

Undergraduate Student Handbook



UNCG
School of Nursing

2006 - 2007

The University of North Carolina at Greensboro

Welcome to UNCG! This *School of Nursing Student Handbook* is designed to provide students seeking the BSN degree with helpful information. In addition to this Handbook, students should be familiar with other important documents: *The Undergraduate Bulletin*, the *UNCG Policies for Students*, and the *UNCG Student Calendar/ Handbook*.

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Suggestions, corrections, comments, or compliments should be addressed to the Associate Dean of the School of Nursing. Special thanks to Karen Gilbert for content suggestions, and to Annemarie Morrison for formatting and printing. –VBK

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INFORMATION FOR ALL BACCALAUREATE STUDENTS IN THE SCHOOL OF NURSING

General Information

2-Plus Program

UNCG has signed agreements with North Carolina community colleges, which allow RNs who have completed the A.A.S. degree to be admitted with a predetermined number of transfer credits. Once RNs who enter under these agreements complete the Special Exams, they will have junior-level standing at UNCG. For more information contact the Admissions Office at 334-5243.

Academic Integrity Policy

The School of Nursing adheres to and supports the Academic Integrity Policy. This Policy is written in detail in the *Policies for Students* published on the Internet by the Office of Student Affairs (<http://studentconduct.uncg.edu>). Specifically, the Policy states that cheating, plagiarism, falsifying data or reports, submitting the work of another as your own work, and other unethical activities are breaches of the Integrity Policy. Students in the School of Nursing are asked to sign the statement “I have abided by the Academic Integrity Policy on this Assignment” when completing tests, papers, and other assignments.

Students should read the entire policy at least once a semester to be familiar with the expectations and violations of the policy. Students unsure whether an academic activity is permitted under the Policy should ask their faculty members prior to turning in completed assignments.

Advising and the Advisor

Advising and registration are two separate activities. Registration occurs at least twice a semester (at the start of the semester, and later, during the pre-registration period, in anticipation of the following semester). Registration involves primarily tasks: reviewing the course schedule, obtaining an advising code from your advisor, and completing registration on-line. Advising involves the thoughtful discussion with an advisor about long-range goals and the best way to work toward these goals. Advisors give advice about pros and cons of a plan of action, prerequisites, how to solve academic or other problems, etc. In order to do a good job of advising, advisors need to see students during scheduled times. That is, students should make an appointment to meet with the advisor, especially prior to the pre-registration period. If a student has an appointment, the advisor can review the student’s record and anticipate possible areas of discussion or concern based on the student’s previous work, grade point average, program of study, etc.

Most of the full-time faculty members in the School of Nursing serve as student advisors. The faculty members are also involved in teaching class, teaching clinical, serving on committees, and other activities. They also have families, attend professional meetings, and have otherwise busy

schedules. Faculty members usually have posted office hours, and they generally plan to be available to students on a walk-in basis during those hours. However, to save time, students may wish to call in advance to make certain the faculty member is planning to be available during the office hours. Even when a faculty member has posted office hours, faculty do get called out to unexpected meetings, or may be assisting another faculty member in class or clinical, etc. To schedule an appointment with an advisor prior to the (pre)registration period, the student should go to the advisor's office and sign up on the appointment sheet posted outside the advisor's office. Refer to the Schedule of Courses for dates and other registration guidelines. The Schedule of Courses is available on the Internet about three weeks prior to the registration period; Schedule of Courses booklets are distributed to various locations on campus for students to pick up as they need.

When calling an advisor, students should anticipate that the advisor might not be in the office. Students should 1) call early (i.e., several days before you need the appointment); and 2) leave your name, telephone number and area code, and a brief message in their voice mailbox. Be sure to speak clearly and slowly when leaving your name and telephone number. If students are only available at limited times to receive calls, or if there is an answering machine, include that in the message. Advisors are conscientious about calling students back, but because of their schedules, may not be able to call back for several days. If students leave a message, then advisors will know what material to review or have ready before returning the student's call. Faculty and staff telephone numbers and e-mail addresses can be found on the School of Nursing website. (<http://www.uncg.edu/nur/>).

Advisors try to stay informed about changes in policies related to meeting degree requirements. Nevertheless, the final responsibility for meeting the degree requirements rests with the student. Toward this end, undergraduate students should make an appointment with the Office of Student Academic Services undergraduate students admitted since fall 2001 can check progress toward degree requirements by using the online CAPP audit in UNCGenie. Students admitted prior to fall 2001 should contact Student Academic Services for an official audit. Hopefully, if there are any problems in meeting the degree requirements, there will be sufficient time for correcting the problems.

Checklist for student in preparing for an appointment with an advisor for pre-registration:

- Appointment with advisor scheduled for a time prior to the registration window.
- Tentative schedule for next semester worked out.
- Prerequisites checked in the course descriptions in the *Undergraduate Bulletin*.
- Footnotes checked in the Schedule of Courses for the courses planned for next semester.
- Student has given thought to any questions he/she might have for the advisor.

Changing advisor. Students may request a change in advisor. Please put the request in writing and give to Karen Gilbert, Director of Undergraduate Advising in room 123. The request should include the student's name and ID number, current advisor, and the nature of the request. It is not necessary to give a reason for a change. If the student wishes to request a specific advisor the student may do so, but not all requests for specific advisors can be granted. Advisors also may request a change in advisees.

Appeals Process

Students may appeal progression policies. An example of a progression policy at the undergraduate level is that “A student must earn a grade of C (2.0) or better in all required nursing courses at the 300-level before proceeding to the 400-level...” (see the section on the School of Nursing in the *Undergraduate Bulletin*). To initiate an appeal, the student should complete the “Student Appeal Request” form, which is available from the Undergraduate Programs page of the School of Nursing website. The student may also wish to meet with the Student Admissions, Progressions and Appeals Committee Chair to discuss the situation.

The Appeals Process just discussed does not apply when the student wishes to appeal a grade and possibly have a grade changed. Appeals regarding an assigned grade are discussed in the *Undergraduate Bulletin* under the section titled ‘Academic Suspension and Appeals’ in the chapter “Academic Regulations and Policies.”

Applying to the Upper Division (Clinical Component)

Students must apply for admission to the upper division or clinical component of the BSN program. New classes for the clinical component begin in the fall only. Applications for the fall clinical class become available during the preceding November, and must be returned to the School of Nursing by February 1. Students may apply to the School of Nursing for the clinical component before they have finished all of the required prerequisite courses, but they must be able to complete these requirements prior to the start of the fall clinical class.

Students must be accepted to the University before they will be considered for acceptance into the upper division. Transfer students and former UNCG students should apply to UNCG during the fall semester prior to the fall semester in which they plan to begin the upper division.

The application to the School of Nursing requires that transcripts be attached to the application. Some colleges issue a transcript called a “Student’s Copy.” You may attach a Student’s Copy to the School of Nursing application, but the application to the University requires an Official Transcript. Unofficial or Student Copies of transcripts must have the name of the college clearly identified, that is, not handwritten by the student, but printed as a part of the unofficial transcript. Students’ copies printed without the college name will not be accepted with the application to the upper division.

Students who need to discuss the application process and timetable should meet with their UNCG advisor, or Dr. Karb, or Karen Gilbert. Please call ahead and make an appointment.

Admission to the upper division is always contingent upon successful completion of all remaining prerequisite courses. In addition, students admitted to the upper division must provide a statement signed by a physician stating that there are no physical or emotional health limitations to providing safe nursing care.

Each year there are more applicants to the upper division than there are spaces available. It is important that students interested in the upper division meet prerequisite requirements, but it is also important to maintain good grades. Students who wish to have an individual discussion about their own situation should schedule an appointment with their advisor.

Clinical Assignments, Request for

Students may be pre-assigned to the sequence of their 300-level courses (basic RN preparation program). All undergraduate students are pre-assigned to the clinical sites. Students may request to be with another classmate in the same sequence or site if students car-pool together, or to be in a specific clinical agency (e.g., to be in Winston-Salem if they live in Winston-Salem). Requests will be honored when reasonably possible; the School of Nursing does not guarantee to honor all requests. Because the rotations are developed in time for pre-registration each semester, students should put requests in writing to the course coordinator of clinical courses prior to the pre-registration period each semester.

Conflict Resolution Between Students and Faculty

Occasionally, conflicts between a faculty member and a student develop. This may be over clinical performance or classroom assignments. It is helpful to resolve conflicts as soon as possible. The appropriate route for attempting to resolve a conflict is this: meet first with the faculty member involved, and attempt to come to conflict resolution. Most conflicts can be resolved at this point. If this is not possible, the next course of action is to meet with the Course Leader. If a conflict still cannot be resolved, the problem should be taken to the Department Chair for the department in which the faculty member is working. The names of the faculty members and their department chairs are listed in the Information Kiosk in the lobby of the School of Nursing. The final recourse for conflict resolution is with the Dean of the School of Nursing. However, it is always preferable to resolve conflict at the first level – that is, between the student and the faculty member having the conflict.

