NOTE: Updated changes are made in GREEN
It is our desire to keep this handbook as current as possible. This is a dynamic document, therefore, page numbers are not included, but a table of contents to indicate the order of and links to documents will provide guidance in seeking information. We encourage all students and faculty to use this document and its contents.

All proposed changes/additions to the Undergraduate Student Handbook must go through the appropriate College of Nursing faculty committee. As changes are approved to procedures or other content in the Undergraduate Student Handbook, the Chair of the Undergraduate Faculty Organization will submit the changes to the Undergraduate Department Chair, who will review the changes and then submit them to the Associate Dean for Undergraduate Programs and the updates will be made by the administrative assistant for the Undergraduate Associate Dean. The updates will be noted for the year in green font and the revised document will be posted on the College of Nursing website. When there are revisions or additions, the Undergraduate Associate Dean will notify the Executive Director of Student Services so an e-mail may be sent to all undergraduate students to notify them of the change(s).

At the end of each academic year, the green font will be converted to black font and all links in the document will be checked for accuracy. This will be done by the administrative assistant for the Undergraduate Associate Dean.

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Welcome

Welcome to the Undergraduate Program at East Carolina University College of Nursing. We are honored that you have chosen to pursue your nursing degree in our college. We will work with you to ensure that this endeavor is enjoyable and satisfying.

The purpose of this handbook is to facilitate your socialization to the College of Nursing. As a nursing student, you will encounter many new things in the next two years. The handbook will prepare you for many of these new experiences. Please read this document at the beginning of your undergraduate program and refer back to it throughout your course of study.

The administration, staff, and faculty of the College of Nursing will be responsive to your questions and concerns. Please feel comfortable seeking assistance as needed. We are here to help you develop into a compassionate and competent nurse. Our success depends on your achievements—you are our biggest investment!

Best wishes as you pursue your undergraduate nursing degree.

Sylvia T. Brown, EdD, RN, CNE
Dean
College of Nursing
History of the College of Nursing

The East Carolina University College of Nursing grew out of humble beginnings, opening with just five instructors, a handful of students, and one office in 1959-1960. Since its founding, the College of Nursing has continued to grow in numbers of faculty and enrolled students. The first class of nursing students was admitted in the fall quarter of 1960. Seventeen nursing majors graduated during commencement in 1964. In 1960, there were 25 students and three faculty members. Currently, there are over 6000 graduates from the baccalaureate program employed throughout the world. Today, the College of Nursing serves more than 1300 students and employs more than 150 faculty and staff.

From 1967 until 2006, the college occupied the Rivers Building complete with research and instructional facilities, including a Learning Resource Center, a Concepts Integration Lab, six classrooms and 40 faculty offices. In July 2006, the college moved to the new Health Sciences Building on the west campus. This facility has expanded the College of Nursing space to include a Learning Resource Center with 40 computer work stations and 8 Concepts Integration labs. In addition, the nursing section of the Health Sciences Building houses 12 classrooms and 125 faculty offices.

For a detailed timeline of the CON history and for an overview of facts about the college, visit www.nursing.ecu.edu/history.cfm and www.nursing.ecu.edu/facts.cfm.
ECU Mission Statement

To be a national model for student success, public service, and regional transformation, East Carolina University:

- Uses innovative learning strategies and delivery methods to maximize access;
- Prepares students with the knowledge, skills and values to succeed in a global, multicultural society;
- Develops tomorrow’s leaders to serve and inspire positive change;
- Discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;
- Transforms health care, promotes wellness, and reduces health disparities; and
- Improves quality of life through cultural enrichment, academics, the arts, and athletics.

We accomplish our mission through education, research, creative activities, and service while being good stewards of the resources entrusted to us.

Approved by the Board of Trustees in July, 2013
Approved by the Board of Governors in February 2014

The university is the third largest in the University of North Carolina (UNC), which consists of the state’s sixteen degree-granting public institutions and one residential high school. ECU is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s, and doctoral degrees and is designated as an academic health center by the Association of American Health Centers. Governed by its own Board of Trustees which is responsible to the UNC Board of Governors, ECU offers 73 departmental certificates, 100 baccalaureate degree programs, 77 master’s degree programs, 2 specialist degree programs, 6 professional practice doctoral programs, and 15 research/scholarship doctoral programs in our professional colleges, the Thomas Harriot College of Arts and Sciences, the School of Dental Medicine, and the Brody School of Medicine. It confers more than 6,000 degrees annually, and it has approximately 155,000 living alumni. ECU has a workforce of more than 5,700, a faculty numbering more than 2,000, and operating expenses of more than $780 million.

ECU is located in the coastal region of North Carolina in Greenville, a rapidly growing city of more than 87,000 persons in Pitt County (population 172,554); it serves a large rural area. Of the 26,000-plus students enrolled at the university, 26 percent are minorities and 74 percent are white non-Hispanics. Twenty-one percent of all students are enrolled in distance education courses only. With a mission of teaching, research, and service, ECU is a dynamic institution connecting people and ideas, finding solutions to problems, and seeking the challenges of the future.

Last modified 5/20/14
Philosophy of the College of Nursing

Vision:
East Carolina University College of Nursing (ECUCON) will be nationally recognized for innovative programs in nursing education and collaborative, interdisciplinary partnerships that improve the way health care is provided in rural underserved communities as well as for research that advances nursing science. Our intent is to improve the health and well-being of citizens in the region and around the world.

Mission:
The mission of ECUCON is to serve as a national model for transforming the health of rural underserved regions through excellence and innovation in nursing education, leadership, research, scholarship and practice.

Values:
The ECUCON believes:

- Caring relationships are the core of nursing practice.
- All people should be treated with respect, dignity, and compassion.
- The profession of nursing contributes to the health and well-being of individuals, families, organizations, and communities.
- High quality education, which includes both face-to-face and online learning, transforms lives.
- Students should be prepared to actively participate in a global community.
- Nursing practice and education should occur in a diverse and inclusive environment.
- Our tradition of service learning, community engagement, and leadership provides a model for transforming the health of the region, nation, and the world.
- Knowledge development and dissemination are our responsibility and commitment.

These guiding principles form a belief system which is foundational to our education programs.

02/09 (revisions made)

Approved 09-18-14
General Information for BSN, ABSN and RN/BSN Students

The College of Nursing follows the policies of East Carolina University as set forth in the Undergraduate Catalog and the Student Handbook. Protocols outlined in this handbook are those specific to the undergraduate program that further clarify academic procedures the faculty have established for students in the major. It is intended to complement, not replace, the rules and regulations as set forth in the ECU Undergraduate Catalog and/or Student Handbook. It is your responsibility to become acquainted with the East Carolina University policies. This handbook will be maintained on the College of Nursing Web site; changes will be updated electronically. Students will be notified of changes and date effective via ECU e-mail. It is the student’s responsibility to consult the Undergraduate Student Handbook.
BSN Program

The purpose of this program is to educate professional nurses, capable of caring for the diverse needs of our patients. The undergraduate curriculum reflects societal needs for nursing services and contemporary changes in the roles of nurses in the health care system, and emphasizes essential concepts in the preparation of the nurse generalist. Students may earn a BSN via one of three options within the College of Nursing – traditional BSN (pre-licensure), Accelerated Second Degree BSN (ABSN) (pre-licensure) and RN/BSN.

Terminal Objectives of the BSN Program

1. Integrates knowledge from nursing, social and natural sciences and humanities to provide professional nursing care across the healthcare continuum.

2. Demonstrates competency as a care provider, communicator, advocate, collaborator, coordinator, manager, educator, consumer of research, leader, information manager, innovator, and change agent.

3. Demonstrates pursuit and application of knowledge, respect for diversity, application of principles of critical reasoning, and informed moral and ethical decision-making.

4. Applies strategies to manage issues of professional nursing practice in a diverse and global health care environment.

5. Engages in caring nurse-client/patient relationships using effective therapeutic nursing interventions, evidence-based practice, communication and critical reasoning to effect optimal client/patient and population outcomes.

6. Functions in professional nursing roles as a member of inter- and intra-professional teams.

APPROVED  by CON Faculty Organization 11-21-2013
Brief Description of BSN Program Options (BSN, ABSN, RN-BSN)

BSN Option
The BSN option is designed to provide students with the education needed to become professional nurses that are capable of caring for the needs of patients. Upon successful completion of the option, graduates are eligible to obtain licensure as an Registered Nurse (RN).

RN to BSN Option
The RN to BSN option allows RNs the opportunity to seek and obtain their BSN while continuing to work. The curriculum is 100% online.

The Eastern North Carolina Regionally Increasing Baccalaureate Prepared Nurses (RIBN) program dually admits students high school graduates to East Carolina University and a local community college that partners with the ECU College of Nursing for these students to complete a BSN within a 4-year period through the RN/BSN option.

Accelerated Second-Degree BSN Option
The accelerated second degree BSN option is designed for students who have earned a baccalaureate or higher degree and are interested in pursuing a BSN degree with eligibility to obtaining licensure as a Registered Nurse (RN).
Admission/Enrollment/Progression/Withdrawal/Readmission

Office of Student Services
The Office of Student Services is responsible for a wide array of student-related activities. The office maintains all student records and acts as a liaison between students and administration. This office is responsible for the following: recruitment, advisement of intended nursing majors, admission of students to the nursing major, advisement of declared majors, progression of students in the nursing program, and graduation verification. Scholarship information and general information essential for students is disseminated through this office. All communication to students will be via the student’s ECU e-mail account. Each student is RESPONSIBLE FOR CHECKING HIS/HER E-MAIL DAILY.

Admission to the Major
The advisors, in collaboration with the Executive Director of Student Services, review all applications and student grades for admission to the nursing major. A separate application is required to be considered for the nursing major in the desired BSN option (BSN, ABSN or RN/BSN). Admission is competitive and selection is based upon the satisfactory completion of pre-requisites, pre-admission test scores (BSN and ABSN), and the ranking formula. Letters of admission and denial are generated from the Office of Student Services. Once admitted, all communication regarding registration and requirements for enrolling in the clinical nursing courses are distributed through this office. The Office of Student Services changes each newly admitted student’s major from the General College to Nursing.

Transfer of Nursing Course Credits
Students who wish to transfer to the ECU College of Nursing from another nursing program must be eligible to return to the transferring nursing program in order to be eligible for admission to the nursing program at ECU.

The student who has taken nursing courses in other accredited baccalaureate programs may request transfer of the credits into ECU’s nursing program.

- The student will request transfer of nursing credits through the Office of Student Services (pre-licensure and accelerated second degree students) or Office of RN/BSN Studies (RN/BSN students). The student must supply course syllabi from previous institutions at the time of request.
- The Office of Student Services or Office of RN/BSN Studies will solicit from appropriate faculty members, an evaluation of equivalence to College of Nursing courses and a decision as to acceptance or rejection of the credits.
- For the pre-licensure students, the Office of Student Services will receive the transfer decision, record the transfer and communicate the decision to those concerned.
- For the RN/BSN students, the Office of RN/BSN Studies will receive the transfer decision, record the transfer, and communicate the decision to those concerned.
Performance Standards

(Performance Standards for Admission and Progression- East Carolina University College of Nursing
Baccalaureate Nursing Program)

The East Carolina University College of Nursing has interest and experience in accommodating certain disabilities without compromising the integrity of the curriculum or the academic achievement required of all students. The following performance standards describe the non-academic qualifications that the college considers essential for successful admission and progression in the nursing program. These standards have been developed upon consideration of various factors, including the minimum competencies expected of any nurse, the demands of nursing education and clinical training, and the welfare of patients who will entrust their health and lives to College of Nursing graduates.

Students accepted by the College of Nursing must have sufficient abilities and skills in the core performance standards for this program listed below. The examples with each standard are not inclusive of all expected abilities and should be used only for comparative purposes by applicants and students currently enrolled in this program.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong> – abilities sufficient for effective interaction in verbal, written and nonverbal form with healthcare team members and the public.</td>
<td>Able to follow written and verbal instructions. Able to provide effective client teaching. Able to consult with other health care providers in a professional manner.</td>
</tr>
<tr>
<td><strong>Mobility</strong> – Physical abilities include standing, walking, bending, and range of motion in extremities.</td>
<td>Able to administer cardiopulmonary resuscitation, move around client rooms, work spaces, treatment areas, and maneuver in small spaces.</td>
</tr>
<tr>
<td><strong>Motor skills</strong> – gross and fine motor abilities sufficient to monitor and assess health needs.</td>
<td>Able to ambulate patients safely, administer medications intravenously, by injection, and orally. Calibrate and use equipment. Write or enter information on the patient’s record.</td>
</tr>
<tr>
<td><strong>Tactile</strong> – sufficient sensation ability for physical assessment and care.</td>
<td>Able to assess a pulse, perceive temperature, and other aspects of assessment. Able to manipulate syringes.</td>
</tr>
</tbody>
</table>
Hearing – sufficient auditory ability to monitor and assess health needs. Able to hear monitor alarms, emergency signals, and a patient’s breath sounds.

Personal behavior- emotional health sufficient for full utilization of intellectual abilities, effective functioning during stressful situations, ability to adhere to professional boundaries and ethical conduct in accordance with the Code of Ethics for Nurses (www.nursingworld.org). Demonstrate honesty, integrity and accountability. Adapt to changing patient care situations, respect client rights and avoid criminal behavior. Avoid behaviors such as chemical dependency and abuse.

4/11/2007 approved by electronic vote of faculty
4/16/2016 Reviewed and reaffirmed by Undergraduate Faculty Organization

Technological assistance may compensate for deficiencies or disabilities in some of these areas, but must not compromise the fundamental role of the nurse or have the potential to jeopardize patient safety. A nursing college applicant requesting special consideration or accommodation on the basis of a disability may be requested to provide pertinent information for review by the Office of Student Services. All decisions regarding applicant requests for special consideration or accommodation will be made on an individual, applicant-by-applicant basis after careful review and thorough consideration of all relevant factors, in keeping with East Carolina University policies.

Applicants who identify a disability and request accommodations after acceptance to the College of Nursing will be referred to the ECU Department of Disability Services for evaluation and assistance. Applicants should be aware that the National Council of State Boards of Nursing and the individual state Board of Nursing are the sole authority for granting accommodations for the NCLEX-RN. The provision of special consideration or accommodations by a nursing college does not ensure that any similar considerations or accommodations will be provided by the National Council of State Boards of Nursing.

