visit clients in community-based settings. Riding with a preceptor at designated agencies is designed to provide you with an optimum learning experience. Students should always have access to the clinical faculty member or designated alternate (cell phone) during the clinical day. Should your transportation plan change, you should contact your clinical faculty member as soon as possible. Any incident involving transportation during clinical must be reported to the clinical faculty as soon as possible.

Approved 4/12/10

## Simulation Learning Center

The UNCW School of Nursing strives to prepare students for 21st century nursing practice using technology. The Simulation Learning Center (SLC) uses high, medium, and low fidelity human patient simulators as a teaching and learning tool for nursing education. Using simulation, the school strives to create a realistic environment and a powerful learning experience that promotes cognitive, affective, physical, and social development of the student. The SLC is a 10,000 sq. ft. state-of-the art learning center comprised of six specialty labs, one 5 room Home Care Lab, and an Outpatient Clinic with three exam rooms and reception area. Wireless mobile tablets allow for bedside documentation in each lab via HER Tutor. A Seminar Room (2058) with a conference table and 12 chairs is utilized for debriefing. A remote-control Room (2003) and multiple observation rooms facilitate video capture systems for streaming and recording simulation activities. (See Appendix E for Audiovisual and Confidentiality Release Form).

Specific policies and procedures related to the SLC, can be found at:

<https://uncw.edu/academics/colleges/chhs/schools/school-nursing/simulation-learning-center/policies>

Revised 8/3/18.

## Policy on Dismissal for Unsafe Practices

The faculty of the School of Nursing has an academic, legal, and ethical responsibility to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice which threatens or has the potential to threaten the safety of a patient, a family member or substitute familial person, another student, a faculty member, or health care provider.

- 1) **Student Awareness:** All students in the School of Nursing are expected to be familiar with relevant policies and guidelines/procedures and are further expected to adhere to said policies, guidelines/procedures.
- 2) **Definition:** an unsafe practice is defined as
  1. An act or behavior of the type which violates the North Carolina *Nursing Practice Act*, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90-171.44), and North Carolina Administrative Code <http://www.ncbon.com/>
  2. An act or behavior, which violates the *American Nurses Association Code of Ethics for Nurses with interpretive statements* ([www.nursingworld.org](http://www.nursingworld.org)).
  3. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental, or environmental safety of the patient, a family member or substitute familial person, another student, a faculty member, campus community member, or other health care provider.

4. An act or behavior, which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

### 3) INVESTIGATION AND EVALUATION OF AN UNSAFE PRACTICE

1. When an incident occurs that a faculty member believes constitutes an unsafe practice, the faculty member shall immediately notify the student and remove the student from the clinical setting. The faculty member will then notify the Course Coordinator, the Program Coordinator, and the Associate Director of Academic Programs. The SON Incident Report form (page 21) and incident report required by the clinical agency must be completed.
2. The Course Coordinator, the Program Coordinator, the Clinical Coordinator, and the Associate Director of Academic Programs will investigate the incident to determine the grounds that support or refute an unsafe practice incident(s). If the incident is minor, the faculty member, in consultation with the Course Coordinator, the Program Coordinator, Clinical Coordinator, and/or the Associate Director, may prescribe remedial work, simulation, or other appropriate instruction for the student. If the incident is not minor, the Program Coordinator and/or the Associate Director will notify the Director.
3. The Associate Director will review the findings and the faculty recommendation and will notify the Director of the School of Nursing of the case's resolution. The Associate Director will notify the student of the decision which may include dismissal from the School of Nursing, dismissal from the course (class and clinical), or dismissal from the clinical experience for the remainder of the semester. The student may appeal his/her case to the Director of the School of Nursing in writing within 30 days of an incident being deemed an unsafe practice.

### 4) APPEAL HEARING PROCESS

1. The Director will refer the appeal to the Faculty Steering Committee for review. The respective committee chairpersons will thereafter notify the student, the faculty member, and the Associate Director as to the time and place for a hearing to determine whether an unsafe practice occurred and, if so, what resolution is recommended.
2. The Faculty Steering Committee will hold a closed hearing at which time the faculty member and the Associate Director will be present and will provide documentation and other oral or written evidence regarding the incident. The student will be present and will be given an opportunity to provide documentation and other oral or written evidence regarding the incident. A transcript of the hearing will be documented.
3. Following the factual presentation, the Faculty Steering Committee will convene in closed session to determine whether an unsafe practice occurred and to recommend a resolution of the incident. The committee will base its recommendation on the evidence presented at the hearing.
4. The committee shall make its recommendation in writing to the Director. The committee may recommend the following resolutions: no finding of unsafe practice; a reprimand to the student; remedial work or instruction for the student; immediate dismissal from the course (class and clinical) and course failure, or dismissal from the

program.