Consortium Courses

UNCG is part of a Consortium of local colleges. Taking courses via Consortium is an option when a needed course at UNCG is full, or when there are time conflicts in two required courses, or if a student's work schedule conflicts with the UNCG time. It is important for students to discuss their plans with their advisors. The greater Greensboro Consortium is also discussed in the *Undergraduate Bulletin* under "Admission to the University."

Criminal Background Check

Beginning January 1, 2005, all nursing students must have an approved criminal background check prior to beginning clinical activity. For RN to BSN students, results must be submitted prior to beginning NUR 474 or any other course with a clinical component (by August 1 for fall semester or December 1 for spring semester), and for students in the pre-licensure program results must be submitted by July 1 prior to enrolling in the required 300-level nursing courses. The School of Nursing has contracted with Certified Background Services to perform this service, with the cost to be paid by the student.

Electronic Mail (e-mail)

Most communication between faculty members and students occurs via e-mail. Faculty will contact students at their UNCG e-mail address. Students should check their e-mail several times each week.

Grading Scale

The Baccalaureate Program in Nursing functions in accordance with the grading system of the University as described in the *Undergraduate Bulletin* (see ‘Grading Policies and Grades’ in “Academic Regulations & Policies”). The faculty involved in teaching any given course determine the methods and measures of evaluation in that course. The information on evaluation is included in the course syllabus. The following grading scale has been adopted by the School of Nursing for all undergraduate nursing courses:

98-100 = A+	77 – 79 = C
95 – 97 = A	74 – 76 = C-
92 – 94 = A-	71 – 73 = D+
89 – 91 = B+	68 – 70 = D
86 – 88 = B	65 – 67 = D-
83 – 85 = B-	64 and below = F
80 – 82 = C+	

(round off at 0.5 to the next point)

Graduation, Application for

All students must apply to graduate early in the semester in which they believe they will complete degree requirements. The deadline is published in the official calendar each year, and is listed inside the *Undergraduate Bulletin*. It is also available on the Internet. The Office of the Registrar is very strict about this deadline. It is the student’s responsibility to meet this requirement. If graduation does not occur in the semester/year for which the student has originally applied, it is the student’s responsibility to reapply. There is an application fee. Undergraduates apply at the Registrar’s Office or online through UNCGenie.

Honors Courses

UNCG offers an Honors Program for highly qualified students. This is discussed in the *Undergraduate Bulletin* (see ‘Academic Departments, Programs & Courses’ section, pp. 213 – 216). In addition, students may do “Honors in Nursing,” described on page 264 of the *Undergraduate Bulletin*. For questions about this program, see Ms. Debra Stanford (room 123) in the School of Nursing or call the Honors Program at 334-5538.

Incomplete Grades (Grade of ‘I’)

A grade of I (Incomplete) “indicates that the completion of some part of the work for the course has been deferred because of prolonged illness of the student or because of some serious circumstances beyond the student’s control” (*Undergraduate Bulletin*, p. 39). The student must complete the necessary work to obtain a grade in the course within 6 months of the end of the semester in which the I was earned or the grade will automatically be converted to a grade of F by the Registrar. The actual deadline for removal of an incomplete is listed each semester in the *Schedule of Courses*, and in the *Undergraduate Bulletin*.

Independent Study (NUR 492)

Independent Study is an option available to undergraduate students who have been admitted to the upper division. The student and faculty member negotiate the number of semester hours of credit (1-3) and the specific requirements of the Independent Study. Students must register for the course during the usual registration periods. It is like other courses in that it must be completed within a semester, and the student receives a grade for the course. For the purposes of accurate record keeping, there are printed guidelines for the student, as well as forms to complete at the start and finish of an Independent Study. These forms are available from Dr. Karb’s office (room 116), or can be printed from the Undergraduate Programs page of the School of Nursing website.

LPNs

Licensed Practical Nurses working on the BSN should let Karen Gilbert know they are LPNs. They must also provide Ms. Gilbert with a copy of their license, which must be a current unrestricted North Carolina LPN license. See also the section on “Special Exams” (*Undergraduate Bulletin*, p. 44).

Lockers

Lockers on the second floor are available for students to use on a first-come, first-served basis. To reserve a locker and obtain a combination lock, see Ms. Dawn Wyrick in room 223.

Mail Folders

Students in the upper division and RN to BSN students have individual file folders in the filing cabinets in the Student Lounge (422). Faculty use these file folders to return student papers, send messages to students, etc. Students should check their folders weekly. Any undergraduate student who is missing a file folder should notify Karen Gilbert (room 123).

Manual of Style for Written Work

The School of Nursing has adopted the *Publication Manual of the American Psychological Association* as the manual of style for written work. Students should use the manual as a guide for written papers. Questions about the format of an assignment for a specific course should be directed to the faculty in the course. The 5th edition was published in 2001.

American Psychological Association. (2001). Publication manual of the American Psychological Association (5th ed.). Washington, DC: Author.

Name and Address

Students need to keep both the University and the School of Nursing informed about changes in their name, address, and telephone number. In the School of Nursing, undergraduates should submit changes in writing to Karen Gilbert. The information should include your complete name (old and new), your ID number, and both your old and new address, telephone number, etc. For the University, make changes through the Registrar's Office or online through UNCGenie.

Students who go by nicknames or middle names always need to include their official name and their ID number when submitting information, making requests, etc. While some names are unusual, other names are frequently encountered, and errors can occur unless students provide all the necessary information.

NCLEX-RN, the RN Licensing Exam

Becoming licensed as a Registered Nurse is a serious process. Graduating pre-licensure students must apply to write the examination. The application requires a health verification, a picture, a fee, and finally, verification by the University that the student has completed degree requirements. The North Carolina Board of Nursing also conducts a criminal background check for those seeking N.C. licensure. Karen Gilbert in the School of Nursing will obtain a sufficient number of application packets for graduating students who wish to write the examination in North Carolina. Students who plan to write the examination in another state must contact the State Board of Nursing in that state to obtain the application. This should be done early in the final semester. See Karen Gilbert for assistance with the completion of these applications. Plan ahead – order the forms early if you are writing the exam out of state!

References

Students and graduates often contact faculty to write a reference or letter of recommendation for employment or graduate school. Faculty members are usually glad to help with this, but there is an etiquette associated with asking for a reference:

- It is a courtesy to *ask* the faculty member for a reference, not just leave the reference form in the faculty member's mailbox.
- While it is best to ask the faculty member in person, second best is to leave a courteous, detailed request via voice mail, and leave your telephone number where the faculty member can call to confirm his/her willingness to do this. The third option is to write out your request. A written request should not be scribbled in pencil on a torn piece of notebook paper, but rather, typed in the form of a letter or via e-mail.

- Allow sufficient time for a faculty member to complete the reference. At least two weeks is good, longer is better. Be sure to include the time frame or deadline you are trying to meet when you ask the faculty member for the letter or form.
- Include a brief resume, curriculum vita, or other summary of your work experience, or if you do not have that, a list of honors, achievements, campus involvement, or other summary of information that would assist the faculty member in writing the best recommendation for you, and which highlights your strengths.
- Include a pre-addressed, stamped (if necessary) envelope the faculty member can use to mail the letter/form. Also include any special instructions and the deadline, unless they are on the form. An example of special instructions might be having the faculty member sign across the sealed edge of an envelope after completing the letter/form.
- Be sure to take the time to thank the faculty member. If the outcome of the letter or recommendation is that you obtain the job, or receive the award or scholarship, or are admitted to graduate school, be sure to let the faculty member know.

RNs

Registered Nurses working on their BSN should let Karen Gilbert know they are RNs. They must also provide Ms. Gilbert with a copy of their license, which must be a current unrestricted North Carolina RN license. RNs must have an unrestricted North Carolina license, or be licensed in a state covered by the multi-state Nurse Licensure Compact, prior to admission to the required 400-level courses: NUR 470, 471, 472, 473, and 474. See also the section on “Special Exams.” For questions about licensure see the NC Board of Nursing website at www.ncbon.org.

Scholarships

Students in the School of Nursing may apply for scholarships. “Scholarships are gift aid usually based on academic achievement, merit, or a combination of merit and financial need.” Students may apply for general university scholarships and for specific School of Nursing scholarships. Undergraduate students should review the topic ‘Grants & Scholarships’ and ‘Loans’ under “Expenses, Payments, Refunds, & Financial Aid” in the *Undergraduate Bulletin*. Additional information may be obtained from the Financial Aid Office on campus.