Grading Scale and Progression Requirements

Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>CON Undergraduate Scale</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>87-90</td>
<td>3.0</td>
</tr>
<tr>
<td>Grade</td>
<td>Lower Threshold</td>
<td>Upper Threshold</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>B-</td>
<td>85-86</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>82-84</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>78-81</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>76-77</td>
<td>Not Passing</td>
</tr>
<tr>
<td>D+</td>
<td>74-75</td>
<td>Not Passing</td>
</tr>
<tr>
<td>D</td>
<td>72-73</td>
<td>Not Passing</td>
</tr>
<tr>
<td>D-</td>
<td>70-71</td>
<td>Not Passing</td>
</tr>
<tr>
<td>F</td>
<td>&lt;70</td>
<td>Not Passing</td>
</tr>
</tbody>
</table>

Approved by Faculty Organization Fall 2014

Students must earn **78 (C, 2.0)** to pass a required nursing course. If a student earns **less than 78 (C, 2.0)** in more than one course, they are not eligible to continue in the CON.

A grade of **78 (C, 2.0)** or greater in all nursing courses must be achieved for progression.

A grade **less than 78 (C, 2.0)** is not passing.

Any student scoring below 78 on **ANY** test is **strongly encouraged** to schedule an appointment with the course faculty AND a College of Nursing counselor in Student Development and Counseling **prior to the next test**. These appointments may be individual or group sessions. Student adherence to this recommendation will be considered in all College of Nursing undergraduate progression appeals.

The clinical or laboratory component of a course is evaluated by the faculty as satisfactory/unsatisfactory. If the student is unsatisfactory in the clinical or laboratory component, it constitutes an automatic failure (F) on NURS XXXX and NURS XXXX. If the student is satisfactory in clinical or laboratory, the student shall receive a grade based on the theory grade. Failure to earn at least a C in theory or satisfactory in clinical or laboratory shall result in the student failing the entire course.
A student is permitted to earn only one grade less than 78 (C, 2.0) in required nursing courses once they are admitted to the clinical major. A second grade of less than 78 (C, 2.0) in any required nursing course will result in ineligibility to continue as a nursing major.

If a student has only one course grade below C and wishes to repeat the course, they must complete the “Application to Repeat One Failed Course” and the faculty must complete the “Faculty Report to Accompany Application to Repeat a Failed Course”. These requests will be considered by the Undergraduate Student Affairs Committee, in conjunction with the Associate Dean for the Undergraduate Program at the end of the semester. If space is not available in the subsequent semester, the student may then consider the College of Nursing Readmission Procedure found later in this section. Both aforementioned forms are located in Appendix H.

Students, who have become ineligible to continue as a nursing major due to two grades of less than 78 (C, 2.0), are not eligible to apply for readmission to ECU’s nursing program.

Rounding of Grades
Effective Spring 2015, the procedure of all College of Nursing Undergraduate faculty will be to round final course grades only. Grades .50 or higher will be rounded to the next whole number. Clinical, lab and seminar performance will not be considered in the rounding of the final theory course grade.

Academic Withdrawals
A student who chooses to withdraw from nursing courses during the first 40% of regularly scheduled class meetings due to failing grades will not be guaranteed a seat in a subsequent semester. Each case will be decided by the Student Affairs Committee in consultation with the Associate Dean for the Undergraduate Program and seat availability.

Non-Academic Withdrawals and Readmission
Students who withdraw from the program for “personal reasons” are required to present a written explanation at the time of withdrawal. The explanation must clearly state the reason for withdrawal, whether the student plans to return to the program, and the expected date of reentry. The student must be receiving a “C” or higher in theory and satisfactory in clinical/ lab courses at the time of withdrawal. The privilege to return to the program is given at the discretion of the Executive Director of Student Services in consultation with the Student Affairs Committee. In addition, returning will be on a space available basis, and is not guaranteed for the semester following the withdrawal.

Readmission Procedure
Students who have been out of clinical, or not actively enrolled in a NURS course, for one or more semesters, must follow the procedure outlined below. Readmission for the next semester
will be based upon space available in the class. If readmission is approved, all annual requirements must be current prior to registering for NURS courses. Transfer students must complete steps 2 – 4 of this procedure.

BSN/ABSN Readmission Applicants will be required to:

1. Submit a letter to the Executive Director of Student Services outlining reason for readmission, including an action plan for success.
2. Complete a Drug Dosage Calculation exam with a score of 90% or above for all students who have successfully completed the first clinical course. Each student will have one opportunity to achieve a 90% or above.
3. Interview with designated Readmission Team Member(s).
4. Readmission Team Members will develop an individualized student contract. The student is required to complete the contract prior to being considered for readmission. The individualized student contract may include, but is not limited to:
   b. Performance of additional Foundations skills deemed appropriate for the level of the student.

RN/BSN option Readmission Applicants will be required to:

1. Submit a letter to the Executive Director of Student Services outlining request for readmission, including an action plan for success.
2. Interview with designated Readmission Team Member(s).
3. Readmission Team Members will develop an individualized student contract, which may include writing assignments. *(RN/BSN option readmission procedure revised and approved by Undergraduate Faculty Organization 4-14-2016)*

All students who have earned readmission by successfully completing the steps outlined above, will be readmitted based on seat availability first, then on the following rank-ordered guidelines.

Prioritization for placement in available class and/or clinical slots.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non-failure circumstances.</td>
<td>Withdrew in the current semester due to illness or pregnancy. (Medical clearance must be provided for return)</td>
</tr>
</tbody>
</table>
Students who successfully completed a repeated course and are ready to progress.

2 Failed the didactic portion of a course in the current semester. Order for placement will be based on the order of the overall course grades.

3 Successful challenge of the Progression Requirement. Student earned two C’s or lower and the Undergraduate Student Affairs Committee granted an appeal.

4 Failed the clinical or lab portion of a course in the current semester. Student failed or withdrew failing the clinical or lab portion of a course.

### Time Limits on Nursing Courses and Graduation

Undergraduate courses (pre-licensure and RN/BSN options) must be repeated if they are over 5 years old.

The maximum time to complete the undergraduate program (upper level NURS courses only) upon admission to the nursing program (pre-licensure and RN/BSN options) is 5 years.

*Approved by Undergraduate Faculty Organization April 13, 2017*

### Student Records

The Registrar’s Office of East Carolina University maintains all official grades and records of students. However, the Office of Student Services in the College of Nursing maintains official College of Nursing information. This includes all health information required by clinical agencies such as copies of CPR cards, immunizations, professional liability insurance, and health insurance coverage. All student clinical evaluations are filed in this office at the end of each semester. Copies of reference letters, enrollment verification letters, copies of letters from faculty, administrators, and the Student Affairs Committee are also placed in student files. Criminal background checks are kept in a separate file.

The policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act, also known as the Buckley Amendment or FERPA. This policy provides that the student has a right of access to student educational records maintained by the university or any department or unit within the university. The policy also protects the confidentiality of personally identifiable information in student records. Faculty, administrators, and staff are not permitted to talk with family members and/or friends regarding student performance unless the student has identified the individual on the FERPA release form. The student completes the form through Pirate Portal. The faculty or
Office of Student Services can validate with the Registrar’s Office those individuals whom the student has agreed to allow sharing of academic information.

**University Honors**

Students admitted to nursing who have successfully met the qualifications and expectations of the University Honors College are encouraged to continue in the program by taking nursing courses designated as honor courses. Students will continue to meet with the Director of the University Honors College for advisement.

RN/BSN nursing majors who maintain a minimum cumulative GPA of 3.5 or above in all courses applied to the completion of the RN/BSN option and have earned a grade of “A” in NURS 4907 – Nursing Leadership and Finance and NURS 4908 – RN to BSN Practice Experience Capstone may qualify to graduate with distinction.

**Graduation**

In preparation for graduation, a degree audit (senior summary) is completed for each student at the beginning of the third semester in the nursing program by the nursing advisors and Executive Director of Student Services. Students must file an application for graduation in the Registrar’s Office no later than the first week of school in the graduating semester.

**Licensure**

The Office of Student Services meets with graduating seniors each semester to give instructions for completion of forms required for the licensure examination. These forms include the NCLEX-RN application and the instructions concerning the board of nursing application for the state in which the graduate chooses to become licensed.

Students are solely responsible for the contents, completion, and timely submission of the application. Students are also solely responsible for contacting the Board of Nursing with any questions related to the contents, completion and timely submission of the application.

ECU cannot confirm whether any of its courses or programs meets requirements for professional licensure outside of the State of North Carolina. ECU strongly encourages students to contact applicable licensing boards in states they wish to pursue licensure prior to seeking admission or beginning study in an academic program.

**CON Ceremonies**

The “Lamp of Learning” ceremony is held each semester to recognize our first semester students’ entrance to nursing. Students receive a “lamp” pin and are asked to recite the College of Nursing Nurse’s Pledge to emphasize their commitment to high standards of integrity, honor, and care.

The CON Convocation is conducted by the College of Nursing each semester. All students who have successfully completed program requirements are expected to participate in both the East Carolina University commencement and the College of Nursing convocation. These ceremonies
are significant for graduates and their families. Nursing pins are purchased by the student (optional) through the ECU Student Stores at the beginning of the semester of intended graduation and are given to students at the College of Nursing Convocation.

All courses in the final semester must be complete “C” (2.0) or above to be eligible to participate in ECU graduation and CON Convocation.
College of Nursing Student Resources

Concepts Integration Lab

The eight Concepts Integration Laboratories (CIL) house equipment and supplies which enable the student to practice essential clinical nursing skills in settings designed to simulate actual patient care areas. Human simulators, task trainers, and manikins are used to assist the student to develop nursing judgment, skills proficiency, and positive patient safety practices.

In addition to scheduled lab sessions associated with classes, blocks of time are designated most weekdays for open practice lab sessions. Students may also attend the lab either by faculty or self-referral. Faculty may refer a student to the laboratories for extra practice and receive a report on the student’s progress from the lab staff. In addition, faculty may schedule the labs for special sessions. During all times of student use, at least one faculty member or lab staff is present. Students and faculty may send requests or questions to CONskills@ecu.edu [The approved uniform and professional dress code applies in the CILs.]

Revised: June 2012 / rev. October 2014
LTG

The Learning Resource Center

The purpose of the Learning Resource Center (LRC) is to provide a learning environment and to effectively support ECU students. The LRC houses 40 computers, 2 printers, and 2 scanners.

Location 2160 Health Sciences Building, ECU College of Nursing

Phone 252-744-6432

Hours Fall and Spring Semesters
Monday – Thursday 7:30 am – 8:00 pm
Friday 7:30 am – 7:00 pm
Saturday Open various Saturdays during Fall and Spring semesters

Summer Sessions
Monday – Friday 8:00am – 5pm

Hours are posted on the LRC website and outside the LRC. Please note that the hours of operation may vary from semester to semester depending upon student staff.

Learning Resource Center Guidelines

Printing The LRC is one of ECU’s many general use computer labs. Beginning Fall 2015, all students printing in ECU labs will be managed by a print quota (Print Management System). Students are allotted a quota and have the option
to use personal funds to add to the quota. A student’s print quota can be used in any ECU general use lab, ECU print kiosk, or ECU library.

For more information on the print quota see the Print Quota Website and the Print Quota FAQ

A print kiosk is available for student use in the rear lobby of the CON (outside room 1104). Students will be able to print to this kiosk by submitted documents to Pirate Print and then logging-on to the kiosk and selecting the job to print.

**PowerPoint Lecture Notes**
- When printing lectures notes, we ask that you print 6 slides per page or use the outline format. The outline format gives you the text that is in the slide and gives you some room on the right to write down notes. Printing fewer slides per page can take a very long time and can cause problems when there are many students waiting to print.
- Please use the black/white format when printing slides with a dark background.
- If you have any questions regarding printing out PowerPoint, please do not hesitate to ask staff for assistance.

**Phones**
Put cell phones on *vibrate or off* when in LRC.

**Food/Drinks**
*No food or drinks are allowed in LRC or the adjoining rooms.* A table is available at the LRC entrance to place your food and drinks.

**Noise**
The LRC is not a “library”, nor is it a place to gather socially. Show respect to fellow students, faculty and staff by keeping noise to a minimum. If you need to listen to computer audio, headphones are available from LRC staff.

*Rev 12/28/09 / rev 10/27/14/rev 8/12/2015 EJB*

### Scholarship Information
The Executive Director of Student Services maintains a list of scholarships that are available through the ECU Medical & Health Sciences Foundation, Inc. area hospitals and other agencies. New scholarships that become available during the year are communicated to students via their ECU e-mail accounts. The deadline for scholarship applications vary but are posted well in advance.

### Student Development and Counseling Center
Because of the rigor of nursing college and the number of nursing students, a Student Development & Counseling Center (SDCC) is housed within the College of Nursing. This office is open 8:00 a.m. to 5:00 p.m. Monday through Friday year round.
The Student Development and Counseling Center (SDCC) in the College of Nursing offers nursing and pre-nursing students the opportunity to use academic and personal development services. Academic services offered by the SDCC include small group and individual academic assessments and interventions in the areas of time management, study skills, test-taking strategies, reading skills and note-taking skills. Personal development services include stress management, anxiety management, and career exploration.

Undergraduate students are able to utilize services beginning in their freshman year. Workshops and information sessions are designed specifically for intended nursing majors. Additional services, such as short term counseling, are available to students accepted into the College of Nursing.

If a student receives a grade below passing on coursework, the student is expected to contact the Student Development and Counseling Center for assistance.

Counseling services are available, without charge, for nursing students in our Student Development and Counseling Center located in the College of Nursing. Strict confidentiality is maintained when a student chooses to take advantage of the counseling services available. There is no notification to the Office of Student Services of the student’s situation unless the student signs a release and requests that information be shared.

**Student Emergency Needs Fund**

The Student Emergency Needs Fund was established to aid nursing students in the event of extreme financial crisis during the academic year. Each semester, the Dean of the College makes a gift to the fund in honor of each first semester student; alumni are encouraged to contribute to the fund to help future nursing students. It is the Dean’s hope that graduates will continue to make contributions to the Student Emergency Needs Fund so that future classes will have a source of emergency funds.

Funds do not take the place of financial aid and gifts are not subject to re-payment. Emergency situations are classified as events that seriously inhibit a student’s financial ability to receive his/her nursing education. Undergraduate student inquiries and requests should be directed to the Executive Director of Student Services.

**Student Services / Advisement in Nursing Major**

The College of Nursing Advising Center is under the direction of the Office of Student Services. The Advising Center is open from 8:00 a.m. – 5:00 p.m. Monday through Friday. Students may schedule appointments with academic advisors by going to the online appointment calendar at http://www.ecu.edu/cs-dhs/nursing/student_advising_center.cfm.
Academic advisors assist the Executive Director in registering all newly admitted students for nursing courses. The advisors hold advising meetings with pre-nursing and pre-licensure students prior to registration. The *ECU Undergraduate Catalog* serves as the basis for the nursing advisors to assist nursing students with issues such as course load, drop-add procedures, degree audits and withdrawal from classes. The *ECU Undergraduate Catalog* can be found online at [http://www.ecu.edu/academics/](http://www.ecu.edu/academics/). It is the student’s responsibility to consult official bulletin boards, documents, and/or the web to determine appropriate drop periods. The University academic calendar is included in the first few pages of the *ECU Undergraduate Catalog*.

