TABLE OF CONTENTS
Emory University Nell Hodgson Woodruff School of Nursing

Preamble 4
Mission 4
Goals 4
Philosophy 4

Master’s Program Objectives 5

2015–2016 Academic Calendar 6

General Information 7
Mail Folders 7
Email 7
Bulletin Boards 7
Weather 7
Address and Telephone Changes 8
Frequently Called Numbers 8
Student Governance 8
Class Officers and Responsibilities 8
Committee Membership 8

Administrative Resources 9

Administration 9
Office of Enrollment and Student Affairs 10
Location and Telephone Number 10
Staff 10
Services Provided 10

Educational Resources 11

Office of Instructional Communications 11
Location and Telephone Numbers 11
Hours of Operation 11
Staff 12
Presentation Services 12
Classroom Equipment 12
Multimedia Productions Services 12
Learning Resource Center 13
Nonprint Media Resources 13
Learning Resources Policies 13
Charles F. and Peggy Evans Center for Caring Skills 13
Nursing Simulation Lab 13
Location and Telephone Number 13
Hours of Operation 13
Clinical Nursing Simulation Lab Policies 13
Equipment Check-Out Guidelines 13

Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all federal and Georgia state laws, regulations, and executive orders regarding nondiscrimination and affirmative action. Emory University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Emory University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, education specialist's, doctorate and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Emory. 15-SON-ADM-0024.

The university reserves the right to revise programs, information, requirements, regulations, or financial charges at any time. Whenever changes occur, an effort will be made to notify persons who may be affected. The handbook is an annual publication. For information about new or upcoming programs, please visit our website, www.nursing.emory.edu.
Library Services 14
Computer Services 15
Other Computer Resources at Emory 16
Photocopying 16

Financial Aid 17

University Student Services 18
Academic and Personal Counseling 18
Office of Disability Services 18
Student Health and Counseling Services 18
Services 19
Medical Fees 19
Health Insurance 19
Student Records 20
Transportation 20
Campus Map 20

Academic Policies and Procedures 20
Pre-Registration Policies 20
Minimum Enrollment 21
Drop/Add Procedures 21
Auditing a Course 21
Withdrawal Policy 21
Medical Leave of Absence 22
Re-Enrollment after Absence 22

Policies for Enrolled Students 22
Transfer Credit 22
Changing Specialties 23
Directed Study 23
Incomplete Grades 23
Involuntary Withdrawal Policy 24

Graduate Program Academic Standards and Policies 27
Academic Grievance and Appeal Procedure 28
Academic Grievance and Appeals Committee 29
Graduation Policies and Procedures 30
Graduation Attendance 31

School of Nursing Policies and Procedures 31
Clinical and Service Learning Requirements 31
Drug Testing and Criminal Learning Background Requirements 32
Health Requirements 32
Student Health Records 32
Health Information Privacy and Accessibility Act 33
Bloodborne Pathogens and Universal Precautions Training 33
Verification of Licensure 33
Evidence of Current Certification in Basic Cardiac Life Support 34
Student Identification Badge 34
Preceptor Relationships 34
Student Employment 35
Readmission or Lapse in Attendance 35

Policy on Drug Test and Criminal Background Investigation 35

Procedure for Student Exposure to Blood/Body Fluids 36
Introduction 36
Student Responsibilities 37
Faculty Responsibilities 39
Affiliating Agency Responsibility 40
Exposure Report 45

Student Conduct 48
School of Nursing Master of Science in Nursing Student Code of Conduct

Student Academic Honor Code 49

Professional Behavior 54

Guidelines for Professional Attire for Nursing Students 55
Emory University
Nell Hodgson Woodruff School of Nursing

Preamble
In support of the mission of Emory University and the Woodruff Health Sciences Center, the Nell Hodgson Woodruff School of Nursing sustains and nurtures the full range of academic programs from undergraduate to PhD and scholarly activity from basic research to clinical applications in the acute care setting, home, and community. The School of Nursing is fully invested in the scholarship of discovery, teaching, and application, uniting faculty and students in commitment to excellence and integrity. The faculty, students, staff, and administration endeavor to create a culture of scholarship that challenges thinking, encourages dialogue and critique, supports innovation, nurtures creativity, and celebrates diversity. The Nell Hodgson Woodruff School of Nursing draws from its rich history as it fulfills this mission in partnership with its interdisciplinary colleagues in the Woodruff Health Sciences Center and the larger university.

Values
Excellence
We achieve outcomes that are significant and distinctive with persistent commitment to high quality.

Collaboration
We embrace community, partnerships, mentoring, and diverse perspectives.

Social Responsibility
We treat all with respect and dignity. We engage with others to positively influence health and social justice.

Innovation
We create, use, evaluate and disseminate cutting-edge approaches to advance our mission and vision.

Leadership
We shape nursing, health care, and the NHWSN through vision, courage, and optimism

Mission
Our mission is to: Educate visionary nurse leaders and scholars, generate and apply knowledge, and transform nursing, health, and systems of health care within the local and global community.

Vision Statement
To promote optimal health and wellness for all by creating, changing and leading through innovative teaching, discovery, nursing practice and social action in our local and global communities.