Applications for School of Nursing scholarships are available by mid-December in the School of Nursing, and are due March 1. Many of the School of Nursing scholarships have, as a criterion for awarding them, that the student has financial need. In order to receive a scholarship based on financial need the student must file a Financial Aid Form with the Financial Aid Office, and qualify for financial aid according to the established criteria. Detailed instructions are available on the application form. The School of Nursing Scholarship application form is available to be printed from the School of Nursing web page from December 1 – March 1.

Occasionally the School of Nursing receives notice of other scholarship funds that are available. Notices of scholarship possibilities for undergraduate students are posted on the first floor lobby in the School of Nursing. It is the student’s responsibility to check this board periodically for new information. In addition, there is a handout, which summarizes scholarship possibilities available from the office of the Associate Dean (room 116 or 118); this handout is updated periodically.

Special Exams for RNs and LPNs

As a part of their program of study, RNs and LPNs may take Special Exams and earn credit hours if the exams are passed successfully. LPNs take the National League for Nursing Acceleration challenge Exam I (ACE I), and RNs take the National League for Nursing Mobility Acceleration challenge Exams II (ACE II). There is a charge for taking the exams. In addition, the University has a charge for posting credit earned by Special Exam. For information on the exams, contact the Karen Gilbert (room 123) at the School of Nursing.

There is an application for the exams, and they may be obtained from Karen Gilbert, Annemarie Morrison (room 116), or may be printed from the School of Nursing website. This application gives information about costs, dates, study guides, etc.

Transfer of Courses

Students may transfer courses into UNCG to meet degree requirements. Currently enrolled UNCG students should discuss their plans with their advisor prior to taking the course(s). There is a form to be completed, and this form is available at the Registrar's Office. In making plans to do this students transfer hours of credit, not grades, into their program of study. There are limits on the total number of credits, and these are found in the *Undergraduate Bulletin*, under the topic 'Transfer Students' in the "Admission to the University" section.

Information about how courses transfer to UNCG can be found on the web from links on the Registrar's website, <http://www.uncg.edu/reg>.

Tuition

Whether a student has to pay in-state or out-of-state tuition is determined when a student is admitted to the University. A student's category is never changed automatically by the University. Students may appeal their classification, as described in the *Undergraduate Bulletin* in 'Residence Status for Tuition Purposes' under "Expenses, Payments, Refunds, and Financial Aid." There is an appeal form to complete, which can be obtained at the Office of the Provost in Mossman Building.

Written Work

The field of nursing is rapidly changing. The School of Nursing intends to prepare graduates who are as up-to-date as possible. To help achieve this goal, it is expected that references cited by undergraduate pre-licensure students be no older than 5 years. Any exceptions to this policy (e.g., writing a historical review) should be discussed in advance with the faculty member in the course. See also 'Manual of Style for Written Work' in the section "Information for All Students in the School of Nursing."

Structure and Organization of the School of Nursing

Organization of the School of Nursing

The chief administrative officer of the School of Nursing is the *Dean, Dr. Lynne Pearcey*. Assisting Dr. Pearcey are several people. *Dr. Virginia Karb, Associate Dean for Undergraduate Programs* (room 118) works primarily with undergraduate students, and coordinates the RN to BSN program at the UNCG Triad Education Center (near the airport). *Dr. Eileen Kohlenberg* is the *Associate Dean of Graduate Study* (room 213). Dr. Karb is assisted by *Ms. Karen Gilbert* (room 123) and *Ms. Annemarie Morrison* (room 116), and Dr. Kohlenberg is assisted by *Ms. Ann Martin* (room 212), who works with graduate student records and applications. Dr. Karb, Dr. Kohlenberg, Ms. Gilbert, Ms. Morrison, and Ms. Martin are the core of Student Affairs in the School of Nursing. Student Affairs deals with applications (BSN and MSN), recruitment materials and letters, the student records for the School of Nursing, the historical records of alumni, etc. This area also assigns advisors, keeps track of immunization requirements, sends out recommendations on current students and former graduates, etc.

Dr. Margaret Dick is the *Director* for the BSN and MSN outreach offerings in Hickory, NC. *Mrs. Linda Anderson* assists Dr. Dick with the Outreach program. *Mrs. Donna Doby* is the *Administrative Assistant* to the Dean. Mrs. Doby assists in keeping all of the financial records for the School of Nursing, including coordinating Professional Nurse Traineeships for graduate students, managing travel reimbursements, etc. *Ms. Denyse Coker* is the Dean's Administrative Secretary.

Dr. Richard Cowling is Director of the Doctoral Program.

The Faculty of the School of Nursing is organized into three *departments*. Each department is headed by a Chair. *Dr. Anita Tesh* chairs the *Adult Health Department*. Faculty in this department are those prepared to care for adult medical and surgical patients. *Dr. Louise Ivanov* chairs the *Community Practice Department*. Faculty in this department are clinically prepared in psychiatric nursing, community health nursing, and gerontological nursing. *Dr. Hazel Brown* chairs the *Parent-Child Department*. Faculty in this department are clinically prepared in maternity and pediatric nursing.

Finally, there are many members of the staff who provide support to the faculty, the students, and the School of Nursing. These individuals include the secretaries; they work behind the scenes to help make certain all the necessary work is completed on time, *Mr. Reagan Sugg*, Information Technology Support, and *Mr. Dan Schipman* Computing Support in the school. *Dr. Debra Wallace* is Director of Research and is assisted by *Ms. Sherry Whitaker*, and *Ms. Linda Carter* is Director of Development for the School of Nursing.

Committees in the School of Nursing

The School of Nursing has many committees with special responsibilities for carrying out the Mission of the School of Nursing. Some of these committees have student representatives on them. Students interested in serving on a School of Nursing committee can put their request in writing and give it to the Associate Dean or their class advisor. (On the web, faculty telephone numbers are on the School of Nursing home page). Because committee assignments are made early in the school year, students should submit their requests by the middle of September, if possible. Committees with student membership are listed below, and briefly described.

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

Curriculum Committee – This committee is charged with systematically reviewing the BSN, MSN, PhD and certificate curricula and making recommendations to the faculty. Student membership includes a junior, a senior, an MSN student, a PhD student, and an alumnus.

Evaluation Committee – This committee coordinates the School of Nursing Evaluation Plan, oversees the continued evaluation of the School's activities, and evaluates the evaluation plan. Student membership includes a junior, a senior, and an MSN student.

Learning Resources Committee – This committee reviews and makes recommendations about learning resources needed by the School of Nursing. This means books, audio-visual materials, computer aided instructional materials, and library holdings. Student membership includes one junior-level undergraduate student elected by the class in the fall for a two-year term; one senior-level undergraduate student; and, one graduate student.

Race and Gender Committee – This committee serves as a resource/liaison within the School of Nursing as well as between the School and the University on matters pertaining to Race and Gender diversity. This committee facilitates opportunities for diversity in education, research and scholarship. Student membership includes one junior-level student, one senior-level student, and one graduate student.

Research and Scholarship Committee – The purpose of this committee is to promote and facilitate research and scholarship within the School of Nursing. Student membership includes one graduate student and one undergraduate student.

Student Recruitment and Orientation Committee – This committee plans and coordinates School of Nursing student recruitment and orientation activities. Student membership includes six BSN students (three junior BSN students and three senior BSN students) and two MSN students; BSN students would be appointed in their junior year and MSN students would be appointed after completion of 12 graduate hours.

Clinical Requirements

CPR (Cardiopulmonary Resuscitation) Certification

All students in clinical courses must have current CPR certification. The certification must include adult, child, and infant, and must have a hands-on practice component. On-line certification is NOT acceptable. This is the responsibility of the student. Students without current certification will be removed from clinical until certification is obtained. A copy of the current CPR certification card should be turned in to Karen Gilbert or given to the clinical instructor, who in turn will give it to Karen Gilbert.

Immunization Requirements

All students in clinical courses (BSN and MSN) are expected to have met specific immunization requirements. The contracts between the School of Nursing and the clinical agencies state that our students have met these requirements, and students who do not have the necessary immunizations will not be allowed to participate in the clinical activities.

The UNCG Student Health Center and the School of Nursing do NOT share copies of your immunization record. You must supply the information requested by the School of Nursing directly to Karen Gilbert (BSN).

Rubeola (measles) immunization is required if you were born in 1957 or later. You must have proof of live vaccine on or after 1st birthday and on or after 3/21/63, or physician-verified history of the disease. You may choose to have a titer drawn and provide documentation of the titer and its results. If the titer is negative, your physician will determine if you need immunization.