**Disability Support Services (University Resource)**

The [Department for Disability Support Services](http://www.ecu.edu/accessibility/) works in collaboration with faculty, staff, and departments throughout the university to fulfill the institution’s commitment to accessibility. Services and accommodations are designed to meet the individual needs of all students and encompass all aspects of university life. Additional program information is available in Slay 138, by telephone at 252-737-1016, and online at [http://www.ecu.edu/accessibility/](http://www.ecu.edu/accessibility/).

East Carolina University seeks to comply fully with the American with Disabilities Act (ADA). Students requesting accommodations based on a covered disability must go to the Department of Disability Support Services, located in Slay 138, to verify the disability before any accommodations can occur. The telephone number is 252-737-1016. The Office of Disability Support Services provides sign language interpreters, note takers, tutorial assistance, general counseling, and advocacy, as well as technical support for faculty and staff. Students should contact the office at Slay 138 or call voice TDD 252-737-1016.

The Office of Disability Support Services coordinates and implements programs for all disabled students. Faculty members must not provide any disability-related accommodations to any student who claims to have a disability until they have received notification by letter to do so from the Department for Disability Support Services.

**Office of Research & Scholarship (ORS)**

The [Office of Research & Scholarship](http://www.ecu.edu/ors/) supports faculty and students who engage in projects related to the Scholarship of Discovery, Teaching, Integration, and Engagement. The Associate Dean for Research & Creative Activity provides administrative oversight for the Office of Research & Creative Activity. The office is staffed by graduate research assistants, a statistician, and an editorial consultant. For additional information, please call 252-744-6453.
These guidelines will be followed by undergraduate faculty during tests, quizzes and final examination.

- Prompt attendance is expected for all test and quizzes. Individual faculty must be notified at least 30 minutes before an absence from a test or final examination due to extenuating circumstances. A makeup examination will be given with an official university excused absence. Absences other than university excused will be addressed at the discretion of the faculty and department chair. Description of the university absentee policy may be found in the online undergraduate catalog at http://catalog.ecu.edu/index.php.

- Faculty may administer a make-up examination in a different format from the original. Makeup quizzes are at the discretion of the faculty. Changes in final examination times must be approved by the Department Chair or Associate Dean along with Student Services.

- Students who fail to follow the CON Testing Guidelines may receive a grade of “0” on the test.

- All electronic devices including watches and fitness trackers, cell phones, smart phones are to be turned off and placed in book bags in a faculty designated area. If the student wears an electronic medical device they need to notify the faculty prior to the test.

- Faculty may choose to use assigned seating during examination. If space permits students should have one “seat” between them. Proctors may quietly walk around the room during testing.

- Absolutely no talking once the test or quiz starts.

- If you have a question raise your hand and wait for the faculty to come to you. Words and content will not be defined. If there is a typo, the faculty will write the correction on the board.

- Students may not wear hats, hoods or scarves (except for religious purposes) during examinations.

- On the desk the student will have only a pencil, and scantron sheet or designated electronic device. Only answers entered on the scantron sheet or designated device will be graded. All responses from the test booklet must be transferred to the scantron sheet or designated device during the allotted test time. Students are to enter name on the test booklet and scantron sheet to receive credit.

- Students may use ear plugs.

- Students are responsible for keeping track of announcements and test taking time.

- Tests and final examinations should be monitored by 2 faculty members when possible.
• Students may only use non-programmable calculators and may not use calculators on their smart phone or other electronic devices.
• Make up tests should be taken before the next test or exam in the course.
• In the event a test is interrupted for any reason the course faculty in collaboration with the department chair will determine the plan of action for completion of the test.

Academic Integrity of Test: Every effort is made to preserve the integrity of tests in the College of Nursing. There are no test questions from a previous semester available for review. Therefore, if any student obtains previous test questions, they were obtained in violation of the testing guidelines. Study guides containing test materials should not be used.
• Students should report immediately any knowledge of previous quiz or test questions in circulation to the faculty. If the student does not report they are subject to violation of the Academic Integrity Policy. The following are examples of Academic Integrity Violations but not limited to:
  • The knowledge of or use of circulated protected questions
  • Manually copying (writing down) or photographing quiz or test questions during quizzes or tests or during post quiz or posttest review sessions
  • Taping or recording of post-quiz or post-test review sessions

Test or Examination Reviews:
• Test or examinations are reviewed at announced reviews. The faculty should try not to schedule reviews during other class or clinical time. If a class or clinical conflict occurs with an announced review arrangement the student should contact the course faculty within one week of the announced review time.
• The test review may or may not take place during class. The professor will notify the students of guidelines for test reviews. Students are expected to be respectful during the review.
• Students should not discuss or review the test content with other faculty or counselor (individually or group) until after the class test review.
• Note taking or recording in any manner is not permitted during the test or examination review. Students should not take pictures or snap shots of any test items during the review.

Procedure to challenge a test item:
The student should submit the rationale for their selection of any answer in writing (electronically) within one week of the test. Documentation needed is a credible source and include page number. The faculty has the right to accept or reject the challenged item. Documentation should be from assigned readings or from textbooks used in previous courses.

Approved by UFO November 2017 for implementation January 2018
Final Examinations

Final examinations will be held at the close of each term in all courses. All courses are required, by the University, to have a final exam, project or presentation completed on the date of the final exam. There will be no departure from the College of Nursing printed schedule of examinations. Nursing students follow the College of Nursing schedule rather than the posted University schedule. This generally allows students to have only one final examination per day. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the Executive Director of Student Services and the Associate Dean for the Undergraduate Program. A student who is absent from an examination without an excuse may be given a grade of “F” in the course. The instructor may issue an incomplete “I” in the case of a student absent from the final examination who has presented a satisfactory excuse or an official university excuse from the Office of the Provost or his/her designee.

Students in their final semester of the program who are passing going into a required major course final examination, may be offered a retake on the final examination if their grade on the final examination results in a failing grade for the course (< C, or 77.5).

Grade Appeal

To read the full policy from the University Catalog, please go to: https://registrar.ecu.edu/grade-appeal-policy-and-process/

Grade Appeal Quick Reference

The following is a quick reference of the policy outlined in the University Catalog.

To begin the process:

A student believes one or more of the three criteria for warranting an appeal exists:

- An error was made in grade computation.
- Standards different from those established in written department, school or college policies, if specific policies exist, were used in assigning the grade.
- The instructor departed substantially from his or her previously articulated, written standards, without notifying students, in determining the grad

STEP 1

The student meets with the instructor to discuss an appeal no later than 21 calendar days into next semester after the grade earned (summer school is not counted). If the instructor is not available the department chair may meet in lieu of the instructor.

If the student is not satisfied that the matter has been resolved:

STEP 2
The student presents a written appeal to the department chair/designee with the following:

- A statement addressing **how the appeal meets one or more of the three criteria** necessary for a formal appeal.
- A description of the **outcome** of the informal discussion process with the instructor.
- Any **relevant documents** the student would like to be reviewed as part of the appeal process.
- A copy of the course syllabus and assignment descriptions.

Further information from the student may be requested by the department chair. The Department Chair provides the written appeal request to the instructor. The Instructor has **14 calendar days** to provide a written response to the department chair. A discussion of the appeal occurs between the department chair and the instructor.

The department chair provides the student with written notification of the outcome no later than **7 calendar days after receipt** of the instructor’s response.

*If the student does not feel the matter is resolved:*

**STEP 3**

The student has **7 calendar days** to prepare a written appeal to the Dean/designee.

The Dean/designee reviews the materials of the appeal and discusses the appeal with both the instructor and the student. The instructor has **7 calendar days** to review the appeal submitted to the Dean/designee, and *if desired*, may prepare a written response to the Dean/designee. The Dean/designee reports the outcome of this step to the student within **14 calendar days**.

*If the student does not feel the matter is resolved,*

**STEP 4**

A Grade Appeal Committee is formed by the Dean from faculty members within **10 calendar days:**

- Dean appoints one member
- Student selects one member
- Instructor selects one member

The committee has **21 calendar days** to deliver a decision and may decide to (1) keep the assigned grade or (2) to raise the grade. *Rules for committee leadership and voting are in the full policy.*
The Committee prepares a written report with the decision, rationale including both minority and majority opinions and provides it to the Dean (within 21 calendar days).

The Dean reviews and reports the decision to the student and faculty, providing both with a copy of the committee decision report.

This is the sole administration avenue for grade appeals and is directly derived from the University Grade Appeal policy. Exception: academic integrity issues follow the University policy on Academic Integrity. If there is a dispute through the Office of Equal Opportunity and Equity, those matters must be resolved through the EEO office prior to use of this grade appeal policy.

**Progression Exceptions and Appeals**

Students who earn a second grade less than 78 (C, 2.0) often feel that circumstances should merit an exception to the progression guidelines regarding ineligibility to continue. The Student Affairs Committee agrees that at times extenuating circumstances do exist. In an effort to be consistent and fair the following working definition and examples of extenuating circumstances will be used. *Definition:* An extenuating circumstance is an event that is unusual; out of the ordinary, unforeseen, unexpected, and occurring within the semester for which the appeal is requested. The extenuating circumstance must be documented with course and clinical faculty at the time of the event, NOT after the grade has been earned.

- A student, who is found responsible for an academic integrity violation, either by admission or through the final University process, may be dismissed from the nursing major. The appropriate Student Affairs Committee will be informed of the violation and make a decision on dismissal.
- Students who earn 2 or more grades less than “C” including an academic integrity violation are not eligible to request an exception to the progression guidelines.

‘Requests for Exceptions and Appeals to Progression’: While all classes demand a high level of student achievement, NURS 4500 is primarily a course synthesizing all previous nursing content. Any student who earns <78 (C 2.0) in NURS 4500 (not NURS 4511) may request to repeat NURS 4500 once, regardless of the number of previous grades <78 (C 2.0), by completing the NURS 4500 Repeat Form found in Student Services. The form must be completed by the student and returned to the director of Student Services. The form will then been forwarded to the Dean or designee for review. Upon approval by the Dean or designee, the student may repeat NURS 4500 in the next semester, pending space availability. Approved 4/9/2015
**Appeal Procedure**

If a student wishes to request an Exception to the Progression Requirements, he/she must appeal to the Undergraduate Student Affairs Committee (USAC) by first contacting the Executive Director of Student Services to discuss the process.

The Undergraduate Student Affairs Committee (USAC) requires the following from the student:

1. Submission of a letter to the Director of Student Services, that briefly outlines the circumstances leading to the failing grades earned.

2. Completion of the Progression Appeal Request form.

3. Prior to the appeal appointment, submit to student services a print out of grades in each failed course (from Blackboard or request faculty to submit a report). This report should consist of: grades earned, date earned and form of evaluation (quiz, paper, exam).

4. Provide any other information the student feels is of value to the USAC in the decision making process (doctor’s letters, legal records, and all long term or current medication which may have impacted you earning $<78 \ (C \ 2.0))$.

5. Provide a copy of your unofficial ECU transcript.

6. A written plan of what strategies you will implement to prevent such circumstances from impacting future grades in the event that the appeal is granted.

7. Student Services will obtain pre-admission test scores if applicable.

The USAC, **after receiving a written request**, will review the appeal at the earliest possible time consistent with thorough review and preparation.

The USAC will make a decision and notify the Executive Director of Student Services immediately following the meeting.

The student will be notified of the decision in writing by the Executive Director of Student Services. A copy of the student’s letter requesting an exception, and the decision are sent also to the Associate Dean for the Undergraduate Program by the Executive Director of Student Services.

Decisions of the Student Affairs Committee are final. The Associate Dean and Dean will review and concur or not concur with the recommendations of the committee. A review will be made by the Associate Dean for the Undergraduate Program and the Dean of any “**NEW**” information submitted by the student. If the new information is found to be pertinent to the situation, it will be referred back to the Student Affairs Committee for consideration.
Repeating Course Work
A student who appeals and receives an exception to progression is admitted to the course(s) to be repeated at the discretion of the Executive Director of Student Services. Placement will be on a space available basis and is not guaranteed for the semester following ineligibility.

University Social Media Regulation
Social media sites are online communities used increasingly in all aspects of our professional and personal lives to communicate and distribute information. Well-known examples of these sites are Facebook, YouTube, and Twitter. The increase in usage of this type of media has resulted in new ways to share events, reach out to alumni, and gather feedback on issues. Along with positive effects are new concerns that we want to make employees and students aware of, such as the increased diligence we need to have in communicating on these sites to maintain an atmosphere of integrity, honesty, and respect that is free of harassment, exploitation, and intimidation. To help guide us in the use of these tools, we have created this regulation and the social media guidelines referenced in the additional references sections for our community of users.

This regulation is applicable to all East Carolina University (ECU) faculty, staff, temporary employees, postdoctoral fellows, students, contractors, and visitors and retirees who have campus access to the University network and/or data. You can access the entire policy at the following link: http://www.ecu.edu/PRR/08/10/02

Guidelines for Social Media Use by Nursing Students
Introduction
East Carolina University has a ‘Social Media Use’ policy (regulation 08.10.02) which all employees and students are expected to be aware of and follow. The purpose of the ECU policy is ‘to help guide us’ in the professional use of online communications including web and Internet platforms. (Refer to the following link: Social Media Use )

Purpose of the College of Nursing Social Media Guidelines
The College of Nursing faculty believe we are accountable for educating students on the use of social media in their personal as well as professional lives.

The federal rules (HIPAA Privacy Act and beginning in September 2013 the HITECH Act, which modifies HIPAA [Federal Register, Volume 78. Number 17 Friday January 25, 2013/Rules and Regulations) as they relate to clinical practice are expected to be followed by all nursing students.
Guiding Principles for Social Media Use

1. There are many benefits to using social media including networking, nurturing relationships, dissemination and discussion of nursing related education, research and practice. (ANA Fact Sheet: Navigating the World of Social Media, September 2011).

2. Students are encouraged to utilize social media with knowledge that there are also risks. These risk include the fact that information can take on a life of its own. (ANA Fact Sheet: Navigating the World of Social Media, September 2011).

3. Inaccuracies can become ‘fact’. The public’s trust in nurses can be compromised and the ‘branding’ of self can undermine an individual’s nursing career. (ANA Fact Sheet: Navigating the World of Social Media, September 2011). You are also negatively branded by the use of slang, inappropriate language and grammar.


Guidelines for Online Professional or Personal Activity with Social Media

1. Carefully consider the criteria for approval of any person you allow access to your site. Remember anyone who accesses your site can read all information posted. (NCSBON Nursing Bulletin, Fall, Volume 7 [number 1] edition 19, 2011).