#### 5) APPEAL POST HEARING PROCESS

1. The Director may accept, reject, or modify the committee's recommendation. The Director's decision will be based on the transcript of the hearing and report of the committee. The Director will notify the Associate Director, the faculty member and the student of the determination and sanction, if any.
2. Dismissal from the School of Nursing does not constitute dismissal from the university.

Revised 3/29/16; 8/3/18

## Infectious Communicable Disease Policy

Infectious/communicable diseases are common and may be a threat to students and faculty of the School of Nursing. During the performance of clinical practice/research activities, students may have contact with infectious disease organisms. This contact may expose the student to infectious agents and may result in the student transmitting an infectious disease to other students, faculty, patients, family members, and subjects.

To help protect the health and safety of its students, as well as that of patients and subjects, the School of Nursing requires:

- Initial Infectious Disease Screening for nursing students
- Pre-exposure prophylactic immunization against specified infectious/communicable diseases for nursing students
- Post-exposure follow-up which may include prophylactic treatment of students following exposure to specified infectious diseases such as AIDS, Tuberculosis, and Hepatitis B.
- Any costs from the above are the responsibility of the student.

Revised 8/3/18

## 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.

Health insurance is required for all UNCW students Health Insurance is required for all UNCW students who meet the following three criteria: enrolled in a minimum of 6

credit hours per semester for undergraduates or 1 credit hour for graduate students; enrolled in a degree-seeking program; and eligible to pay the UNCW student health fee. Since extension and distance education students do not pay the health fee or use the health center, they will not be required to show proof of health insurance.

This may be insurance students bring with them (family, employer, etc.), insurance they purchase through the school, or a combination of both plans. Students will be required to complete the Enrollment or Waiver Process each fall. Refer to [Student Health Services: Student Insurance](#) for further details.

## University Emergency Management Plan and Inclement Weather

The School of Nursing follows the policies of the University regarding scheduled class times. In the case of inclement weather (such as hurricanes, ice storms, etc.) the School of Nursing will follow the [Emergency Management Plan](#) for the university. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience.

## Clinical Dress Code Requirements

UNCW School of Nursing students must always present themselves professionally, especially when representing the school on clinical units, in community and agency settings and in public. In addition to School of Nursing attire, students may also be expected to comply with the dress code policies prescribed by the specific affiliating clinical agency to which they are assigned.

- 1) **Inpatient Clinical Uniform** is required for all scheduled labs and inpatient clinical sites unless specified by faculty. Inpatient clinical sites include clinical experiences occurring in hospital or skilled nursing facilities during times when students are assigned in direct patient care.
  - a) Teal scrub top and cargo pants with a navy-blue lab jacket and UNCW logo and “School of Nursing” embroidered on the left front of the top and jacket. Uniforms can be ordered from First Uniform in Wilmington NC.
    - i) Uniforms must be neat, clean, in good condition and adequately pressed.
    - ii) Pant length must not touch the floor. No frayed hems on pants.
    - iii) Socks should be plain solid white, blue, or black ankle or knee length (no skin visible).
    - iv) Plain black closed-toe nursing shoe with a closed, flat heel and back. No open-back clogs are allowed.
    - v) A plain white short-sleeved t-shirt may be worn under the scrub top. No undergarments should be visible underneath any part of the uniform.



- vi) The navy-blue lab coat with the UNCW logo may be worn over scrubs.
- vii) White coats cannot be worn clinically; however white coats can be worn to the SLC.

- 2) **Community and Mental Health Clinical Uniform** is required for all students assigned to clinical sites with an agency affiliation outside of the hospital inpatient unit unless otherwise directed.
  - a) Plain solid teal polo top with UNCW logo and "School of Nursing" embroidered on the left front.
  - b) Plain solid khaki, navy, or black long pants.
  - c) Closed toe, flat shoes worn with socks.
  - d) Navy blue lab jacket with UNCW logo may be worn over attire.

**Professional dress** is required during all School of Nursing sponsored events, meetings and activities unless specified by faculty. The dress code may be changed, and additional restrictions may be added if necessary.