Rubella (German measles) immunization is required if you are under age 50. You must have proof of vaccine (after 6/9/69), or proof of immunity by blood test (titer). History of disease is not acceptable.

Mumps immunization is required if you were born in 1957 or later. Individuals born before 1957 are assumed to be immune and are not required to submit this information. Most students in their early 20s would have been immunized against mumps when they received the MMR immunization (Measles, Mumps, and Rubella) in childhood.

Students must have a positive varicella/chicken pox titer (this is a blood test which would indicate whether the student has developed immunity already), or have evidence of chicken pox immunization. History of the disease is not acceptable.

The tuberculosis Mantoux skin test must be done annually. The TB Tine test is not acceptable. Students must provide the date of the test, and the result. Students with a positive result should see their doctor, and are expected to have a chest x-ray done. If the physician feels a chest x-ray is not indicated, the student must have a letter from the physician on file in the School of Nursing indicating this, and this letter must be renewed and presented annually.

Student must have evidence of tetanus immunization within the last 10 years.

The first of the three hepatitis B immunizations must be completed by July 1 prior to the start of the fall semester clinical courses (or December 1 for spring courses). By the next July 1, all 3 injections should have been completed. Students must provide one of the following: (1) evidence of hepatitis B vaccination, (2) a letter from a physician which confirms previous medical illness with hepatitis B, (3) positive titer results for hepatitis B, or (4) a letter from a physician which indicates that there are medical reasons why the student should not be vaccinated against hepatitis B. Students who begin their series of immunizations after January 1, 2003 must also have evidence of a post-vaccination positive titer, or evidence of revaccination, unless they are still in the initial course of immunization. For students in the pre-licensure program, the initial series must be started prior to the first year of clinical, and a positive titer or evidence of beginning the second series of immunization is required prior to the start of the second year of clinical.

If there is any reason why any of the above requirements cannot be met there must be a letter from a physician on file in the School of Nursing stating the reason the student cannot meet the immunization requirements. Students should keep a personal copy of all of their immunizations. Students will be notified as soon as possible if there is a change in requirements.

Malpractice Insurance

All undergraduate students (basic and RN) *must purchase the group malpractice insurance policy.*

Group Policy (academic year coverage)

The policy covers both BSN and MSN nursing students (exclusions to the policy are listed below). The group policy does *not* cover (1) students for part-time work or work during vacations since it applies only while in clinical experiences related to nursing courses, or (2) any student following graduation.

Needle Stick Procedure

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

1. Wash the skin exposure site well with soap and water. Flush eye with water. Avoid using damaging substances such as bleach. Do not bleed tissue. Rinse well.
2. Inform the Faculty member, who will advise you.
3. Inform the Nurse in charge of the unit.
4. Inquire about the need to complete necessary incident or agency reports. Schedule a completion time for these reports with the agency. This may be as soon as possible following the exposure or at a later date, based on exposure risks.
5. Leave the clinical area as soon as possible to obtain medical consultation and evaluation. Contact your own health care provider (personal physician, the emergency room, or the UNCG Student Health Center at 334-5340).
6. Depending on the nature of the parenteral exposure, it may be necessary to begin drug treatment within hours of exposure. For this reason, the School of Nursing recommends that students seek medical advice immediately after washing the site and informing the faculty member and the Nurse in Charge.

7. Notify the OSHA trainer in the School of Nursing of your exposure. The trainer for the 2006-2007 academic year is Ms. Jayne Lutz. Contact her via e-mail at: jayne_lutz@uncg.edu.

Neither the clinical agency nor the University is responsible for the cost of the care that is involved in the treatment, management or surveillance of exposure to blood or body fluids. For this reason, the School of Nursing strongly recommends that all students have personal health insurance.

Uniform Policy

Students engaged in clinical activities are expected to dress in an appropriate and professional manner. Name tags must be worn which indicate that the individual is a student in the School of Nursing. The clothing and behavior of the student reflects on the student, the School of Nursing, and the University. The School of Nursing's Student Dress Code Policy is included in this document as Appendix C.

School of Nursing Student Organizations

Association of Nursing Students (ANS)

The Association of Nursing Students is the only professional organization of nursing students in the United States. The purpose is to aid in the preparation of nursing students for the assumption of professional responsibilities by:

- providing opportunities for exchange of ideas in an effort to promote high education standards;
- encouraging participation in organizational activities and meetings to unify nursing students on this campus;
- encouraging broader involvement in current issues concerning nursing at state and national levels; and
- providing projects and programs to increase the students' awareness of the importance of their participation in the health care system.

Meetings, open to all interested students, are held once a month in the School of Nursing. Programs are relevant to all areas of nursing. Membership entitles the individuals to receive *The Hypodermic* and *Imprint*, the official publication of the state and national conventions, and also to be eligible for scholarships. There is a display cabinet on the first floor of the School of Nursing building where ANS announcements are posted outside room 130. The faculty advisor for ANS is Mrs. Jenny Clapp.

Black Nursing Student Association (BNSA)

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

- serving as a support network for nursing students;
- promoting unity and communication among all levels of students in the nursing program;
- fostering academic, personal and professional development of students;

- enhancing understanding and awareness of the needs and concerns of all nursing students within the School of Nursing and the University;
- promoting recognition of the achievements of nursing students and nursing professionals;
- facilitating the integration of nursing students into the university community; and
- developing leadership potential of nursing students;
- providing community service to enhance the health and well being of the community.

Meetings are open to anyone interested in the goals and purposes of the Association. Both undergraduate and graduate nursing students are served by the Association. There is a bulletin board on the first floor of the School of Nursing building where BNSA announcements are posted. The advisor for BNSA is Dr. Jie Hu.

Chi Eta Phi Sorority, Inc

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

- Develop a corps of nursing leaders.
- Encourage the pursuit of continuing education.
- Have a continuous recruitment program for nursing and health professions.
- Stimulate a close and friendly relationship among the members.
- Develop working relationships with other professional groups.

Membership is by invitation for students in the baccalaureate nursing program. Registered nurses in the undergraduate or masters program interested in membership are referred to the graduate chapter nearest to their place of residence. Students interested in membership or with questions should contact Dr. Joan M. Mathews, Ed. D, RN, Faculty Advisor or Mrs. Cora Waddell, MS, RN, Beta Sponsor at the Student Health Center. There is a bulletin board on the 1st floor of the Moore School of Nursing Building where announcements are posted. Additional information about the sorority can be obtained from their web site – www.chietaphi.com.

Nurses Christian Fellowship (NCF)

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

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

NCF strives to better prepare nurses to assist persons spiritually, psycho-socially, and physically through Bible study and fellowship meetings. Various outreach projects are conducted by NCF within the school and community. Membership is open to all students, faculty, and nurses in the community. Meetings are held Wednesdays at noon in the School of Nursing. There is a bulletin board on the first floor of the School of Nursing building where NCF announcements are posted. The faculty advisors for NCF are Dr. Patricia Crane and Dr. Elizabeth Van Horn.

Sigma Theta Tau

Sigma Theta Tau is the International Honor Society for Nursing. Sigma Theta Tau is a professional organization rather than a social one, and its purpose and functions may be compared to other honor societies.

Founded in 1922, Sigma Theta Tau recognizes the achievement of scholarship of superior quality, fosters high professional standards, encourages creative work, recognizes leadership, and strengthens individual commitment to the ideals and goals of the nursing profession. If you are currently a member of Sigma Theta Tau International, but belong to a different chapter, we highly encourage you to consider dual membership or to transfer your membership to Gamma Zeta.

For students, eligibility for membership in Sigma Theta Tau is based on demonstrated excellence in scholarship. Criteria for membership are established by Sigma Theta Tau International. For information about the international organization see their web site at: <http://www.nursingsociety.org/index.html>, or for information about the local chapter of Sigma Theta Tau, Gamma Zeta, see <http://www.uncg.edu/nur/sigtheta/index.htm>.

UNCG School of Nursing Alumni Association

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

All graduates are strongly encouraged to maintain active membership in the Alumni Association. Information on the School of Nursing Alumni Association may be accessed at www.uncg.edu/nur/alumniassociation.html. Address information (including e-mail addresses) may be updated electronically on the Biographical Information Form (www.uncg.edu/nur/alumnibioinfo.htm) which can also be found on the School of Nursing Alumni Association web page.

Graduates should also remember to keep both the School of Nursing Association and the University Alumni Office informed of changes in name, address, and telephone number. The web site of the Alumni Association is www.uncg.edu/ala/.