2. You are legally liable for what you post on your site and your posts on the site of others. Individual blogger has been held liable for proprietary, copyrighted, defamatory, libelous or obscene commentary (as defined by the courts). (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).

3. Think archival systems. Search engines can research posts years after the publication dates. Archival systems save information including deleted postings. (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).

4. Monitor your mood while posting. It is wise to delay posting until you are calm and clear-headed. (Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013 page 26).

5. You will have an opportunity to provide feedback in the appropriate venue on the course and faculty at the end of each course. Therefore social media platforms are considered inappropriate locations to provide this feedback (adopted from Purdue University Nursing Undergraduate Programs, Student Handbook, 2012-2013).
6. You are ‘branding’ yourself with each posting as well as representing ECU CON and the nursing profession. (National Student Nurses’ Association, Inc. Recommendations for Social Media Usage and Marinating Privacy, Confidentiality and Professionalism, 2012).

7. Employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. (National Student Nurses’ Association, Inc., Recommendations for Social Media Usage and Marinating Privacy, Confidentiality and Professionalism, 2012).

8. Take advantage of privacy settings and seek to separate personal and professional information online. (ANA Principals for Social Networking and the Nurse, September, 2011, Silver Spring, MD).

9. Pause before you post.

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

Approved by Undergraduate Faculty 11-14-13

**Standardized Testing**
The College of Nursing administers several standardized tests throughout the program. These tests help identify areas that the students need to focus on within the program. The CON offers resources for remediation for students determined to have deficits. In the final semester the CON uses a test to assess knowledge level and readiness for the NCLEX. Results are used to assist students in determining nursing content that has been mastered. Various enhancement materials are used to assist with weaknesses that have been identified. The cost for these tests is included in the lab fees each lab/clinical course.

**Laptop Usage in Classrooms**
Students may use laptops, with faculty approval, during class to record class notes or for other purposes related to the class in session. When using a laptop, it must be fully charged and not require connection to an electrical outlet. This is mandatory based on fire and safety regulations. In the event that a particular computer is disruptive, the instructor has the option to require that the use of the laptop computer be discontinued. Students are requested to ask each professor prior to any video or audio recordings.

**Student Code of Conduct**
East Carolina University is dedicated to providing a safe and vibrant learning and working environment for all its members. In an effort to support this goal, the Office of Student Rights and Responsibilities administers the Student Code of Conduct, which outlines ECU’s expectations for students’ on- and off campus behavior. The regulation can be found at [http://www.ecu.edu/PRR/11/30/01/](http://www.ecu.edu/PRR/11/30/01/)
If you have questions about the Code or the student conduct process, please call OSRR at 252-328-6824.

**Student Conduct**

Students are expected to behave with propriety and to respect the rights and privileges of others. They are expected to abide by the laws of the city, state, and nation, and by all rules and regulations of ECU. Failure to do so may result in separation from the University. The CON complies with the University policies related to student conduct.

**Online Student Conduct**

Students are expected to communicate in a cooperative, courteous and professional manner at all times. Students should use appropriate online communications which are professional, respectful, non-threatening, and non-offensive. Students who disrupt the learning environment for others will face disciplinary action and may be dismissed from the course in a manner consistent with all applicable ECU policies and procedures. ECU policy on academic computer use is found at [http://www.ecu.edu/cs-itcs/policies/academicpolicy.cfm](http://www.ecu.edu/cs-itcs/policies/academicpolicy.cfm). Online students are held to the same standards of academic integrity as outlined in the ECU Student Handbook. These policies are located at: [http://www.ecu.edu/cs-studentaffairs/dos/rules_policies.cfm](http://www.ecu.edu/cs-studentaffairs/dos/rules_policies.cfm).

**Student Misconduct**

CON faculty members have academic, legal, and ethical responsibilities to protect the public, health care community and property from unsafe nursing practices. It is within this context that undergraduate and graduate students risk disciplinary action and/or dismissal from the CON.

I. **Student Awareness**

   Students will be provided with links to the North Carolina Nursing Practice Act, and the American Nurses Association Code of Ethics for Nurses. All nursing students are expected to be familiar with the content of these documents and are to comply fully with the documents.

II. **Definition**: misconduct is defined as any of the following:

   A. An act or specific behavior which threatens or has the potential to threaten the property or the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, the student him or herself, another student, a faculty member, or other health care provider.
B. Any act or behavior that violates the North Carolina Nursing Practice Act, Article 9 of chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90 171.44) or 90-171.37.

C. Any act or behavior which violates the Code of Ethics for Nurses of the American Nurses’ Association (available at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/).

D. Any act or behavior which violates the North Carolina Board of Nursing Practice Act and/or Rules and/or the American Nurses’ Association. http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing

E. Any act or behavior which constitutes nursing practice for which a student is neither authorized nor educated at the time of the incident.

III. Evaluation Process for Student Misconduct

A. Any faculty/instructor/preceptor who determines that a student may have demonstrated misconduct has the prerogative to have the student leave the learning environment. The faculty/instructor/preceptor (hereafter “faculty”) will complete the CON Event Report Form (Appendix B) and notify the appropriate Department Chair and/or Director within 24 hours of the event.

B. The appropriate Department Chair and/or Director will investigate the incident within three school days to determine whether the matter warrants further investigation. The Department Chair and/or Director will collect data and obtain testimonies from any involved parties. While the investigation is conducted, the student will not participate in any nursing courses.

IV. Outcomes for the Evaluation Process

A. No Misconduct: The faculty will be notified of the ruling. The student will be notified of the ruling and may resume their academic schedule.

B. Misconduct requiring Remediation: The faculty will be notified of the ruling. The student will be notified of the ruling. The faculty in consultation with the appropriate Department Chair and/or Director will determine a plan for remediation and progression for the student.
C. Misconduct Requiring Referral to Student Affairs Committee: the Department Chair and/or Director will notify the Associate Dean for the Undergraduate Program and request a meeting of the Student Affairs Committee (SAC) and will provide the Committee with all documentation surrounding the event.

V. Meeting Process

A. Within 5 school days, the SAC chair will notify the student, the faculty, the Department Chair and/or Director and the Associate Dean for the Undergraduate Program as to the time and place for an official meeting. With prior notification of the Chair of the SAC, the student may be accompanied by a person who shall act as a non-participating observer.

B. The SAC will hold a meeting of its members, the Department Chair and/or Director, the involved faculty, and the student. The Department Chair and/or Director will be present and will provide further review documentation and any oral/written evidence regarding the incident. Any member of the committee with a conflict, bias, or interest in the case must be recused.

C. The student will have the opportunity to review any written evidence that will be used in the meeting prior to the meeting. The student will be present and will be given an opportunity to face and to examine witnesses testifying. The student also has the right to call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the incident.

D. Minutes of the meeting proceeding only will be taken and a copy available to the student upon request.

VI. Post-Meeting Process

A. Immediately following the presentation of the evidence, the committee will convene in executive session to determine whether misconduct has occurred and to recommend a resolution of the incident. The committee will base its recommendation only on the evidence presented at the meeting. The committee will recommend one of the following resolutions:

1. no finding of misconduct
2. finding of misconduct with a reprimand to the student
3. finding of misconduct with remedial work, instruction and/or counseling
4. finding of misconduct resulting in student suspension

5. finding of misconduct resulting in dismissal from the College of Nursing.

B. The SAC committee shall forward a copy of the meeting minutes and make its recommendation in writing to the Associate Dean for the Undergraduate Program within 24 hours after the meeting. The Associate Dean for the Undergraduate Program will indicate agreement or non-agreement with the committee’s recommendation.

C. The Associate Dean for the Undergraduate Program will then forward this agreement or non-agreement to the Dean.

D. The Dean may accept, reject, or modify the SAC’s recommendation. The Dean’s decision will be based on the SAC minutes from the meeting and the recommendation of the committee and Associate Dean for the Undergraduate Program’s recommendation. The Dean will notify the Associate Dean for the Undergraduate Program, the Department Chair and/or Director, the SAC, the faculty member and the student as to the decision.

E. The decision of the Dean is final in the College of Nursing.

F. Dismissal from the CON does not necessarily constitute dismissal from the University.

**Academic Integrity**

Information related to academic integrity can be found in the ECU Undergraduate Catalog.

**ECU Office of Student Rights and Responsibilities**

- The mission of the Office of Student Rights and Responsibilities (OSRR) is to promote students’ personal and academic integrity as well as a safe learning environment for all. The staff facilitates ethical decision-making and empowers students to become responsible citizens.

- OSRR administers the East Carolina University Student Code of Conduct, which governs students’ on- and off-campus conduct. Office staff is also engaged in campus education on various issues, such as academic integrity, citizenship development, and conflict resolution.
OSRR staff is available to advise all campus community members on their rights under the Student Code of Conduct and the ECU judicial process as well as to clarify university policies pertaining to student conduct. For more information visit: https://osrr.ecu.edu/.

Disruptive Academic Conduct

I. Student Awareness

The East Carolina University and the College of Nursing is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of conduct in the classroom, other academic setting or clinical experiences may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of “drop” according to the applicable university policy and are eligible for tuition refund as specified in the current tuition refund policy.

II. Definitions: Disruptive Academic Conduct is defined as:

A. Any conduct that interferes with the normal conduct of instructional activities and the ability of other students to fully participate in the classroom/clinical experience. Such conduct would be considered as disruptive by any reasonable person who is unfamiliar with the specific situation.

III. Investigation and Evaluation of Disruptive Academic Conduct

A. The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class setting. The instructor has the prerogative to ask a disruptive student to leave an individual class session where appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the Student Code of Conduct. If the behavior is threatening in nature or is likely to result in immediate harm, the instructor will contact the East Carolina University Police Department for immediate assistance.

B. A student who engages in disruptive academic conduct will receive a private verbal warning from the course instructor. The instructor should describe the conduct of concern to the student, explain that it is inappropriate, provide an opportunity to explain his/her conduct and if appropriate, the instructor may direct the student to stop the behavior, suggest ways to modify conduct and provide notice with respect to what the student will be subject should she/he engage in the disruptive conduct in the future.
C. If the conduct continues after a verbal warning, the instructor should describe the conduct of concern to the student, explain that it is inappropriate, provide the student with an opportunity to explain his/her conduct and if appropriate, will give the student a written warning indicating that the student will be removed from the course if the conduct does not cease and that the letter will be placed into the student’s educational record.

D. If the conduct persists after the written warning, the course instructor will inform the Department Chair and/or Director. The Department Chair and/or Director will investigate the incident within three school days to determine whether there are grounds for removal of the student from the course. During this period of investigation, the course instructor and Department Chair and/or Director will collect data and meet with the student. If the determination is that the disruptive behavior warrants removal from the course, the Department Chair and/or Director will notify in writing the Associate Dean for the Undergraduate Program and the Office of Student Rights and Responsibilities. The Department Chair and/or director will promptly communicate the decision in writing to the Office of the Registrar so the student’s schedule may be adjusted.

E. The Associate Dean for the Undergraduate Program will immediately notify the CON Undergraduate Student Affairs Committee and will provide the committee with written information prepared by the course instructor involved.

IV. Meeting Process

A. Within 5 school days, the SAC chair will notify the student, the faculty, the Department Chair and/or Director and the Associate Dean for the Undergraduate Program as to the time and place for an official meeting. With prior notification of the Chair of the SAC, the student may be accompanied by a person who shall act as a non-participating observer.

B. The SAC will hold a meeting of its members, the Department Chair and/or Director, the involved faculty, and the student. The Department Chair and/or Director will be present and will provide further review documentation and any oral/written evidence regarding the incident. Any member of the committee with a conflict, bias, or interest in the case must be recused.

C. The student will have the opportunity to review any written evidence that will be used in the meeting prior to the meeting. The student will be present and will be given an opportunity to face and to examine witnesses testifying. The student also has the right to call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the incident.
D. Minutes of the meeting proceeding only will be taken and a copy available to the student upon request.

V. Post-Meeting Process

A. Immediately following the presentation of the evidence, the committee will convene in executive session to determine whether misconduct has occurred and to recommend a resolution of the incident. The committee will base its recommendation only on the evidence presented at the meeting. The committee will recommend one of the following resolutions

1) no finding of disruptive behavior and the student may return to the course.

2) finding of disruptive behavior and the student will not be allowed to return to the course.

B. The SAC committee shall forward a copy of the meeting minutes and make its recommendation in writing to the Associate Dean for the Undergraduate Program within 24 hours after the meeting. The Associate Dean for the Undergraduate Program will indicate agreement or non-agreement with the committee’s recommendation.

C. The Associate Dean for the Undergraduate Program will then forward this agreement or non-agreement to the Dean.

D. The Dean may accept, reject, or modify the SAC’s recommendation. The Dean’s decision will be based on the SAC minutes from the meeting and the recommendation of the committee and Associate Dean for the Undergraduate Program’s recommendation. The Dean will notify the Associate Dean for the Undergraduate Program, the Department Chair and/or Director, the SAC, the faculty member and the student as to the decision. If it is decided to remove the student from the course, this decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. If the decision is to allow the student to remain in the course, the Office of the Registrar and the Office of Student Rights and Responsibilities must be notified of the final decision.

E. The decision of the Dean is final in the College of Nursing.
F. Dismissal from the CON does not necessarily constitute dismissal from the University.

**Impairment and Chemical Substance Abuse**

I. Overview

A. Rationale: Our philosophy regarding student substance abuse revolves around protecting the public’s health and assisting the student in recovery. To ensure patient safety, comply with clinical facility policies and the North Carolina Board of Nursing policy [21 NCAC 36.0320(d)], and assist students in recovery, the College of Nursing (CON) has adopted a substance abuse protocol.

B. The CON will be responsible for appropriately identifying and referring students who are abusing substances to Student Health Services and Center for Counseling and Student Development. The student is accountable for his/her own recovery process.

C. Informed consent: As a condition of admission to the Nursing Program, students are required to comply with this protocol and submit a written statement of informed consent.

D. Definitions: A nursing student is any full-time or part-time student admitted to the CON which includes all degree programs. Substance abuse is the use of illegal/un-prescribed substances or alcohol that impairs performance when engaging in any learning activity: classes, laboratory and/or delivery of patient care.

II. Procedure

A. Drug Screening Program

1. Drug Screen. Prior to beginning their first clinical, students must complete the drug screen process. Students will be eligible for clinical pending a negative drug screen. Students with a positive drug screen may be denied continued enrollment. A drug screen with the result of negative dilute will require a student to complete a second urine drug screen. If the second drug screen results in a negative dilute, a blood test will be required on the third attempt. The list of drugs included in the drug screen are found in subsection G of this procedure.

2. Procedure for drug screening (Appendix E). Students will be notified to complete a drug screen by the Office of Student Services. Students must use the CON approved vendor and process for reporting drug screen results. Results
will be maintained confidentially in the CON Office of Student Services. All expenses associated with drug screening are the responsibility of the student.