- 3) UNCW student photo ID and/or clinical agency badge must always be worn above the waist and clearly visible (i.e., not turned so identification is not visible) when representing the School of Nursing in uniform or professional dress.
- 4) Tattoos must be covered unless covering impedes hand hygiene (seek guidance from faculty) in all of our clinical agencies. When in the simulation learning center, tattoos do not have to be covered. If tattoos are deemed to be overtly offensive, faculty reserve the right to require the student to cover the tattoo.
- 5) Hair must be neat, clean, and well-groomed when representing the School of Nursing in uniform or professional dress. Long hair must be pulled back, off the collar, and secured with small, simple hair accessories so hair does not meet the patient. Hair color of an unnatural tone is not permitted (Unnatural hair color refers to colors not found in natural hair colors/shades). Headwraps, scarves or other hair adornment is not allowed without faculty approval.
- 6) Male students must be neatly shaven. Mustaches and/or beards must be short, clean, and well groomed.
- 7) When going to the clinical site for clinical assignments, professional dress must be worn. Lab jackets may be worn over attire, or the Community Uniform described in item # 2 above. Refer to item # 12 below for listing inappropriate attire.
- 8) Nails must not extend beyond the fingertips and must be rounded and clean. The use of artificial nails or nail polish is not permitted.
- 9) Minimal jewelry should be worn when representing the School of Nursing in uniform or professional dress(for both male and female students). Acceptable jewelry may include:
  - a) One wristwatch capable of timing seconds.
  - b) One single plain, banded ring.
  - c) Single pair of stud earrings (one piercing per ear) less than ½ -inch in diameter.
  - d) Religious medals or other neck chains if worn must not be visible.
  - e) Facial, oral or body piercing jewelry is not permitted.
- 10) Fragrant products (cologne, perfume, aftershave lotion, etc.) are not permitted in patient care settings.
- 11) Chewing gum or tobacco products are not allowed.
- 12) The following items are not professional and are not permitted while representing

the SON.

- a) Shorts, jeans, or sweatpants.
- b) Undergarments that can be seen in any position.
- c) Tight fitting clothes.
- d) Spaghetti-strap tops.
- e) Spike high heel shoes, or flip flops.
- f) False eyelashes or heavy makeup.

## Confidentiality Policy and Guidelines

*A signed Confidentiality Statement must be on file with the School of Nursing. Forms are available through the online credentialing program. (See also Appendix B).*

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

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

- accessing information that is not within the scope of one's assignment.
- misusing, disclosing without proper authorization, or altering patient or personnel information.
- disclosing to another person one's sign-on code and password for accessing electronic or computerized records.
- using another person's sign-on code and password for accessing electronic or computerized records.
- leaving a secured application unattended while signed on; and
- attempting to access a secured application without proper authorization.

Violation of this policy by students, faculty, or staff to any agency with which the UNCW School of Nursing has a Contractual Agreement or Memorandum of Understanding, may constitute grounds for corrective action up to and including loss of agency privileges, dismissal or termination from the school in accordance with applicable agency, school, or university procedures. Violation of this policy by any member of the school's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of

affiliation between the school and the agency. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.

### **Information Security Policy:**

#### **Policy:**

Information, as defined hereafter, in all its forms and throughout its life cycle will be protected in a manner consistent with its sensitivity and value to any agency to which a student or faculty member is assigned via Contractual Agreement or Memorandum of Understanding between the equipment and software used to process, store, and transmit information.

This policy applies to all information, which includes clinical information generated in the context of patient care. Examples of this policy include laboratory data, x-ray results, results of other tests and procedures, and dictated and written notes detailing patient histories and physical exam findings. Such patient-related data may be available electronically or in written form in standard records and patient charts; it may be available for individual patients or for groups of patients. Such information may reside in large central computer databases, such as those maintained by large hospitals and academic health centers, where it is available via computers to clinical workstations or other clinical databases maintained by individual agency personnel. It may also reside in databases that are separate from the centrally maintained database, such as the clinical databases developed for certain agency personnel members.

#### **Scope:**

Information security is protection of information written, spoken, recorded electronically, or printed from accidental or intentional modification, destruction, or disclosure. Information will be protected through its life cycle, including origination, entry, processing, distribution, storage, and disposal.