APPENDIX A: MISSION, GOALS, PHILOSOPHY, AND CONCEPTUAL FRAMEWORK

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

SCHOOL OF NURSING MISSION

As an integral academic unit of The University of North Carolina at Greensboro, the School of Nursing is dedicated to teaching, research, and service that contribute to the maintenance and improvement of health for individuals, families, and communities. With a commitment to excellence, the School of Nursing provides mutually supportive undergraduate and graduate nursing programs.

Students are afforded opportunities at various stages of their lives to obtain an education that is firmly grounded in the liberal arts, congruent with standards for professional nursing practice, and preparatory for lifelong learning and professional development. The School of Nursing is dedicated to the primacy of teaching that is based in scholarship and to the advancement of knowledge through research. The intellectual resources of the School of Nursing are used to provide professional and public service to a global society.

As part of an urban university, the School of Nursing recognizes its responsibility to provide exemplary learning environments on campus, through distance education, and in underserved areas of North Carolina. The School of Nursing is committed to sustaining a community in which women and men of any racial or ethnic identity, age or background are motivated to develop their full potential and to achieve an informed appreciation of their own and different cultures.

5/10/94;11/11/98;1/23/02; 03/06

SCHOOL OF NURSING GOALS

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

1. Assist students to acquire a liberal, professional education through study of the humanities, arts, sciences, and the discipline of nursing.
2. Prepare professional nurses to deliver comprehensive nursing care to people in a variety of settings, according to standards of clinical nursing practice.
3. Conduct scholarly activities and research to advance knowledge in the discipline of nursing.
4. Provide professional and public service to meet the needs of a global society.

/94;11/11/98;1/23/02; 03/06

BACCALAUREATE NURSING PROGRAM GOALS

The baccalaureate program prepares graduates for the following:

1. Practice professional nursing through the use of knowledge, critical thinking, inquiry, communication, and caring.
2. Function independently and interdependently in the health care system while providing nursing care to individuals, families, groups, and communities.

11/93;11/11/98;1/23/02; 03/06

MASTER'S NURSING PROGRAM GOALS

The master's program prepares graduates for the following:

1. Perform in advanced practice nursing roles as clinicians, educators, or administrators, according to standards of practice.
2. Assume leadership roles in promoting quality health care locally, regionally, and beyond.
3. Advance the existing body of nursing knowledge through inquiry.

7/92;11/11/98;1/23/02;4/23/03; 03/06

PhD NURSING PROGRAM GOALS

The doctoral program prepares graduates for the following:

1. Markedly increase the number of nurse scientists who will advance the discipline through scholarly inquiry.
2. Produce leaders who will advance the nursing profession and promote optimal health for ethnic minorities, women, children, and older adults.
3. Develop scholars who will meet the academic and healthcare industry needs for nursing in North Carolina and the nation.

9/04; 03/06

SCHOOL OF NURSING PHILOSOPHY

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

Nursing is both a practice discipline and a profession. Comprising the discipline is a unique body of knowledge that is integral to nursing practice, nursing education, and nursing administration. The body of knowledge is continuously developed and refined as an outcome of scientific, historical, philosophical, and ethical inquiry and clinical evaluation. Nursing knowledge is generated about health experiences and behaviors of persons across the life span. Clinical evaluation advances nursing knowledge through the testing and validation of interventions that are used in nursing practice, nursing education, and nursing administration. The metaparadigm concepts of person, environment, health, and nursing form the foundation upon which inquiry and the profession are based.

Professional nurses use knowledge developed by the discipline to promote optimal health in people and to achieve professional goals. Nursing is an essential component of the health care delivery system and includes the promotion of wellness, the detection of alterations in health, and the provision of care for those with illness, disease, or dysfunctions. Professional nursing is characterized by inquiry, caring, and practice. Nurses are professionally, ethically, and legally accountable for the care they provide, and their practice includes independent and interdependent functions.

Professional nursing education is built upon a foundation of liberal arts, humanities, and the sciences, and it provides opportunities for learners to attain competencies required to practice professional nursing. Mature learners identify their own learning needs and assume responsibility for continued learning. Effective teachers establish an inviting learning environment that promotes collaboration among themselves and their learners for achievement of educational goals. Baccalaureate education prepares nurses to function as generalists, while education at the master's level prepares nurses as advanced practitioners in a specialty area. At the doctoral level, nurses are prepared as scientists to practice in academia and industry.

5/87;8/91;7/92;11/98;6/0;1/23/02; 09/05; 03/06

SCHOOL OF NURSING CONCEPTUAL FRAMEWORK

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

Content Components

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

Person

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

Environment

Environment is the sum total of all internal and external phenomena and processes that have an impact on people. Environment includes physical, psychological, social, spiritual and cultural elements, as well as the conceptual space in which nursing is called for, initiated, and carried out. Environment also includes the historical, political, and economic conditions through which nursing evolves.

Health

Health represents a dynamic state of being resulting from interaction of person and environment. Health is the actualization of inherent and acquired human potential through satisfying relationships with others, goal directed behavior, and competent personal care. Adjustments are made as needed to maintain stability and structural integrity. Persons' state of health can vary from optimum wellness to illness, disease, and dysfunction and changes throughout an individual's life span.

Nursing

Nursing is the teaching of health promotion practices; the vigilant, sustained and continuous care of the acutely or chronically ill; the restorative care during convalescence and rehabilitation; the supportive care given to maintain the optimum level of health of individuals, families, groups, and communities; the teaching and evaluation of those who perform or are learning to perform these functions; the support and conduct of research to extend knowledge and practice; and the management of nursing in health care delivery systems.

Process Components

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

Inquiry

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

Caring

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

Practice

The ability to provide theory-based therapeutic nursing interventions is the core of professional nursing practice. Therapeutic nursing interventions are those direct or indirect interactions that occur between a nurse and client to diagnose and treat human responses to actual or potential health problems. Furthermore, therapeutic nursing interventions have cultural and ethnic relevance for the client and are carried out within the ethical and legal domains of practice. In clinical practice, nurses use the nursing process to interact with clients in achieving mutual goals. The nursing process is informed through nursing research and consists of activities related to assessment, diagnosis, analysis, planning, implementation, and evaluation. Professional nurses acquire and maintain current knowledge, are willing to participate in peer review and other activities that insure quality of care, and communicate effectively with clients, families, and other health care providers.

10/93;11/8/93;11/11/98;1/23/02; 03/06

Figure 1. Organization of Curriculum Using Content Concepts

	Baccalaureate			Masters	Doctoral
	Sophomore	Junior	Senior		
Person	Self Individual	Self Individual Family	Self Individual Family Groups Communities	Self Individual Family Groups Communities	Ethnic Minorities Women Children Older Adults
Environment	Scope broadens as concept of person expands				
Nursing	Generalists	Generalists	Generalists	Specialist	Scientist
Health	Wellness	Wellness Illness Disease Dysfunction	Wellness Illness Disease Dysfunction	Wellness Illness Disease Dysfunction	Wellness/Health Promotion Illness Disease Dysfunction Elimination of Health Disparities

8/91;7/92;11/11/98; 09/05; 03/06

APPENDIX B: POLICIES ON UNSAFE PRACTICE AND DISMISSAL OF STUDENTS WITH UNRESOLVED PHYSICAL OR MENTAL HEALTH PROBLEMS

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO SCHOOL OF NURSING

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

Policies on dismissal of students with unresolved physical or mental health problems and for unsafe nursing practice are published yearly. Undergraduates should review the policies in the *Undergraduate Bulletin* (p. 260) or on the web under <http://deanofstudents.uncg.edu/policy>.

APPENDIX C: STUDENT DRESS CODE POLICY

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO SCHOOL OF NURSING

The following is the Student Dress Code Policy for UNCG School of Nursing Students:

Uniform Guidelines:

A. Two complete standard uniform outfits are recommended.

1. Undergraduate Female Student*

Standard apron with UNCG monogram with
Standard white blouse and skirt or pants
 $\frac{3}{4}$ or full-length white lab coat with monogram
White stockings with skirts; white socks with pants
White leather shoes with closed heel and toe
Black on white name pin
Long-sleeved white turtleneck may be worn under the white blouse

2. Undergraduate Male Student*

Standard tunic with monogram
White uniform pants
 $\frac{3}{4}$ or full-length white lab coat with monogram
White socks and white leather shoes with closed heel and toe
Black on white name pin
Long-sleeved white turtleneck may be worn under the standard tunic

3. Community Health Uniform for Undergraduate Female and Male Student

Navy colored polo/golf-type shirt that says “UNCG” or “UNCG School of Nursing” on upper left front (long enough to be tucked in at all times)
Khaki slacks (no jeans)
Low closed toe and heeled shoes
Black on white name pin
Long-sleeved white turtleneck may be worn under polo shirt

***Uniforms are to be obtained from the approved vendor. Students are expected to buy at least one complete new uniform.**

4. White leather shoes. These may be professional nurse shoes or all white low top leather tennis shoes with closed heel and toe. They should be cleaned or polished as needed.