3. Implications of positive results. A drug screen will be presumed positive if any of the drugs listed are found in a blood or urine screen. Presumed positives will be confirmed by a second screen from the original sample. If the screen is determined to be positive, the student will be referred to the ECU Counseling and Student Development Office for evaluation to determine if there is presence or absence of abuse. The ECU Counseling and Student Development Office will notify the Dean of the CON of their evaluation. The results of all screens will be maintained as confidential in the CON Office of Student Services. Access will be limited to the student and the CON administrators for use in the hearing process or for readmission process.

B. Screening based on Reasonable Suspicion

1. A student may be subject to screening at any time when, in the judgment of a faculty member or preceptor, there is reasonable cause to suspect the student is impaired due to substance abuse. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the faculty member, including but not limited to:
   a. Observed possession or use of illegal/non-prescribed substances or alcohol that impairs performance.
   b. Observed change in appearance or behavior that is reasonably interpretable as being caused by substance abuse by CON faculty or preceptor.

2. When individualized reasonable suspicion is found to exist; the faculty begins the documentation process by completing the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use Form (Appendix E).

3. Once reasonable suspicion is determined by a faculty member and the student has been confronted by the faculty member who documents the suspected conduct, the student will be removed from the learning environment and the faculty member will coordinate the screening procedure with Student Services or the Associate Dean for the Undergraduate Program as appropriate and will refer the student to the ECU Counseling and Student Development Office for evaluation to determine if there is presence or absence of abuse. The ECU Counseling and Student Development Office will notify the Dean of the CON of their evaluation. The student is responsible for all expenses associated with drug screening, including transportation to the testing site. A student suspected
of impairment may not drive themselves to a testing site. A consent and release form will be signed by the student for drug screening (Appendix E). Validated copies of the drug screen results will be sent to the CON Office of Student Services.

4. Students engaging in clinical experiences outside the usual screening center business hours will be subject to that clinical agency’s policy on substance abuse and responsible for any fees incurred associated with screening. Students must provide an official copy of results to the CON Office of Student Services.

5. Once the faculty member has confronted and removed the student from the learning environment, the faculty member shall notify the Chair and submit the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use Form to the Executive Director of Student Services or the Associate Dean for the Undergraduate Program.

6. The Executive Director of Student Services and the Associate Dean for the Undergraduate Program are responsible for ensuring the student provides the necessary drug screening documents, and informing the Administrators of the CON.

7. If illegal substance abuse is substantiated by screening, the student must agree to participate in a drug education and counseling program and pay all program fees, consent to regular drug screening and other conditions and restrictions, including community service. Refusal or failure to do so shall result in suspension from enrollment for the remaining period of probation. For second or subsequent offenses involving illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion.

C. Voluntary admission of substance abuse. Students who voluntarily report to CON faculty or administrators that they have a substance abuse problem, will be assisted by the CON Executive Director of Student Services or Associate Dean for the Undergraduate Program to obtain services through East Carolina University Student Health Services and/or the Center for Counseling and Student Development. The CON Executive Director of Student Services or the Associate Dean for the Undergraduate Program as appropriate will report voluntary admission to the CON Dean. Continued participation in the program will be at the discretion of the Dean. If a positive drug screen is obtained, the student will submit to drug screens as requested by the CON and will be suspended in a manner consistent with the applicable CON procedures and University policies.
D. Admission/Readmission after a Positive Drug Screen

A student whose admission is withdrawn or suspended from the clinical component of the CON due to a positive drug screen will be considered for readmission if among others, the following conditions are met:

1. Submit at time of reapplication to an evaluation for substance abuse by CON approved agency and complete the prescribed treatment program.

2. Submit to a drug screen prior to admission/readmission. A positive drug screen may result in ineligibility for admission/readmission.

3. Submit to random drug screens as required by CON while enrolled in the program. A positive drug screen will result in permanent dismissal from the CON.

4. Students seeking readmission must reapply in accordance with the readmission protocol in the CON Student Handbook.

E. Confidentiality of Information Concerning Drug Use

Individual test results of the drug screen will not be provided to clinical agencies. No release of information will be made without the student’s written consent, unless in response to appropriate judicial process such as a subpoena or court order.

F. Appeal Policy

The student is eligible to pursue the University Appeal policy as outlined in CON Student Handbook.

G. Consequences of Permissible Drug Use

When students are prescribed medications that may impair cognitive and/or motor functions, the CON expects the student not to attend clinical or laboratory courses, while impaired by the prescribed medication. If the faculty observes changes in appearance or behavior that is reasonably interpretable as being caused by properly used prescription medications, the student will negotiate transportation from the facility and not return to those settings until the cognitive and/or motor impairment is resolved. The student will continue to be held to the course attendance requirements. The student may be required to have a physician’s endorsement in writing that they are safe to practice nursing while taking prescribed medications before being permitted to return to clinical or laboratory setting.
Table 1. List of Drugs Tested for Abuse by Drug Screen Include:

<table>
<thead>
<tr>
<th>Drug</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfentanil</td>
<td>Amphetamines</td>
</tr>
<tr>
<td>Butorphanol (Stadol)</td>
<td>Barbiturates</td>
</tr>
<tr>
<td>Fentanyl</td>
<td>Benzodiazepines</td>
</tr>
<tr>
<td>Ketamine</td>
<td>Cannabinoids</td>
</tr>
<tr>
<td>MDMA (ecstasy)</td>
<td>Cocaine</td>
</tr>
<tr>
<td>Nalbuphine (Nubain)</td>
<td>Methadone</td>
</tr>
<tr>
<td>Sufentanil</td>
<td>Opiates</td>
</tr>
<tr>
<td>Tramadol</td>
<td>Phencyclidine</td>
</tr>
<tr>
<td>Alcohol</td>
<td>Propoxyphene</td>
</tr>
</tbody>
</table>

Approved by College of Nursing Faculty Organization on December 6, 2007
Clinical / Lab Specific Procedures and Information

Clinical Requirements
All College of Nursing requirements are due by June 15 for fall semester admissions and December 1 for spring semester admissions. All requirements must be maintained and updated prior to the expiration date throughout student enrollment in the program.

Travel
Due to the broad scope of clinical facilities and locations of clinical sites and agencies, undergraduate nursing students must have access to reliable transportation prior to starting clinical courses in the College of Nursing. Expenses for travel to and from clinical sites/agencies are the responsibility of the student. Clinical sites are generally within an hour’s drive of Greenville but may be up to 1½ hours or more away.

Attendance
Regular attendance as defined in the course syllabi in the clinical areas is expected in all nursing courses. If an emergency situation arises (such as sudden illness), the student is required to notify the appropriate person in the clinical agency and/or the nursing instructor within one hour of the start of clinical so that patient care may be reassigned without delay. This is a professional responsibility which must be assumed by the individual student and will be taken into consideration in the evaluation of clinical performance.

Joint Commission and Other Agency Requirements
In order for students to participate in agency clinical (and research) experiences students are expected to complete confidentiality, health information, and criminal background checks to comply with the agency guidelines for healthcare policies and JCAHO standards. To refuse to do so may result in the removal of a student from the setting and/or enrollment in the course. Students are expected to pay for any fees incurred for criminal background checks. The Clinical Compliance Office within Student Services will advise students of necessary requirements to be completed prior to clinical practicum experiences.

Eastern AHEC Consortium For Clinical Education Practice (CCEP) Partnership
East Carolina University College of Nursing partners with Eastern AHEC Consortium for Clinical Education and Practice (CCEP). The purpose of the Eastern CCEP is to standardize the process for credentialing students and clinical faculty utilizing the AHEC Core Orientation training and evaluate clinical education processes. Students completing a clinical rotation or
practicum in Eastern NC are required to meet minimum standards not excluding additional requirements specified in agency contractual agreements. Students are expected to meet all requirements as specified by AHEC CCEP or any agency contractual agreement throughout NC.

**Health Forms and Documentation**

N.C. General Statute 130A-155.1 requires each college student to present a certificate of proof of immunization against “childhood illnesses.” A detailed listing of the Immunization requirements is a part of the pre-entrance health certificate which must be on file in Student Health Services. The law specifically states that unless these requirements are satisfied, a student cannot continue being enrolled in a North Carolina university or college.

Student Health Services requires that the Report of Medical History form be on file prior to a student attending classes. The College of Nursing requires that the physical examination form be completed upon admission. Immunization records must also be updated. As part of the health information submitted, a statement from the student’s physician or practitioner must attest to his/her emotional and physical ability to carry out nursing functions. Near the bottom of page 1 of the physical form there is a block that says “Only for Students Admitted to a Health Sciences Program.” This block must be completed by the health care provider to meet a requirement of the North Carolina Board of Nursing. The documentation must be uploaded to CastleBranch or MyRecordTracker.

Students (on campus students only) who are admitted to ECU need to send original copies of the Report of Medical History form, physical form, and immunization records to Student Health Services and upload copies to CastleBranch or MyRecordTracker to meet the College of Nursing requirements. Students are required to activate their CastleBranch or MyRecordTracker profile upon admission.

**Please note:** The University does not require distance education students to complete the Report of Medical History form. However, completion of this form, the physical form, and submission of immunization documentation are REQUIRED by the College of Nursing for all students. If a PhD student is conducting research that involves access to and patients, this would be required.

**Tuberculosis Requirement**
The College of Nursing requires for all MSN and DNP students to provide evidence each year of one of the following methods to meet the TB Requirement:

- 2 Step TB Skin tests (administered 1 – 3 weeks apart)
- 2 Consecutive annual tests (administered 10 – 12 months apart, with the most recent administered with in the past 12 months.
- IGRA Blood Test - QuantiFERON TB Gold, or T-Spot blood test (lab report required).
For positive results, students must submit all of the following:

- A student must provide a clear chest x-ray (lab report required) from any time after positive testing and proof of past positive results.
- College of Nursing TB Screening Questionnaire – (will be due annually thereafter)

**HEP-B Titer**

Students are required to comply with the Center of Disease Control and Prevention (CDC) guidelines concerning prophylaxis for hepatitis B. The CDC recommends that health science students who may handle needles, syringes and/or blood more frequently than once per month, be immunized against hepatitis B.

All nursing students that have had the Hepatitis B series (3 vaccines) must have a HEP-B positive antibody titer completed one – two months after receiving the series. If it has been longer than 2 months since your last HEP-B immunization, a Hepatitis B positive antibody titer will be required to show immunity. If the titer is negative, the 2nd series of 3 Hepatitis B vaccines or 2 Heplisav-B vaccine series must be completed followed by another titer. If the second titer is negative, the student is considered a “non-responder” and no further action is required.

The State Health Director shall investigate the practice of the infected health worker and the risk of transmission. He/she shall appoint an expert review panel. Either an expert review panel appointed by the Chief, Communicable Disease Control Section, NC Department of Health and Human Services or an ECU expert review panel will review the work situation and clinical condition to assess the need for alterations in job description or infection control techniques. The State Health Director shall protect the confidentiality of the infected health care worker and may disclose the worker’s infection status only when essential to conduct the investigation or periodic reviews. Under University policy, you may notify the Prospective Health office for Infection Control and/or the Director of Prospective Health. In the College of Nursing, the student shall notify the Associate Dean for Undergraduate Programs.

**HIV and/or Hepatitis B Infected Health Care Workers (Including Students)**

As of October 1, 1992, the North Carolina Commission on Health Services adopted new regulations that pertain to health care workers who know themselves to be infected with HIV and/or have active hepatitis B infection (HBsAg+) = Hepatitis B surface antigen positive. The regulations establish a process to review the operative and infection control practices of certain infected health care workers. These regulations require that all health care workers who perform surgical or obstetrical procedures (vaginal deliveries or surgical entry into tissues, cavities, or organs) or dental procedures and know themselves to be infected with HIV or Hepatitis shall notify the State Health Director. Health care workers who assist in these procedures in a manner
that may result in exposure of patients to Hepatitis B shall also notify the State Health Director. The notification shall be made in writing to the Chief, Communicable Disease Control Section, P.O. Box 27687, Raleigh, NC 27611-7687. Failure to follow these procedures constitutes a crime, NCGS 130A-25(a).

Varicella Titer/Vaccines
Students are required to have immunizations or a titer for chicken pox (varicella). Even if you have had a reported case of chicken pox as a child a titer is still required to show immunity. If your varicella titer is negative, you must have 2 doses of varicella vaccine. Provide lab results of the varicella titer or documentation of the vaccine date(s). Remember that a person can have chicken pox and still have a negative titer due to a “light” case.

MMR
Students will need to make sure that they are immunized against rubella, rubeola, and mumps. The College of Nursing requires documentation of two MMR vaccines or documentation of an MMR titer.

TDAP Vaccine
The Tetanus, diphtheria, pertussis vaccine (TDAP) is required for health care workers who have direct patient contact. Even if you have had a recent tetanus, the College of Nursing will require that you have a TDAP vaccine. We suggest you contact your healthcare provider or Student Health Services to receive these required immunizations/titers. Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received). Get Td boosters every 10 years thereafter. Pregnant HCWs need to get a dose of Tdap during each pregnancy.

Influenza Requirement
All students are required to have the most current influenza vaccine. Documentation will need to be uploaded to CastleBranch or MyRecordTracker. Students will be required to upload documentation of the current year’s flu vaccine to CastleBranch or MyRecordTracker. This requirement is due annually by October 1th.

Exemption to Influenza Vaccine
A student may request that ECU College of Nursing consider granting you an exemption to the influenza vaccine:

1. Because the vaccination is medically contraindicated for you, or
2. Because you have a sincerely held religious belief, practice or observance that prohibits vaccination.

If you are granted an exemption to the influenza vaccine, ECU College of Nursing may, in its discretion, require you to take other reasonable measures to protect patient safety. The forms to request an exemption will be available in the document section of a student’s CastleBranch or
MyRecordTracker profile. If a student requests an exemption, the completed forms are to be sent to the Clinical Compliance Coordinator in the Office of Student Services. The Clinical Compliance Coordinator will upload the approved/denied form to the student’s CastleBranch or MyRecordTracker profile to show the requirement completed if approved and rejected if the exemption was denied. If your request for exemption is denied, the student will need to immediately follow-up to get the current flu vaccine prior to October 1st. All requests for influenza exemption must be resubmitted annually prior to October 1st.

**Immunization Waivers**
Immunizations are mandated in all health care facilities. Students who are unable to receive immunizations due to medical reasons must have a physician’s order or note to cover the student. The student will still need to have a titer drawn for any immunization waived. Documentation must be uploaded to CastleBranch or MyRecordTracker.