### **SAMPLES OF BREACHES OF CONFIDENTIALITY**

<b>Assessing information that is not within the scope of your job/role as a student, faculty, or staff member:</b>	<b>Misusing, disclosing without proper authorization, or altering patient or personnel information:</b>
<ul style="list-style-type: none"> <li>• Unauthorized reading of patient account information</li> <li>• Unauthorized access of personnel file information</li> <li>• Unauthorized reading of a patient's chart</li> <li>• Accessing information that you do not need to know for the proper execution of your job function</li> </ul>	<ul style="list-style-type: none"> <li>• Making unauthorized marks on a patient's chart</li> <li>• Making unauthorized changes to a personnel file</li> <li>• Sharing or reproducing information in a patient's chart or personnel file with unauthorized personnel</li> </ul>

	<ul style="list-style-type: none"> <li>• Discussing confidential information in a public area, including waiting room, restroom, or elevator.</li> <li>• Posting confidential patient information on social media such as Facebook, Instagram, Twitter, etc.</li> </ul>
<b>Disclosing to another person your sign-on code and password for accessing electronic or computerized records:</b> <ul style="list-style-type: none"> <li>• Telling a co-worker your password so that he or she can log in to your work</li> <li>• Telling an unauthorized person, the access codes for personnel files or patient accounts</li> </ul>	<b>Using another person's sign-on code and password for accessing electronic or computerized records:</b> <ul style="list-style-type: none"> <li>• Using a co-worker's password to sign in to and/or "Log on" to the hospital's computer system</li> <li>• Unauthorized use of a log-in code for access to personnel files or patient accounts</li> </ul>
<b>Leaving a secured application unattended while signed on:</b> <ul style="list-style-type: none"> <li>• Being away from your desk while you are logged into an application</li> <li>• Allowing a co-worker to use your secured application for which he or she does not have access after you have been logged in</li> </ul>	<b>Attempting to access a secured application without proper authorization:</b> <ul style="list-style-type: none"> <li>• Trying passwords and log-in codes to gain access to an unauthorized area of the computer system</li> <li>• Using a co-worker's application for which you do not have access after he or she is logged in</li> </ul>

### **Responsible Use of Digital and social media:**

Social media sites are online communities used in our professional and personal lives to communicate and distribute information. Some examples of these include Facebook, Instagram, YouTube, LinkedIn, and Twitter. The usage of such sites has provided new ways to network, nurture relationships, and discuss nursing as it relates to education, research, and practice. There are also new concerns for students to be aware of and an increased diligence in communicating on these sites is necessary to maintain an atmosphere of integrity and respect that is free of harassment, exploitation, and intimidation.

### **Responsible Social Media Use by Nursing Students:**

The SON faculty believe we are accountable for educating students on social media use in their personal and professional lives. The federal rules (HIPAA Privacy Act and the HITECH Act, 2012,

which modifies HIPAA [Federal Register, Volume 78. Number 17 Rules and Regulations) are expected to be followed by all nursing students as they relate to clinical practice.

**Guidelines for Online Professional or Personal Social Media Usage:**

Students must be aware that social networking sites can be accessed by and then shared with patients and family members, colleagues, and others. Students must avoid sending or posting anything that can *reasonably be used to identify* the patient in any form (HIPAA Privacy Act and the HITECH Act, 2012).

Students are encouraged to utilize social media with knowledge of risks. For example,

a. Inaccuracies can become 'fact'. The public's trust in nurses can be compromised and the 'branding' of self can undermine an individual's nursing career. You are also negatively branded using slang, inappropriate language and grammar. You are 'branding' yourself with each posting as well as representing UNCW SON and the nursing profession. Often employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. (National Student Nurses' Association, Inc., Recommendations for Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism, 2012).

b. Content once posted or sent can be disseminated to others. Students should carefully consider the approval of any person allowed access to his or her site. Remember, anyone who accesses your site can read all information posted. It is advised to keep personal and professional online activities separated and be astute to privacy settings (ANA Principals for Social Networking and the Nurse, September 2011, Silver Spring, MD).

c. You may be legally liable for what you post on your site and your posts on the site of others. (Examples include proprietary, copyrighted, defamatory, libelous or obscene commentary, as defined by the courts).

d. Students will have an opportunity to provide feedback in the appropriate venue on the course and faculty at the end of each course. The SON does not monitor social media for this feedback. It is good practice to monitor your mood while posting. It is wise to delay posting until you are calmer and have had time to reflect on a situation.

Note: These guidelines are also applicable to other forms of media, including newspaper, radio and TV.

8/3/18

## **ACADEMIC HONOR CODE**

The SON follows the policies and procedures as outlined in the [Code of Student Life](#) and the [Student Academic Honor Code](#).

### 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. If you are uncertain what an incident report form requires, please contact the program or clinical coordinator or Associate Director for Administration for guidance.
- Students should report any incident to their clinical faculty or site preceptor immediately. If required, a site-specific incident or variance form will also be completed. 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 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) can require a student to 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 their responsibility. 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.