5. Whenever in clinical experiences that do not require wearing the official UNCG School of Nursing uniform, students are required to wear the following:

Navy colored polo/golf-type shirt that says “UNCG” or “UNCG School of Nursing” on upper left front.

Khaki slacks (no jeans)

Low closed toe and heeled shoes

The shirts may be purchased from either the UNCG bookstore or “Wear Yours” at 342 Tate Street (<http://www.wearyours.com/>). From “Wear Yours” it takes about 2 weeks from order to delivery. They have both a men’s and a women’s version of the shirt. Either is acceptable.

6. Name pin format:

Sue Jones (RN if licensed)
Student
UNCG School of Nursing

Name pin should be purchased from the designated uniform shop.

7. RNs

When functioning in a student capacity, name pins identifying them as UNCG students must be worn. RN and graduate students in clinical settings should wear uniforms or lab coats if appropriate to the agency and the type of clinical experience.

B. Hygiene/Grooming/Professional Presentation

1. Cologne/aftershave/perfume: none allowed in the clinical setting.

2. Jewelry: Only the following jewelry is permitted:

- One stud-type earring per ear (earring may not extend beyond the ear lobe)
- One wedding band
- Necklaces that are not visible
- One watch with second hand is required
- No other visible body jewelry will be allowed
- No tattoos should be visible

3. Fingernails: neatly trimmed, i.e., not beyond end of fingertip. Only clear nail polish should be worn. Artificial nails are not permitted.

4. Hair: controlled, off the face, behind the shoulders without large bows or clips.

C. Agency Requirements

In addition to the requirements listed above, students must comply with any dress code policies for nurses set by the clinical agency in which the students are participating in a clinical experience.

Students who do not comply with the dress code policy will be required to leave the clinical setting.

**University of North Carolina at Greensboro
School of Nursing**

APPENDIX D: GUIDELINES FOR RESEARCH ACTIVITIES

All research activities conducted by faculty or students in the School of Nursing must comply with University policies on research, including the University Policy and Procedure for Ethics in Research (<http://provost.uncg.edu/publications/personnel/ethics.asp>), the Policy on the Protection of Human Subjects in Research (<http://provost.uncg.edu/publications/personnel/humans.asp>), the Policy on the Protection of Animal Subjects in Research (<http://provost.uncg.edu/publications/personnel/animals.asp>), the Policy on Data Safety and Compliance Monitoring (<http://www.uncg.edu/orc/DSMPolicy.pdf>), the Copyright and Use Policy (http://its.uncg.edu/Policy_Manual/copyright/), the Patent and Copyright Policies (http://its.uncg.edu/Policy_Manual/Patent/), and the Guidelines on Use of Indirect Cost Recovered (<http://provost.uncg.edu/publications/personnel/pdf/indirectcost.pdf>). The School of Nursing also has additional procedures that are specific to faculty and students in the School.

I. RESEARCH BY STUDENTS

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

II. GRANT PROPOSALS

All proposals for research funding initiated by School of Nursing faculty and students must be approved by the School of Nursing Director of Research before submission to potential funding agencies. The Director of Research will assist the Principal Investigator (PI) in coordinating processing of the proposal by the Office of Research Services.

III. RESEARCH USING SCHOOL OF NURSING FACULTY OR STUDENTS AS SUBJECTS

It is preferable that all proposed research involving use of School of Nursing students, staff or faculty as subjects, whether initiated within the School or external to the School, is reviewed by the School of Nursing Director of Research, in consultation with the Research and Scholarship Committee and the chairs of any courses involved, to determine whether the proposed activities are consistent with the goals and mission of the School, and whether they place inappropriate burdens on faculty, staff or students.

IV. RESEARCH INVOLVING HUMAN PARTICIPANTS

The UNCG Institutional Review Board (IRB) must review all plans for the use of human participants in research prior to the beginning of the research. The IRB must also review all revisions to research protocols before the changes are implemented.

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

1. The Principal Investigator (PI) completes the Application for the Use of Human Participants in Research and the Checklist. Note: since the Application form is updated regularly, PIs should obtain a current form from the web site (<http://www.uncg.edu/orc/IRBapp.doc>), or from Office of Research Compliance (204 Foust), each time an application is made. Both the School of Nursing Director of Research and the School of Nursing IRB Representative are available for consultation in completing the applications.

2. If funding is **not** sought for the study, the PI submits 2 copies of the Application and Checklist to the School of Nursing IRB Representative. The School of Nursing IRB Representative will coordinate review by the UNCG IRB. (See <http://www.uncg.edu/orc/IRBProceduresHumanSubjects.pdf> for more details on IRB procedures.) The PI should retain one copy for his/her records. The IRB Representative may refer applications to the Director of Research for clarification of methods or issues pertaining to scientific integrity.

If funding **will be** sought for the research, the PI submits a copy of the Application and Checklist to the School of Nursing Director of Research. The Director will coordinate review of the application by the Research and Scholarship Committee. Once the Research and Scholarship Committee has approved the Application, the Director will notify the PI, who then submits 2 copies of the Application and Checklist to the School of Nursing IRB Representative. The School of Nursing IRB Representative will coordinate review by the UNCG IRB. (See <http://www.uncg.edu/orc/IRBProceduresHumanSubjects.pdf> for more details on IRB procedures.)

3. Federal guidelines require that some types of studies be reviewed by the full IRB committee, but allow others to be reviewed by a subcommittee in an expedited process. If the application requires review by the full IRB committee, the PI will be invited to attend. It is **highly recommended** that the PI attend the review meeting, so s/he can answer any questions the IRB has about the application. When applications by students are reviewed, faculty sponsors should also attend.

4. The UNCG IRB will either approve or disapprove the study. **No data collection, recruitment or subjects, or other research activities can be conducted until approval of the IRB is obtained.** The IRB will notify faculty PI of the disposition of the application. For research proposed by students, the IRB notifies the faculty sponsor (rather than the student) of the disposition. It is the faculty sponsor's responsibility to notify the student of disposition of the application.

5. The PI provides a copy of the disposition notification to the UNCG IRB representative. When funding is sought, a copy should also be provided to the Director of Research. The PI should retain a copy of the disposition notification for his/her records.

6. IRB approval is valid for no more than a 1 year time period. Near the end of the year, the ORS will send the PI (or faculty sponsor, for student research) a renewal application. The renewal application must be completed and approved before the expiration date for research activities to continue. A study may be renewed up to 5 times, after which a new application must be submitted. If the research is completed, the PI (or faculty sponsor, for student research) must indicate this on the renewal application and return it to ORS.

B. Procedures for obtaining IRB approval for a **change** to an already approved study:

1. When a PI wishes to make a change to an already approved study, s/he completes an Application for Modification of an Approved IRB Protocol (available from the IRB web site <http://www.uncg.edu/orc/modapp.doc>) and submits it to the School of Nursing IRB Representative. (See <http://www.uncg.edu/orc/IRBProceduresHumanSubjects.pdf> for more details on procedures.) If the study is funded, a copy should also be provided to the Director of Research. **The change cannot be implemented until approved by the IRB.**

2. The IRB will notify PI (or faculty sponsors, in the case of student research) of the disposition of the Application for Modification. The PI should provide a copy of the disposition notification to the UNCG IRB representative. For funded studies, a copy should also be provided to the Director of Research. The PI should retain a copy of the disposition notification for his/her records.

C. Procedures for Conducting a Study

1. Before beginning a study, all students, faculty, staff and consultants who will have access to data should sign a *School of Nursing Research Confidentiality Form*. If new workers are added to the study after inception, they must sign Confidentiality Forms before being allowed access to data. Each person involved in the studies must also complete the NIH/DHHS Office of Human Research Protection certification and provide a copy of the certification to the Principal

GUIDELINES FOR RESEARCH ACTIVITIES
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Investigator and SON Research Office to be kept on file consistent with the approved protocol storage of materials. Certification and confidentiality forms for persons involved in NIH or other federal funded projects will be retained at least three years.

2. Confidentiality forms, research records and signed consent forms from human subjects must be retained in a secure location for at least 3 years after completion of the study. **Faculty sponsors should retain records from research conducted by students.** The records and consent forms must be available for review by the IRB or the Research and Scholarship Committee for data safety monitoring. If you need help securing your records after completion of a study, contact the Director of Research, who can assist with storage.