**CPR Requirements**
All students are required to be CPR certified. This certification is due for renewal every two years or prior to the semester of expiration. If your card is expected to expire during the spring or fall semester, you will need to renew by June 15th for the fall semester and December 1st for the spring semester. The cost varies by instructor and ranges from $45-75. You must take a course given by the [American Heart Association](https://www.americanheart.org). The certification must be at BLS level or Provider Level C (professional) level. One man, two-man, infant, child and adult CPR must be included in the course. Upload a copy of your American Heart Association BLS Healthcare Provider certification for completion of your certification to CastleBranch or MyRecordTracker. Online courses are not acceptable. Documentation of certification must be uploaded to CastleBranch or MyRecordTracker no later than [June 15th or December 1st](https://www.americanheart.org).

**Professional Liability Insurance**
Coverage by student nurses’ liability insurance for $2,000,000 each claim and $4,000,000 in aggregate is required yearly for enrollment in all clinical nursing courses. Information about the insurance procedure is available in the Office of Student Services at the College of Nursing. Students covered by the group policy arranged by the College of Nursing are covered only when engaged in prescribed learning activities. Payment for liability insurance is included in the educational fees on your tuition statement. This does not apply to RN/BSN students (January 30, 2015).

**Purchase of Uniforms**
Students are required to purchase uniforms through. The College of Nursing uniform was selected by ECU nursing students and faculty and is especially made for ECU nursing students. Information regarding the purchase of uniforms will be e-mailed to you upon admission to the BSN or ABSN program (pre-licensure students only).
**Licensure Verification**
All RN/BSN students must provide evidence of a current non-restricted license to practice as a registered nurse (RN) in North Carolina or in a National Council of State Boards of Nursing (NCSBN) compact state. The actual verification of the nursing license must be submitted to the RN/BSN office.

**My Record Tracker**
(800) 803-7860 ext. for customer service, ext. 2006 for technical support
Clinical compliance information required for attendance in clinical is housed in MyRecordTracker, an electronic record keeping system, coordinated by Student Services. Information regarding MyRecordTracker will be sent by Student Services after admission. Additional information regarding the cost and to access MyRecordTracker will be sent to the student’s ECU email address. Students are required to activate their MyRecordTracker profile upon admission to complete all requirements by the deadlines.

**CastleBranch Compliance Tracker (Starting Spring 2018 for New Students)**
(888)914-7279 or servicedesk.cu@castlebranch.com
Clinical compliance information required for attendance in clinical is housed by CastleBranch’s Compliance Tracker called MyCB, an electronic portal is coordinated and managed by Student Services. Additional information regarding the cost and to access the CastleBranch Compliance Tracker will be sent to the student’s ECU email address. Students are required to activate their CastleBranch profile upon admission to complete all requirements by the deadlines.

**RN/BSN Students**
Students enrolled in the RN/BSN option upon admission will still be required to complete the College of Nursing admission requirements as listed below:
- Verification of Nursing License – must remain current and up-to-date throughout enrollment
- Media Consent Waiver and Release
- Current influenza vaccine – required to be renewed annually while enrolled in nursing course

Students are subject to drug screening based on the “Reasonable Suspicion” policy under Impairment and Chemical Substance Abuse procedure II-B in the ECU College of Nursing Undergraduate Student Handbook. The student will be responsible for the cost of any drug screening under this policy.

Criminal Background Check

In order to comply with clinical agency contractual requirements and to provide the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with the standards of the nursing profession, the College of Nursing shall require all students to undergo a Criminal Background Check (CBC) and drug screen.

The CBC shall be required:

1) prior to admission to the College of Nursing, for all undergraduate students;
2) upon readmission to the program
3) transfer from another school
4) transfer from one program to another within the same school
5) if students notify school there has been a change in status including charges and/or convictions before the next scheduled clinical date.

Students are responsible for the costs of any required screening for criminal background check and drug screen.

Satisfactory results of a criminal background check are required for admission and progression in the nursing program. Refusal to provide consent for investigation will result in exclusion from nursing courses and termination from the nursing major. Criminal background information released to the College of Nursing will be used only for purposes of assisting in making decisions about admission and/or continued matriculation in the College of Nursing. If the background check includes information that the student claims is untrue or inaccurate, these concerns or issues must be addressed by the student. It is the responsibility of the student to resolve these issues. Students are to be advised that pending charges, convictions and/or prayer for judgment rulings may render the student ineligible for clinical placement. Additionally, pending charges during enrollment may result in receiving an incomplete for a clinical course and possible expulsion from the program if a conviction is made. Progression may be affected.

The CBC must be performed by a qualified vendor selected by the college and will meet the following criteria:

- CBC must be completed by June 15th for Fall admission and December 1st for Spring admission and at other times as stated above.
- CBC must cover the past 10 years, or the time period since the student’s 18th birthday, whichever is less. International students must include the time since they entered the United States or the past 10 years, whichever is less.
- CBC must cover all states where the student has lived or worked during the last 10 years or since turning 18 years of age.
CBC must address all felony and misdemeanor crimes (except minor traffic related violations). The student will provide a paper copy of the criminal background check directly to the college.

In addition, students must sign a “Release to Share Criminal Background Check Information and Agreement to Report Future Felony or Misdemeanor Convictions” form (see Appendix A), which allows the college to share information obtained in the CBC with clinical agencies for the purpose of securing a clinical placement as part of the student's educational experience. Students must agree to report any felony or misdemeanor charges and convictions (excluding minor traffic related violations), which occur during their enrollment in the College of Nursing to the Executive Director of Student Services. Failure to submit a comprehensive report within 5 (five) school days will be considered a violation of academic integrity and may serve as grounds for dismissal from the College of Nursing. Upon receipt of any charges (excluding minor traffic related violations), students must not enter any clinical agency as a CON nursing student until cleared to do so by the Executive Director of Student Services or their designee.

The college agrees to use the student information only for the process of obtaining educational placements for students in clinical agencies. In the event that the CBC reveals an event of concern, the Executive Director of Student Services will discuss the issue directly and immediately with the student, prior to sharing the information with the clinical agency. The clinical agency makes the final decision about whether a student will be placed at that site. The Associate Dean for the Undergraduate Program will hear student appeals of administrative actions taken as a result of CBC findings.

Criminal background information will be maintained in an electronic file in the online tracking system used by the student with the access limited to personnel of the Office of Student Services and the Associate Dean for the Undergraduate Program.

Students will be required each semester to sign a form stating that there have been no changes in their criminal background standing and that they will inform the Executive Director of Student Services of any charges brought against them within five (5) school days of the occurrence. Upon receipt of any charges (excluding minor traffic related violations), students must not enter any clinical agency as a CON nursing student until cleared to do so by the Executive Director of Student Services or their designee.

**Noncompliance of Requirements**

ALL College of Nursing students are required to have their physical exam, TB requirement, CPR, vaccines and titers completed upon admission. Students are responsible for maintaining all requirements throughout their enrollment in the College of Nursing.

Students will be given an “Incomplete (I)” in the corresponding theory course if they are not CONTINUOUSLY compliant with ALL requirements (both clinical and non-clinical) by the
date semester grades are due for each semester/summer session. Any requirement that "expires" during the semester MUST be updated as required. Students may not progress to the next semester until the “Incomplete (I)” is successfully replaced with a passing grade (C or better). This will occur even if the student is in the final semester of their program. If a graduating senior receives this “incomplete (I)” and is successful in all other course work, they may walk for graduation but they will not be eligible to receive their diploma or sit for NCLEX-RN until ALL clinical requirements have been met and the grade of “Incomplete (I)” is successfully replaced with a passing grade (C or better).
Dosage Calculation Competency for Medication Administration

East Carolina University
College of Nursing
Department of Undergraduate Nursing Science

Procedure:
- A dosage calculation competency is to be administered for:
  All students in the pre-licensure BSN Program - each semester in a clinical course.
  All students in the Accelerated Second Degree BSN Option - each semester in a clinical course.

Requirements:
- The dosage calculation competency test score from Test 1 will constitute 5% of the course grade.
- A minimal grade of 90 must be achieved to be satisfactory.
- No accommodations will be provided, as this is a competency skill.
- A simple calculator will be allowed. Starting fall 2015 they will be available in student packets.
- Students not earning a 90 on Test 1 are required to undergo remediation.
- Students not earning a 90 on Test 1 will be allowed one retake (Test 2).
- Students not earning a 90 on Test 2 will not attend clinical and do not meet the clinical objectives; therefore will fail the clinical course. May drop the course if the test is prior to the drop date.

Remediation
- Will occur between Test 1 and Test 2 with at least 5 school days between each test but may be within 3 days if requested by student.
- Will be led by course faculty.
- Will include review of the test, reworking of the problems, and time to ask questions of the faculty.

Test Structure
- 20 word-problem questions with 60 minute time allotment.
- No multiple choice questions, students must show their written work.
- The answer should include the units of measure (units, milligrams, teaspoon, tablets, etc)
- Partial credit will not be given for answers.
- All tests will include items covering conversions to basic dosage calculations for PO, SQ, IM or ID.
- Other content may include: weight based medications and calculations, IV calculations, IV drip rate calculations, IV medications infusion rates, e.g. insulin and heparin.
- Test questions for each semester will be appropriately designed to meet the clinical objectives as stated on each course syllabus.
- No Conversions will be provided for testing.

Rounding:

RULE

To express an answer to the nearest tenth, carry the decimal point to the hundredths place (two places after the decimal). If the number in the hundredths place is 5 or greater, add one to the tenths place. If the number is less than 5, drop the number to the right of the desired decimal place.

Example 1:

Express 5.46 to the nearest tenth.

Answer:

5.5 (The number in the hundredths place is 6, so the number in the tenths place is increased by one. 5.4 becomes 5.5)

Example 2:

Express 2.43 to the nearest tenth.

Answer:

2.4 (The number in the hundredths place is less than 5, so the number in the tenths place does not change. The 3 is dropped.)

RULE

To express an answer to the nearest hundredth, carry the division to the thousandths place (three places after the decimal). If the number in the thousandths place is 5 or greater, add one to the hundredths place. If the number is less than 5, drop the number to the right of the desired decimal place.

Example 1:

Express 0.188 to the nearest hundredth.
Answer:

0.19 (The number in the thousandths place is 8, so the number in the hundredths place is increased by one. 0.18 becomes 0.19.)

Example 2:

Express 0.694 to the nearest hundredth.

Answer:

0.69 (The number in the thousandths place is less than 5, so the number in the hundredths place does not change.)

1. Liquid Medications (PO and IM)

In the clinical setting, the equipment you have will often help you determine how many places to carry out your decimal when calculating dosages.

While most syringes found on the Medical-Surgical units are marked in tenths, other units have syringes that are marked in hundredths.

Most calculation problems require that you show at least two decimal places (hundredths place) and round off to the nearest tenth.

NOTE

In some instances, it may be necessary to compute decimal calculations to thousandths (three decimal places) and round to hundredths (two decimal places).

The ECU CON will require that you calculate to the hundredth place and round to the tenth place unless otherwise directed in the problem.

2. IVs

a. Gravity - You CANNOT count part of a drop.

All IV solutions being administered via gravity will be rounded to the nearest whole number.
b. Pump - The IV pump is in milliliters per hour ONLY.

Most IV pumps will deliver to the tenth place and some to the hundredth place. The faculty will include in the problem if the student is to include any decimal point in the answer.

3. SubQ Insulin

Policies for SubQ insulin vary at all facilities. For the purpose of the ECU-CON Math Calculation Competency, SubQ insulin will always be rounded down.

Example 1:

20.5 units = 20 units

Example 2:

0.7 units = no insulin given

4. Never round in the middle of a calculation. Rounding should occur at the end of the calculation ONLY. Example:

The patient weighs 145lbs. The physician orders 2 mg/kg of a medicine. Available is 20 mg/mL. 145 lbs. = 65.90909 kg. Work with 69.90909 kg. To work the rest of the problem 65.90909 kg X 2 mg/kg = 131.81818 mg to be given.

\[
\frac{131.81818 \text{ milligrams}}{\text{X milliliters}} = \frac{20 \text{ milligrams}}{1 \text{ milliliter}}
\]

This gives you 6.590909 mL. You round at this point and give 6.6 milliliters.

Approved by Undergraduate Faculty Organization 11/12/15 (Implementation 1/8/2016)
Professional Dress Code / Uniforms

The uniform identifies the East Carolina University College of Nursing students and indicates to others their individual and professional standards. The following guidelines are adapted from the requirements set forth by the Joint Commission on Accreditation of Hospitals and the Centers for Disease Control and Prevention. If a student is unable to comply with the professional dress code/uniform as specified, they should submit their concern in writing to the Department Chair.

* **Uniform** – purple scrub set, jacket, lab coat – all must be neat, clean, and well fitting. Significant weight gain or loss during enrollment may necessitate the purchase of a new uniform from an approved ECU-CON vendor. The uniform is worn, in its entirety, for all laboratory and clinical care. Uniforms are to be worn for ECU-CON sanctioned functions only. Students may wear a crew-neck, short-sleeved T-shirt that is clean, white and with sleeves not extending below the scrub top sleeve. The optional warm up jacket is approved for those who desire additional layers.

* **Maternity wear**- students who require maternity uniforms should wear the purple men’s (unisex) top and purple draw string scrub pant. White maternity uniforms are not to be worn.

* **Skirt length** – covers the kneecap.

* **Pants** - touches top of shoe at instep; must be part of original scrub set.

* **Shoes** – white or black, closed toe and heel. Must be non-permeable and be professional in appearance. Heels may not be more than one inch. Shoes must be neat and clean. Leather athletic shoes acceptable if they have no color (i.e. labels, stamps, etc.). Hose or socks must match shoe color and be above the ankle.

* **Name pin** - worn on left side just above insignia and be visible at all times.

* **Pins:** Lamp of Learning pin, Sigma Theta Tau Pin, and East Carolina Association of Nursing Student Pin or North Carolina Association of Nursing Student Pin (but not all) - may be worn above name pin.

* **Hair Style and Beards** – hair: must be a naturally occurring hair color, simple, neat, clean, off the collar, and away from the face and well controlled. No hair extensions, hair ornaments, decorative caps or scarves (with the exception of clips or headbands measuring less than two inches in naturally occurring hair color). Minimal head coverings worn for religious beliefs are acceptable but must allow the student to use a stethoscope and other medical instruments and must not interfere with client care. Principles of infection control must be followed. Beards: men must be clean-shaven or have beard neat and trimmed.

* **Jewelry** - only wrist watch with second hand and plain wedding band.

* **Earrings** - **One pair** of small, stud earrings worn in the lower ear lobes may be allowed at faculty discretion and according to clinical setting. No other visible body
piercing studs/jewelry allowed including no tongue studs, nose rings, eye brow jewelry, and pinna or tragus jewelry.
* **Cosmetics** - minimal and subtle. No fragrances.
* **Fingernails** - No artificial nails, extensions or nail polish. Short, clean nails only.
* **Tattoos** – no visible body tattoos.
* **Accessories** - bandage scissors, black writing pen and scratch paper. A water resistant wrist watch with sweep second hand and a stethoscope are required. Stethoscopes may be purchased in the ECU Student Stores, from ECANS, or uniform shops. Other equipment as course requires.
* Cellular telephones are **strictly forbidden** in clinical settings.
* No gum chewing while in clinical.

The cap was dropped as a part of the uniform in 1992, but may still be purchased at the uniform shop if the student desires one.

The college pin was designed by members of the first graduating class of the College of Nursing. It is presented to graduating seniors at the College of Nursing Convocation and may be worn by all graduates. (Appendix D).

**Concepts Integration Lab**

The approved uniform and professional dress code applies.

**Uniform Variations for RNs**

RN/BSN students should dress professionally as prescribed by the clinical setting. The students will adhere to all other elements of the professional dress code as above.

SAC Proposed 10/16/08

Revised – 10/30/08 by SAC input via e-mail

Approved by Faculty Organization 1/08/09

Revised – 01-31-13 Approved by Undergraduate Faculty

Revised – 12-8-2015 Approved by Undergraduate Faculty Organization
Event Reporting

For events or incidents that occur in the clinical or lab setting, the student along with the faculty will complete the College of Nursing Event Report following the instructions on the form. See Appendix B.

Should the event/incident involve blood exposure, the ECU Student Health Services policy on “Blood and Other Potentially Infectious Materials Exposure should also be followed. This policy may be found at http://www.ecu.edu/cs-dhs/pa/upload/ECC02-Exposure-Policy.pdf. Specific agency policies and procedures must also be followed.

Health Issues that Interfere with Academic/Clinical Performance

I. Standards

A. Nursing students are expected to maintain levels of physical and mental health consistent with North Carolina licensure requirements and comply fully with the Performance Standard as stated in the appropriate CON Student Handbook The CON will comply fully with all applicable federal, state statutes and regulations, and University policies including but not limited to Family Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), etc.

II. Requirements

A. Students are required to have a complete physical exam by a licensed health care provider on/before enrolling in the clinical nursing courses and submit the completed CON approved physical examination form to Student Services.

B. The CON recognizes the possibility that a student could develop health problems that interfere with learning and safe performance. Should this occur, the student will be referred to the appropriate resources based on the nature of the health problems identified including, but not limited to, the Student Development and Counseling Center (SDC) Counselor in the CON (hereafter “Counselor”), Student Health Services or a private health care provider.

C. In the event that a health problem is identified, then within one school day and after consultation with the appropriate Chair or Director, the faculty recognizing the health problem will:
1. Meet with the student and provide referral in writing for evaluation by the appropriate resources (See Appendix F).

2. Inform the student verbally and in writing that he/she will not be allowed to continue in the specified course or courses without clearance from the appropriate resource(s).

3. With appropriate written authorization provided by the student, clearance must be provided in writing from the appropriate referral and must state whether the student is capable of returning to class and can safely provide patient care and perform clinical activities and/or clearly specifies any restrictions placed on the student. This clearance must be in writing and presented to the appropriate Chair or Director within seven school days from the initial consultation meeting in C1 above.

4. Counsel the student -- where appropriate – regarding the possible effect of the health problem and consequences of absence from class or clinical on the student’s grade in the specified course or courses.

5. Review with the student the progression requirements within the CON.

D. The Chair or Director, in collaboration with the appropriate faculty member(s), will monitor the status of the student during the referral process.

E. The Chair or Director with adherence to applicable CON procedures and University policies, reserves the administrative right to withdraw a student from courses in the interest of protecting the public or property.

F. If the student does not receive appropriate health clearance, the student may not return to the specified course(s) until clearance is provided. A student may require counseling regarding the need for pursuing a possible medical withdrawal. Health changes prohibiting return to the CON do not necessarily constitute a need for dismissal from the University.

G. Should the student’s health status improve and the time of separation from the program does not exceed one year, the student may petition the Associate Dean for the Undergraduate Program for re-admission into the program. The student must provide in writing medical clearance to return to nursing studies with the request for re-admission.
III. Appeal Process

A. Meeting Process

1. If the student wishes to appeal the referral decision, the student may submit a request for hearing in writing within three school days (following the decision to refer) to the chair of the appropriate Student Affairs Committee (SAC).

2. Within 5 school days, the SAC chair will notify the student, the faculty, the Department Chair and/or Director and the Associate Dean for the Undergraduate Program as to the time and place for an official meeting. With prior notification of the Chair of the SAC, the student may be accompanied by a person who shall act as a non-participating observer.

3. The SAC will hold a meeting at which time the faculty and Department Chair and/or Director will be present and will provide documentation and any oral/written evidence regarding the change in the student’s health status. Only those invited by the chair of the committee may be present. Any member of the committee with a conflict, bias, or interest in the case must be recused.

4. The student will have the opportunity to review any written evidence that will be used in the meeting prior to the meeting. The student will be present and will be given an opportunity to face and to examine witnesses testifying. The student also has the right to call witnesses on his/her behalf, and to provide documentation and other oral or written evidence regarding the cause for referral.

5. Minutes of the meeting proceeding only will be taken and a copy available to the student upon request.

B. Post-Meeting Process

1. Immediately following the factual presentation, the committee will convene in executive session to determine whether misconduct has occurred and to recommend a resolution of the incident. The committee will base its recommendation only on the evidence presented at the meeting. The committee will recommend one of the following resolutions:
a. no finding of significant impairment based on physical or mental health changes

b. finding of significant impairment based on physical or mental health changes requiring student suspension pending appropriate referral and evaluation

2. The SAC committee shall forward a copy of the proceeding’s minutes and make its recommendation in writing to the Associate Dean for the Undergraduate Program within 24 hours after the meeting. The Associate Dean for the Undergraduate Program will indicate agreement or non-agreement with the committee’s recommendation.

3. The Associate Dean for the Undergraduate Program will then forward this agreement or non-agreement to the Dean.

4. The Dean may accept, reject, or modify the SAC’s recommendation. The Dean’s decision will be based on the SAC minutes from the meeting and the recommendation of the committee and Associate Dean for the Undergraduate Program’s recommendation. The Dean will notify the Associate Dean for the Undergraduate Program, the Department Chair and/or Director, the SAC the faculty member and the student as to the decision within three school days following the appeal meeting.

5. The decision of the Dean is final in the College of Nursing.

6. Dismissal from the CON does not necessarily constitute dismissal from the University.

NOTE: College of Nursing testing may be monitored face-to-face and/or electronically.

**Just Culture**
The College of Nursing utilizes the North Carolina Board of Nursing (NCBON) “Just Culture” approach that promotes a positive learning environment. The link for Just Culture information and documents, including the student practice event evaluation tool (SPEET) may be found on the NCBON website at [https://www.ncbon.com/education-resources-for-program-directors-just-culture-information](https://www.ncbon.com/education-resources-for-program-directors-just-culture-information).

**Student Illness in a Clinical Facility**
If a student becomes ill while in the clinical setting, the instructor will allow the student to rest in a quiet area until arrangements can be made for transportation home. The student should report to the Student Health Center as soon as he/she returns to campus. A student requiring emergency treatment while in the clinical area will be taken to the emergency room for emergency treatment only, and then transferred to the Student Health Center. An event report, if appropriate, is to be initiated at the time of treatment (one for the agency and one for the College of Nursing). The College of Nursing event report is to be completed and placed on file in the College of Nursing. Do not copy the Agency’s form.

**Students Serving as Witnesses to Legal Documents**

It is illegal in the sovereign state of North Carolina for nursing students, as well as nurses and doctors, as agents of a health agency, to witness living wills (NCGS 90-320-322). College of Nursing students may not serve as witnesses to legal documents of any kind (wills, informed consent, living wills, etc.) while in the role of the nursing student in a clinical practicum (including health agencies, clinics, and even home visits). The exceptions are those consents students need to obtain from clients, peers or others in order to meet educational objectives; for example, interviewing clients and obtaining research subjects’ consents.
The undergraduate faculty members have determined that students shall not perform the following clinical skills:

1. Administer IV chemotherapy agents, rejection medications, epidurals, or experimental drugs and thrombolytic agents (tPA, etc).
2. Remove epidural catheters, thoracotomy tubes.
3. Insert an IV on your preceptor, faculty, another student or patient without an order.
4. Titrate continuous IV infusions of vasoactive medications or medications which alter level of consciousness (such as sedatives or narcotics).
5. Withdraw blood from central (PICC included) or arterial lines.
6. Discontinue or insert PICC, central IV lines or arterial lines.
7. Access (using Huber needle) or remove access of implantable ports or portacaths.
8. Administer medications into the reservoir of an implanted pump.
9. Insert and/or manipulate intraosseous and intratheccal medication or fluid administration.
11. Administer or restart blood products.
12. Measure or perform cardiac outputs or pulmonary wedge pressures.
13. Manipulate or remove arterial catheters, sheaths, dialysis catheters, or any invasive monitoring lines and pacing wires.
14. Access dialysis devices (no dialysis needle insertion) or manipulate any dialysis therapy and/or continuous renal replacement therapy.
15. Perform or manipulate peritoneal dialysis.
16. Insert, tape, extubate, or manipulate endotracheal tubes.
17. Manipulate respiratory ventilator equipment.
18. Accompany transport via helicopter or land transportation.
19. Accompany or transport patients off unit independently.
20. Serve as an interpreter (unless certification is held).
21. Be allowed to be a sitter for a patient.
22. Perform procedural or conscious sedation.
23. Perform defibrillation or cardioversion.
24. Take verbal/telephone orders.
25. Take written provider’s orders off the chart or electronic medical record.
26. Access narcotics or controlled medications, count narcotics or controlled medications.
27. Use another staff’s medication access code—staff/faculty must obtain the medication for nursing student.
28. Insert fetal scalp electrodes.
29. Administer IV Pitocin during induction or augmentation of labor.

**Direct supervision is defined as onsite and physically present during the procedure. Students MAY participate in these skills under direct supervision of an RN, per agency policy:**

1. Perform vaginal examination according to agency policy to assess labor.
2. Draw venous blood samples.
3. Give IV push medication by both venous (including Midlines) and central lines (including PICC lines, and ports that have already been accessed) in accordance to agency policy.
4. Administer IV narcotics to pediatric patients.
5. Hang lipids and hyperalimentation.
6. Flush central lines and PICC lines per agency protocol.
7. Remove or replace narcotics for PCA pumps.
8. Adjust or change IV rate of insulin and/or heparin drips.
9. Change dressings on central lines, and PICC lines.
Special Patient Population Considerations:

1. Any patient considered High Risk from a legal, domestic, or safety standpoint should not be assigned to a student
   a. Examples include but are not limited to:
      i. Patients involved in risk management referrals or cases.
      ii. Airborne isolation.
      iii. Pediatric cancer patients on chemotherapy.
   b. Incarcerated patient assignments may be left to the discretion of clinical faculty. Students who are in clinical with a preceptor will not be assigned these patients.

NOTE: This is not an inclusive list. Questions should be referred to the appropriate faculty member. Agency policy/procedures can restrict practice but not expand the scope of ECU students.

11.15.13 lpb/jb
3.11.15ap
12.3.15 as/jb
12.21.15 approved by UFO
Student Organizations and Committees with Student Representation

Nursing Student Organizations
ECU nursing students can choose to join a variety of organizations, listed below. For more about these groups and for information on how to join, visit www.nursing.ecu.edu/student_orgs.cfm.

Interprofessional Health Sciences Student Leadership Council
Student Leadership Council
East Carolina Association of Nursing Students
American Assembly for Men in Nursing
Beta Nu chapter of Sigma Theta Tau International Honor Society of Nursing
American Assembly for Men in Nursing
Multicultural Student Nurse Association
Holistic Health Organization
Nurses Christian Fellowship

Representation on College of Nursing Committees
The following Faculty Organization standing committees call for undergraduate student representation. Students may volunteer or be nominated by classmates to serve on these committees. If you have an interest in serving on a committee, see a faculty member.

Global Health Committee
Shall consist of five elected faculty members, one of whom is involved in diversity initiatives and two students (one undergraduate and one graduate).

Research and Creative Activities Committee
Shall consist of six elected faculty members, and three students, one from undergraduate, masters, and doctoral; and the Associate Dean for Research and Creative Activity. The Associate Dean shall serve as a voting ex-officio member.

Undergraduate Curriculum Committee
(Includes one pre-licensure and one RN/BSN student) Monitors the ongoing development of undergraduate curriculum; collaborates with the Associate Dean for the Undergraduate Program and Department Chairs to monitor the implementation of the undergraduate curriculum; makes recommendations to the Faculty Organization for course and curricula changes that are consistent with the philosophy and objectives of the program and recognition of the evolution of health care; reviews new course proposals, course
revisions, and course deletions and recommends changes to the Faculty Organization; makes curriculum recommendations based on program evaluation data; and reports trends and recommendations related to the curriculum to the Faculty Organization.

**Student Affairs Committee**
(Includes at least one upper division undergraduate student) Evaluates recruitment, admission, progression, and graduation trends; reports evaluation of trends and recommendations related to recruitment, admission, progression and graduation policies to the Faculty Organization. Conducts timely meetings of student appeals in a manner consistent with established protocols; and consults with University Academic Advisement and Support Center and other academic units as needed.

**Unit Assessment and Evaluation Committee**
Shall consist of six-elected faculty members representing undergraduate, masters, and doctoral programs and 3 at large; and voting representatives of the Office of Program Evaluation and Student Services, and two students (one undergraduate and one graduate).

**Criteria for eligibility of students to serve on committees:**
1. Successful completion of first semester in the major.
2. GPA 2.5 or higher in nursing; 2.5 or higher overall grade point average.

**Sigma Theta Tau International Honor Society of Nursing**
Beta Nu Chapter of Sigma Theta Tau International Honor Society of Nursing was established on East Carolina University’s campus in 1974.

Purposes of the society are to:

* Recognize superior achievement.
  * Recognize the development of leadership qualities.
  * Foster high professional standards.
  * Encourage creative work.
  * Strengthen commitment to the ideals and purposes of the profession.

Invitation to membership is extended to undergraduate students based on the criteria described on the website at [https://betanu.nursingnetwork.com/page/15551-membership](https://betanu.nursingnetwork.com/page/15551-membership) If a student turns down membership, no other student can be offered the seat according to bylaws. It is a great honor, so please consider carefully before turning down your offer.
Appendix A

Release to Share CBC Information
East Carolina University
College of Nursing

RELEASE TO SHARE BACKGROUND INFORMATION AND AGREEMENT TO REPORT FELONY OR MISDEMEANOR CONVICTIONS

By signature, I agree to provide the College of Nursing with a Criminal Background Check (CBC) for the purpose of complying with contractual requirements of clinical agencies seeking to identify and evaluate care providers who have been convicted of one or more criminal offenses before they participate in patient care. The college has my permission, and I direct it, to share information obtained in the investigative report generated by my CBC with health care agencies to whom I have been assigned for clinical educational experiences. Only group information will be shared without my knowledge and opportunity for involvement. I further agree to report any adverse event, including felony or misdemeanor charges and convictions (excluding minor traffic related violations), which occur during my enrollment in the College of Nursing within 5 school days of occurrence.