3. The Research and Scholarship Committee will periodically conduct safety and compliance monitoring to ensure adherence to approved study procedures and consent procedures, security of data, protection of subject confidentiality, and provision of appropriate protections to subjects.

The IRB may also conduct safety and compliance monitoring. *See the School of Nursing Data Safety Monitoring Guidelines*

4. The PI should notify the School of Nursing IRB Representative immediately if any injury or harm to subjects occurs during a study, or if any unexpected circumstances arise. In the case of harm resulting from unanticipated risks, the PI must discontinue all data collection until the IRB has reviewed the incident.

V. RESEARCH INVOLVING ANIMAL SUBJECTS

The Institutional Animal Care and Use Committee (IACUC) must review all plans for the use of animals in research prior to the beginning of the research. The IACUC must also review all revisions to research protocols before the changes are implemented.

Procedures for obtaining IACUC review for research are as follows:

1. The PI completes the Application for Research Animal Use, available from the site ([http://www.uncg.edu/orc/IACUCapp\(2\).doc](http://www.uncg.edu/orc/IACUCapp(2).doc)), or from Office of Research Compliance.
2. If funding is **not** sought for the study, the PI submits 2 copies of the Application to the School of Nursing IRB Representative. The School of Nursing IRB Representative will coordinate review by the UNCG IACUC. Retain one copy for your records. (See <http://www.uncg.edu/orc/IACUCProcedures.doc> for more details about procedures.)

If funding **will be** sought for the research, the PI submits a copy of the Application to the School of Nursing Director of Research. The Director will coordinate review of the application by the Research and Scholarship Committee. Once the Research and Scholarship Committee has approved the Application, the Director will notify the PI, who then submits 2 copies of the Application and Checklist to the School of Nursing IRB Representative. The School of Nursing

GUIDELINES FOR RESEARCH ACTIVITIES

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IRB Representative will coordinate review by the UNCG IACUC. (See <http://www.uncg.edu/orc/IACUCProcedures.doc> for more details about procedures.)

3. Follow other procedures as outlined above for human subjects. The IACUC, rather than the IRB, will provide oversight of studies involving animals. The roles of the Director of Research and the Research and Scholarship Committee will be the same as outlined above.

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RESEARCH CONFIDENTIALITY AGREEMENT

I name of person have agreed to assist with type role in project for the research project entitled type name of project as on IRB approval form.

I agree not to discuss or disclose any of the content or personal information contained within the data, tapes, transcriptions or other research records with anyone other than the Principal Investigator, type in name the Co-Investigator, type in name or in the context of the research team. I agree to maintain confidentiality at all times and to abide by the UNCG Policy and Procedure for Ethics in Research and the UNCG Policy on the Protection of Human Subjects in Research.

Date: _____

Signature

Investigator

Please file a copy with the PI and SON Research Office.

Initiated 5/2002, revised 6/2003

**University of North Carolina, Greensboro
School of Nursing**

PROTOCOL REVIEW CHECKLIST

The UNCG Institutional Review Board is required to provide approval for all research projects conducted at UNCG, both funded and non funded. The School of Nursing IRB representative provides School approval for all protocols. The SON Research and Scholarship Committee provides initial review of projects submitted for OR receiving funding for scientific integrity and human subjects protection and protocols or requests for including SON students, faculty or staff in research. Normally, this review will be conducted by two members of the Committee and is intended to assist the PI in assuring human subjects protection and obtaining timely approval of the project.

Reviewers should complete the checklist and address any items not met below. M=met, NM=not met

M NM N/A	1. Clearly stated significance of the study.
M NM N/A	2. Sampling plan, rationale for sample size, data access, and recruitment plans clearly discuss the inclusion/exclusion criteria and justification. Representation clearly evident for proposed purpose.
M NM N/A	3. Human subjects protection clearly identified and appropriate for proposed sample. (Includes DHHS/NIH inclusion of women, children and minorities, and the 4 points addressed by NIH, if applicable. Address the Culturally and Linguistically Appropriate Services (CLAS) requirements as appropriate.
M NM N/A	4. Data collection procedures consistent with purpose, questions/hypothesis and sample.
M NM N/A	5. Analysis consistent with purpose, question/hypothesis and sample representation.
M NM N/A	6. Plans for obtaining data (PHI) from HIPAA “covered entities” are specified.
M NM N/A	7. Consent materials, tools, letters of access and recruitment materials are appropriate.

Comments (please note item number)

*Grammatical errors (mark on application)

Initiated 5/2002, revised 6/2003

**University of North Carolina at Greensboro
School of Nursing**

**DATA SAFETY MONITORING GUIDELINES
FOR HUMAN SUBJECTS RESEARCH**

In June 1998, the National Institutes of Health (NIH) issued a policy on data and safety monitoring (<http://grants.nih.gov/grants/guide/notice-files/not98-084.html>) that requires oversight and monitoring of all intervention studies to ensure the safety of participants and the validity and integrity of the data. The policy further elaborates that monitoring should be commensurate with risks and with the size and complexity of the trials. While the NIH policy is specifically directed to clinical trials, a DSMB may be appropriate if the studies have multiple clinical sites, are blinded (masked), or employ particularly high-risk interventions or vulnerable populations. The UNCG School of Nursing includes data safety and monitoring as part of its commitment to assurance of human subjects protection in research. The guidelines also assist faculty, students and staff in the conduct of research.

Oversight within the SON does not replace or supersede the University Institutional Review Board (IRB) guidelines, the Food and Drug Administration (FDA) requirements, or special NIH /DHHS guidelines (e.g., NIH Guidelines for Research Involving Recombinant DNA Molecules.)

The Director of Research (DOR) in collaboration with the SON Research and Scholarship committee chair will coordinate data Safety and Monitoring activities. SON Research and Scholarship Committee members will conduct the reviews. In the event that SON committee members are not available due to conflict of interest, a designated faculty member from the SON or another academic unit on campus will be selected by the DOR to conduct the review. All persons conducting reviews must hold doctoral degrees and have written confirmation of OHRP/NIH Human Subjects Protection certification filed with the SON Research Office. The IRB representative or the DOR will provide an orientation, information and training session annually for reviewers.

At least 10% of active protocols will be reviewed annually; at least 50% of active funded projects will be reviewed. Studies that have been completed in the past three years are also subject to review. Protocols will be selected for review by the Director of Research. The DSM checklist will be used to review selected protocols.

Principal Investigators will be notified of the pending review in writing (paper or electronic) or by personal contact. Faculty sponsors (if PI is a student) will be notified and are responsible to notify the student, provide access to materials and ensure compliance with procedures. Investigators should be aware that prior notice is not required to conduct the reviews, but every effort will be made to avoid conflicts with investigator's required course and meeting schedules. Investigators are expected to cooperate fully and in a timely manner with the reviews.

Investigators should plan for annual review of:

1. Signed consent forms, confidentiality forms, and data forms, and storage of those items according to the approved protocol.
2. Sampling plan, recruitment efforts, and subject accrual information.
3. Documentation of any adverse events, expected or unexpected.
4. Adherence to data collection procedures.
5. Review of data, databases, data points and analyses.
6. Personal contact with data sources (including agencies and individual subjects) by reviewers to verify compliance with procedures.

The checklist will be completed and a summary report be written by the review member and forwarded to the DOR. The DOR will discuss any deficiencies or concerns with the PI. A written summary of this discussion will be completed as part of the review report, as well as a written plan for removing or avoiding deficiencies. All reviews will be kept in a locked file in the SON Research Office.

Summary reports will be available to the SON UNCG IRB representative for review. Deficiencies will be reported to the UNCG IRB SON representative by the PI and the IRB representative to discuss plans of action. The DOR may provide reports to the IRB when the PI or IRB representative are not available in a timely manner or have not reported such to the IRB. The IRB may also request reports for any approved protocol.

The SON IRB representative or DOR may suspend any study until IRB notification has taken place and a plan for assurance of correction of deficiencies is approved. It is the responsibility of the PI, in consultation with the IRB and Office of Research Services, to notify a funding agency of deficiencies and the plan of action. The consultation and notification should be documented in writing and a copy filed with the DOR.

Review members will be required to maintain confidentiality for each protocol, associated data, subject contact and review findings. Reviewers must also avoid conflicts of interest with protocols and reviews.

If the PI has a concern that the review may cause or increase risks to human subjects, especially to confidentiality, the PI should notify the DOR or SON IRB representative prior to the initiation of the review. Assistance from the UNCG IRB and legal counsel will be sought to determine the most effective manner with which to conduct a review and remove or decrease any risk to subjects.