By this agreement, I understand that:

- the College of Nursing will be provided a check of my background seeking information on criminal convictions for the lesser period of either the past 10 years or since my 18th birthday, in all states in which I have resided or worked;
- I will use the investigative agency approved by the UNC system to conduct the check;
- my privacy will be fully maintained throughout this process;
- any information about misdemeanor or felony charges or convictions learned through this check will be discussed with me prior to my identity and history being shared with external parties;
- only essential information from my CBC report may be shared with applicable agencies;
- should the college need to reveal my identity and CBC findings to a clinical agency, I have the right to submit information to the college for inclusion in the transmittal;
- the College of Nursing agrees to use my information for the sole purpose of securing placement for educational experiences in any clinical agency;
• my failure to permit the sharing of this information will result in the inability of the College of Nursing to secure suitable clinical placement for me, thus rendering me unable to complete my nursing degree program at East Carolina University;
• I must report felony or misdemeanor or felony charges and convictions which occur during my enrollment within 5 school days of occurrence to the Executive Director of Student Services; Upon receipt of any charges (excluding minor traffic related violations), students must not enter any clinical agency as a CON nursing student until cleared to do so by the Executive Director of Student Services or their designee.
• failure to report any future misdemeanor or felony charges and convictions in a timely and complete manner will constitute a violation of the academic integrity code;
• failure to report requisite information may constitute grounds for dismissal;
• I have the right to appeal administrative actions taken as a result of information obtained in my CBC by submitting a written statement of appeal to the Associate Dean for the Undergraduate Program.

RETAIN A COPY FOR YOUR RECORDS

__________________________________________________________
Name (Please Print)  Signature

__________________________________________________________
Banner ID  Date  STUDENT COPY

Drafted from UNC-CH: 12/05

(ASD Revised 06/19/2008)
Appendix B

Event Report

Guide For Use of Event Report Forms

The following form is to be utilized whenever an event occurs during the clinical experience. Blank copies of the event report are available from the Department Chairs and on the College of Nursing Share Point site under the Undergraduate folder, specifically Clinical Documents.

Steps:

1. Follow Agency Policy for reporting events.

2. Fill out one College of Nursing event report form for all occurrences, which fit the following definition.
   - Definition: An event is any happening in which injures or has the potential to injure a patient/client, a student or any other individual. Those events prevented by some intervention do not need to be reported on this form.

3. Counsel student regarding event. Report treatment received for student injuries. Be sure student is seen at Student Health Services.

4. If the event is a possible “Blood Exposure” the appropriate Department Chair is notified immediately for follow-up.

5. Turn in form to your Department Chair/Associate Dean no later than 1700 hours the next school day.

6. The form is then filed in the central file located in the Dean’s Office.

7. Based on the Faculty member’s judgment, this event may be considered in the clinical evaluation of the student but any written discussion should be free of confidential information and should make no reference to the event report.
East Carolina University
College of Nursing
Event Report

Complete one copy for the central file. No other copies are to be made or retained. Follow the attached guide.

Student Legal Name_____________________________ Date________________

Banner ID# _____________________________ Time________________

Agency _____________________________ Unit_________________

For Completion by Student:
Specific event: Give detailed description of situation and circumstances surrounding incident. Use pertinent history but do not use patient identifiers such as name, room number, address, Medical Record (MR) number etc.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

For Completion by Student and / or Faculty:
Action: Include reporting of event and sequelae. If student injured, state how injured and treatment received and by whom.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
For completion by Department Chair:

Department Chair

Date

Approved Edits by Executive Committee

Editorial edits 10/22/13 Neil/Peery
Appendix C
Notice of Drug Screening

To: ________________________________

(Name of Student)

From: ________________________________

(Faculty, College of Nursing)

Re: Reasonable Suspicion Drug Testing

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the East Carolina University College of Nursing Program, you are to report for drug screening as outlined by the substance abuse protocol no later than ________ (time) on __________ (date). You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with

a) the procedures established by the East Carolina University College of Nursing Program.

b) your signed consent to the provisions of the protocol and the program for Substance Abuse.

Confirmed confidential written results shall be sent to:

Office of Student Services

College of Nursing

East Carolina University

Greenville, North Carolina 27858

Signed: ________________________________

(Nursing Student) (date and time)

Signed: ________________________________

(Faculty) (date and time)
Appendix D

The Pin of East Carolina University College of Nursing

The pin (as described below) is available for purchase by BSN graduates through the ECU Student Stores. The pin is available in 10K gold, gold-filled and sterling silver. A guard with MSN is also available for attachment. Each semester the Student Stores posts notice of the deadline for ordering on bulletin boards with the College of Nursing. Master’s of Science Degree in Nursing graduates are welcome and, in fact, encouraged to wear the college pin.

Description of College Pin

The pin for the College of Nursing of East Carolina University was designed by the students and they described the design as follows:

“It is based on a modified shield of trust and is taken from the East Carolina University seal. Nursing is based on trust. Curled around the bottom of the shield is a ribbon bearing the name of the College and the degree awarded. The shield has three points. These stand for three of the characteristics of a good nurse: love, mercy, and understanding. The pin is divided into four sections, three across the top and one at the bottom. In the upper left hand corner is the world. The globe is a never-ending circle which shows the type of service we hope to render. In the upper right hand corner is an open book and a quill and an inkpot. The book is the book of knowledge. The quill and the inkpot are the symbols of a learned person and the arts. In the center section is the caduceus with an ‘N’, which is the symbol for nursing, as well as the founding date of the College of Nursing. The Florence Nightingale lamp which symbolized service and light is at the bottom. In the flame of the lamp is a ruby which represents a vibrant life. Each nurse should be a vibrant person full of energy. Across the center of the pin is the University motto ‘Servire,’ which means to serve.
‘We are a part of our University, and it is appropriate that we use the university motto as our goal in life.’ Through its symbols the pin represents worldwide service through knowledge.”

In the years to come we shall look to you for the fulfillment of these symbols. The pin may be ordered from the ECU Student Stores during the last semester of study.
Appendix E

Instructions – Drug Screen & Criminal Background Check

Upload a copy of the drug screen and criminal background check results to MyRecordTracker

Students must be uploaded to the Certiphi system prior to beginning this process. You will receive a notification email from Certiphi – Application Station that will be sent to your ECU email address to notify you to begin this process.

1. Click the link below or paste it into your browser: http://www.applicationstation.com

2. Enter the Code: ECUNURSINGBCDSDS in the Application Station Code field.

3. Click the "SIGN UP NOW" button to create a new account.

4. Follow the instructions on the Application Station web site to complete your criminal background check and drug screen.

5. Print the "YOUR ORDER IS COMPLETE" page for your drug screen and read the instructions provided.

   **Please note that once you complete the application your background investigation will process automatically. In order to complete your drug screen, please follow the instructions listed on the "Your Order is Complete" page.

6. Log back into your Certiphi profile using the User ID and password that you created and upload the results to MyRecordTracker. The results of your drug screen should be available within 72 business hours.

Greenville Location:

LabCorp
2253 Stantonsburg Rd.
Greenville, NC 27834
252-758-1493
Monday - Friday
10:00 AM – 11:30 AM
1:00 PM - 4:00 PM

If you have technical issues visiting the Application Station site, please contact Application Station Support at: 888-291-1369 x2006. Once you have contacted Certiphi for a location in your area, you may schedule an appointment at your local LabCorp at:
If you are outside of the immediate Greenville, NC area, please contact Certiphi Screening at (800) 803–7859 for collection clinic locations.

The following items will need to accompany you to the clinic:

- Identification
- Account Number provided on your “Your Order is Complete” notice.
- Test Coded also provided on your “Your Order is Complete” notice.

Within one hour of completion of your lab, please call Certiphi Screening (A division of Vertical Screen) at (800) 803 – 7859. The lab will give you a copy of your chain of custody form, please have this on hand when you call Certiphi.

For technical issues, please call (800) 803-7860 x 2006

https://www.labcorp.com/wps/portal/patient/findalab
I,__________________________, an undergraduate nursing student have been informed by __________________________, nursing faculty, that a health issue has been identified and that I need to seek assistance by making an appointment with the appropriate health care provider within 24 business hours.

I understand that I will not be allowed to continue in the specified course, ______________, without medical clearance. This medical statement will include my ability to safely return to this class and perform clinical activities without any restrictions or restrictions will be specified.

I further understand that I may be counseled regarding the possible effect of the health problem and consequences of absence from class or clinical on my grade in this course. This may include recommendation to request a medical withdrawal.

Student Signature____________________________________________

Faculty Signature____________________________________________

Department Chair Signature____________________________________

Date__________________
Appendix G

Counseling Resources List

1. ECU Center for Counseling and Student Development
   ➢ Location: 137 Umstead Hall East Carolina University Greenville, NC 27858
   ➢ Phone: (252) 328-6661
   Services:
   - Individual Counseling
   - Couples/Partner Counseling
   - Group Counseling
   - Substance Abuse Counseling
   - Medication Consultation with a Psychiatrist
   - Workshops/Seminars

2. East Carolina University Family Therapy Clinic
   ➢ Location: 612 East 10th St, Greenville, NC 27858
   ➢ Phone: (252) 737-1415
   Services:
   - Individual therapy
   - Couple/marriage therapy
   - Family therapy
   - Premarital services
   - Medical family therapy

3. Navigate Counseling Clinic
   ➢ Location: East Carolina University West Campus 4410 Health Sciences Bldg
   ➢ Phone: (252) 744-0328
   ➢ Email: Navigate@ecu.edu
   Services:
   - Assessment and treatment planning
   - Disability and barriers to quality of life
   - General individual counseling
   - Personal growth and development
   - Rehabilitation counseling
   - Veterans specific counseling

4. Carolina Centre
   ➢ Location: 702 Johns Hopkins Dr, Greenville, NC 27834
   ➢ Phone: (252) 757-0123
➢ Email: contact@carolinacentre.com

Services:
- Broad array of clinical, mental health, and counseling services to individuals, families and organizations

5. East Carolina Behavior Health
   ➢ Location: 1708 E Arlington Blvd, Greenville, NC 27858
   ➢ Phone: (866) 998-2597

   Services:
   - Broad array of mental health services

6. REAL Crisis Intervention
   ➢ Location: 1011 Anderson St, Greenville, NC 27858
   ➢ Phone: (252) 758-4357

   Services:
   - Counseling
   - Sexual Assault Services
   - Advocacy
   - Suicide Intervention/Prevention
   - Pitt Resource Connection
   - Dial-A-Teen
   - Community Resource Connection
   - Outreach/Education

7. Trillium Health Resources 24-Hour Access to Care: 877-685-2415

8. East Carolina University Employee Assistance Program

9. ECU Victim Advocacy Services: (252) 737-1466 ecuva@ecu.edu.

8/31/2015 / LC
Appendix H

East Carolina University College of Nursing
Application to Return to Course Withdrawn or Failed

Per the College of Nursing Undergraduate Student Handbook, a student who chooses to withdraw from a nursing course due to academic or personal (non-academic) reasons will not be guaranteed a seat in the subsequent semester. Each non-academic case will be based on space available. Each academic case will be decided by the Undergraduate Student Affairs Committee in consultation with the Associate Dean for the Undergraduate program and space availability for non-academic withdrawals.

Students with two or more grades less than C are not allowed to progress in the program, but may appeal to Undergraduate Student Affairs Committee if they feel there were extenuating circumstances. An approved appeal does not guarantee that you will be able to continue the very next semester. Students with only one NURS course grade below C will have priority for available seats.

If you have only one course grade below C and wish to repeat the course, please complete the following. If space is not available in the subsequent semester, you may then consider the College of Nursing Readmission Procedure, provided in the CON Undergraduate Student Handbook.

Name ______________________  Banner ID __________________________
ECU e-mail address __________________________________________
Have you been employed within the last 5 months? Yes______ No______
Average number of hours worked per week__________
Are you enrolled full time (12+ credit hours) or part time (6-11 credit hours)? ________________
Average number of study hours per week for each class (not including time in class):

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<th>Class</th>
<th>Study hours per week</th>
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Do you participate in any campus or community activities? If so, what activities, and how often?

Course number and name with grade below C

Semester/Year course was taken

Faculty for the course

Provide a brief explanation describing why you feel you failed the course:

Please list any resources (i.e. met with faculty, peer tutoring, counseling sessions, success workshops, etc) utilized and how often the resources were used.

Provide concisely a list of any actions you have taken or the plan you have developed to increase future academic successes in nursing courses.

Any other information you would like to share?

Submitted to Executive Director of Student Services

Date submitted

CON Undergraduate Student Affairs

Date request reviewed

_____ Approved  _______ Not Approved

Priority (1 = high, 4 = very low)(circle one):  1  2  3  4

CON Associate Dean for Undergraduate Program

Date request reviewed
Concur with UGSAC   Do not concur with UGSAC

If do not concur, recommend

Number of students projected for course in upcoming semester

Space available for upcoming semester Yes No

Semester student may apply for readmission (pending space available)

Executive Director of Student Services

Date student notified of decision in writing (attach copy of letter and/or e-mail)

East Carolina University College of Nursing
Faculty Report to Accompany Application to Return to Course Withdrawn or Failed

Faculty Name ____________________________    Course __________________________

Student Name ____________________________   Semester/Year ______________________

Final course grade (letter and numeric): _____________________

Please list the grades the student earned in the course (tests, quizzes, final exam, papers, projects, etc):

How many times did the student meet with you? ______________________________

What strategies or resources were recommended to the student?

Did the student follow through or communicate with you about the action they took to utilize the
recommended strategies and resources?

If you have the information, please complete as much of the following as possible:

- How many test reviews did the student attend? ______________________________
- Did the student meet with counseling services? _____________________________ (may ask SDC)
- Did the student attend class regularly? ______________________________
- Did the student attend any special review/study sessions offered by faculty (e.g. concept
  mapping, review sessions prior to tests, etc)? ______________________________
- Did the student attend any special sessions held by Student Development and
  Counseling? ____________________________ (may ask SDC)
- Did the student attend peer tutoring? ______________________________ (may ask SDC)

Did the student ever discuss any extenuating circumstances with you? ____________________________

Any other information you would like to share?

Please return this completed form to the Executive Director of Student Services.

04-07-2017 / AIP / rev10-24-17 / AIP