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**DATA SAFETY MONITORING CHECKLIST
FOR HUMAN SUBJECTS RESEARCH**

The Data Safety Monitoring Checklist is completed, and a summary report written, by members of the Research and Scholarship Committee designated by the Director of Research to conduct such safety and compliance monitoring. The form and report is returned to the Director of Research.

Study Title: _____ IRB #: _____
 PI: _____ Co-Investigator (s): _____
 Faculty Sponsor (for student research): _____

Reviewer _____ Date(s) of Review: _____

Circle the appropriate letter. Explain any ratings of "I" or "U."

A= Adequate documentation/evidence of compliance
 I = Inadequate documentation/evidence of compliance
 U= Unclear, cannot be determined
 N/A= Not applicable

A I U N/A	1. Signed consent forms and confidentiality forms are stored securely according to the approved protocol.
A I U N/A	2. Sampling plan, recruitment efforts, and subject accrual information are consistent with the approved protocol.
A I U N/A	3. Any expected or unexpected adverse events that have occurred during the conduct of the study, and actions taken in response to those events, are documented. Actions taken are consistent with the approved protocol.
A I U N/A	4. Data collection procedures have adhered to an approved protocol.
A I U N/A	5. Data, databases and data points and analyses are stored and handled securely according to the approved protocol.
A I U N/A	6. Personal contact with data sources (including agencies and individual subjects) verifies compliance with procedures.

Written summary: Briefly summarize your review processes (including the types of personal contacts you made) and findings of the review. Explain any ratings of "I" or "U."

Return the completed form and report to the Director of Research.

**University of North Carolina
School of Nursing**

GUIDELINES FOR AUTHORSHIP and OWNERSHIP

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

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

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

1. The UNCG Guidelines for Good Practice in Graduate Education requires that faculty “acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyright and patents.” Likewise, students are expected to “acknowledge the contributions of faculty advisors and other members of the research team to the student’s work in all publications and conference presentations.” Faculty, staff, students and collaborators are expected to maintain confidentiality and integrity of others’ work.
2. The Publication Manual of the American Psychological Association (5th ed.)
 - a) Professionals take responsibility and credit only for work they have actually performed or to which they have contributed.
 - b) Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional title, such as department chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are appropriately acknowledged, such as footnotes or in the introductory statement.
 - c) A student is usually listed as principal author on any multiple-authored article that is based substantially on the students’ dissertation or thesis. (Pp. 395-396).

Publication Credit: Authorship is reserved for persons who receive primary credit and hold primary responsibility for a published work. This encompasses not only those who do the writing, but who made substantial scientific contributions to the study. Substantial contributions may include formulating the problem or hypothesis, structuring the design, organizing and conducting the statistical analysis, interpreting the results or writing a major portion of the paper. Those who may not be listed as authors but who contributed in ways such as suggesting or advising about analysis, collecting or entering data, modifying or structuring computer programs, and recruiting participants or obtaining access to data or animals. However, combinations of these and other tasks may constitute or justify authorship. (Pp. 350-351).

Decisions of authorship and ownership

The decisions of authorship should be made as early as possible in the research or creative activity process. Collaborators should determine each members' contribution (noted above), what level (first, second, etc.) and the type (presentation, publication, copyright, patent, etc.) of authorship will be assigned. For example, often students participate in data collection or gathering materials to be used in a grant or manuscript. Though this may not constitute authorship on a publication, authorship on presentations may be granted. Likewise, assisting to develop a tool, method, computer program or such product that is used and which may tangentially result in a copyright or patent may not constitute authorship but may warrant ownership.

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

A third consideration is when the principal author does not follow through on dissemination or ownership efforts. In the event of the sudden incapacity or death, the principal author or investigator often remains first author. If not first author, the contributor should be an author in the order determined by the team with serious consideration of contribution. Similar consideration should be made for ownership decisions. In the event that a student or faculty member does not publish work that is co-authored by a faculty member, community or agency personnel, or another student, discussion should occur that allows the other authors to pursue dissemination that acknowledges the students contribution but allows credit for additional efforts to complete the dissemination effort. It is preferable that these discussions take place at the initiation of the study and that the contingencies be agreed to in writing.

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

Reassessing authorship and ownership may occur during the conduct of the study, if additional applications for funding are submitted or if persons' efforts are not those expected and agreed upon (preferably in writing) or required by funding application/guidelines. **It is preferable that the decisions of authorship and ownership and decisions regarding dissemination are in written form and signed by all persons involved at the initiation of any project or program.** Any alterations may be included in the original agreement or additional written agreements may be added as amendments. The Authorship/Ownership Agreement Form is provided and recommended for use.

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

Additional resources:

Costa, M.M. & Gatz, M. (1992). Determination of authorship credit in published dissertations. Psychological Science, 3, 354-357.

*Fine, M.A., & Kurdek, L.A. (1993). Reflections on determine authorship credit and authorship order on Faculty-Student collaborations. American Psychological Association, 48 (11), 1141-1147. ALSO available: <http://proxies.apa.org/journals/amp/48/11/1141.pdf>

Goodyear, R.K., Crego, C.A., & Johnston, M.W. (1992). Ethical issues in the supervision of student research: A study of critical incidents. Professional Psychology: Research and Practice, 23, 203-210.

International Committee of Medical Journal Editors. (1997). Uniform requirements for manuscripts submitted to biomedical journals. JAMA, 227, 927-934.

*Klein, C.J. (1999). Authorship: Can you claim a byline? Journal of the American Dietetic Association, 99(1), 77-80.

Lundburg, G., & Flanagan, A. (1989). New requirements for authors: Signed statements of authorship responsibility and financial disclosure. JAMA, 262, 2003-2004.

*Ohio State University (July, 1999). Policy: Authorship Attribution No. 04-35-005 [On-line]. Available: <http://research.osu.edu/resources/policies/patents.cfm>

*Nativio, D.G. (2000). Authorship. Journal of the American Academy of Nurse Practitioners, 12(9), 351.

*Parse, R.R. (1999). Authorship: Whose responsibility? Nursing Science Quarterly, 12 (2), 99.

Riesenberg, D., & Lundburg, G. (1990). The order of authorship: Who's on first? JAMA, 264,1857

*Skeikh, A. (2000). Publication ethics and the research assessment exercise: Reflections on the troubled question of authorship. Journal of Medical Ethics; 26(6), 422-426.

*University of Pennsylvania. (1998). Policy on fairness of authorship credit in collaborative faculty-student publications. [On-line]. Available: http://www.upenn.edu/VPGE/authorpolicy_alpha.html

Winston, R.B. Jr. (1985). A suggested procedure for determining order of authorship in research publications. Journal of Counseling and Development, 63, 515-18.

*Copy in SON Research Office.

NOTE: Journals also include author agreement/responsibility guides.

APPENDIX E: SPECIAL COSTS

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO SCHOOL OF NURSING

The following cost estimates are provided for general planning. The amounts listed are not necessarily every cost a student will incur. Rather, these items are listed because they represent new or unusual items for the students. Items marked with an asterisk (*) are *not required*.

Entering the Junior level or clinical portion of the basic BSN program:

Books	800.00
Uniforms-varies with male/female, and items chosen	200-300.00
Clinical program costs (insurance, lab kits, assessment tests)	100.00
Miscellaneous (e.g., stethoscope, scissors, watch with second hand, penlight, other items)	<u>100.00</u>
Total, roughly	\$1,200-1,300.00

Final year for Senior students in the basic BSN program:

Books	300.00
Graduation Fee	50.00
Purchase of Cap and Gown. Tassels and Honors cords are extra.	+/- 30.00
Applications for Licensing Exams:	
North Carolina State Board	98.00
NCLEX Registration	200.00
*Nursing School pin (not required, but many students wish to purchase one; cost varies with quality of gold chosen, guard, etc.)	49-206.00
*Portrait sitting fee (even if you decide not to purchase any picture); includes composite and two State Board photos	20.00
*NCLEX Review Course (optional but strongly recommended)	<u>250-300.00</u>
Total, roughly	\$967-1,204.00

RNs completing the BSN program:

(exclusive of costs related to NLN Mobility Profile II examinations)

Graduation fee	50.00
Purchase of Cap and Gown. Tassels and Honors cords are extra)	+/- 30.00
Clinical Costs	25-40.00
*Nursing School pin (not required, but many students wish to purchase one; cost varies with quality of gold chosen, guard, etc.)	<u>49-206.00</u>
Total, roughly	\$124-326.00

APPENDIX F: AMERICAN NURSES ASSOCIATION CODE FOR NURSES

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO SCHOOL OF NURSING

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by association and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.