Commitments
The Nell Hodgson Woodruff School of Nursing will:
• Prepare the next generation of highly competent, inquisitive, and caring nurses.
• Solve critical health issues for patient, families, and communities through discovery of new knowledge and innovations.
• Develop visionary leaders to shape the future of nursing and healthcare.
• Engage fully in ethical dialogue and abide by standards of honesty, civility, transparency and fairness.
• Advance interprofessional collaboration and education.
• Foster a vibrant academic community that embraces wellness, cultural sensitivity, diversity and inclusivity.
• Take bold action to cultivate systems of health care where nurses can practice to the full extent of their education and training to improve patient outcomes and advance health.
• Pursue actions that sustain the environment of the local and global community.

Master’s Program Objectives
The graduate of the Master of Science in Nursing program of the Nell Hodgson Woodruff School of Nursing will demonstrate achievement in the following areas:

Leader: Improves the health care system and patient care outcomes through innovation and transformation, fostering evidenced-based quality and safety initiatives, inspiring and leading the interdisciplinary patient-centered health care team and influencing policy development and change.

Scholar: Applies, translates, and disseminates evidenced based findings to improve nursing practice. Nurtures the intellectual qualities of inquiry, engagement, reflection, and collaboration through scholarly writing and presentations.

Socially Responsible Provider: Engages in socially responsible care, which improves the health of the global community. Advocates for social change equity, access, and justice in the workplace and wider community.

Ethical Clinician: Integrates ethical analysis, moral reasoning, and caring as essential elements of nursing practice in accordance with the professional code of ethics and professional standards of practice. Provides leadership to others to assure ethical principles are always practiced.

Critical Thinker: Fosters evidenced based critical reasoning, systematic inquiry, and reflection to improve health outcomes.

Clinician: Provides expert evidenced-base, culturally appropriate patient-centered care in the specialty area, collaborates with patients, families, and health care providers. Acts as client advocate and assumes significant leadership roles within the team.

Effective Communicator: Articulates ideas, values, beliefs, feelings, concepts and scholarly evidence through the use of clear, succinct and culturally appropriate language (verbal, nonverbal, and written). Provides leadership for the use of electronic medical records in projects aiming to improve patient care if appropriate.

Educator: Employs innovative and evidenced-base disease prevention and health promotion teaching methods to improve patient care outcomes and transform health delivery.
Academic Calendar 2015–2016

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester 2015</th>
<th>Spring Semester 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orientation for MSN students</strong></td>
<td>August 24</td>
<td>—</td>
</tr>
<tr>
<td><strong>Last day to register</strong></td>
<td>August 25</td>
<td>January 6</td>
</tr>
<tr>
<td><strong>Classes begin</strong></td>
<td>August 26</td>
<td>January 11</td>
</tr>
<tr>
<td><strong>Drop/add period</strong></td>
<td>August 26–September 2</td>
<td>January 11–19</td>
</tr>
<tr>
<td><strong>Holiday</strong></td>
<td>Labor Day, September 7</td>
<td>Martin Luther King Day, January 18</td>
</tr>
<tr>
<td><strong>Last day to file application for degree to be granted at end of semester; late fee of $25 applies if application is filed after this date</strong></td>
<td>September 11</td>
<td>February 5</td>
</tr>
<tr>
<td><strong>Fall and spring break</strong></td>
<td>October 12–13</td>
<td>March 7–11</td>
</tr>
<tr>
<td><strong>Pre-registration for next term begins</strong></td>
<td>October 26</td>
<td>Begins: February 5 (summer) March 28 (fall)</td>
</tr>
<tr>
<td><strong>Thanksgiving break</strong></td>
<td>November 26–27</td>
<td>—</td>
</tr>
<tr>
<td><strong>Last day of classes</strong></td>
<td>December 8</td>
<td>April 25</td>
</tr>
<tr>
<td><strong>Final examinations</strong></td>
<td>December 9–19</td>
<td>April 26–May 6</td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td>—</td>
<td>May 9</td>
</tr>
</tbody>
</table>

**Summer Semester 2015**

<table>
<thead>
<tr>
<th></th>
<th>Registration: May 13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classes begin</strong></td>
<td>May 16</td>
</tr>
<tr>
<td><strong>Memorial Day holiday</strong></td>
<td>May 20</td>
</tr>
<tr>
<td><strong>Independence Day holiday</strong></td>
<td>July 3</td>
</tr>
<tr>
<td><strong>Final examinations</strong></td>
<td>August 4–5</td>
</tr>
</tbody>
</table>

**General Information**

**Communication**

**Email**

Email is the primary medium for official communication with students at Emory University. You have been assigned an official Emory email address by the university. Students are expected to maintain their accounts and check their email regularly so that new mail is properly received and read. Certain communications may be time critical. While students may forward their email from their official Emory email address to another address (e.g., @hotmail.com, @aol.com), the university is not responsible for the delivery of email by other service providers. Email aliases and forwarding addresses may be managed through your OPUS account. Please refer to [http://it.emory.edu/](http://it.emory.edu/) for the full Emory University Information Technology Conditions of Use.

**Bulletin Boards**

Bulletin boards are located on the plaza level of the School of Nursing. Postings related to outside scholarship opportunities and upcoming events will be found there. All posted notices must be approved by the Office of Enrollment and Student Affairs.

**Weather**

In the event of closing or delayed opening due to inclement weather, you may call 404.727.1234. Weather-related university closing or opening delays are also broadcast on local Atlanta radio and television stations.

**Address and Telephone Changes**

It is important that your current address and telephone number are listed accurately with Emory’s student information system, OPUS. It is your responsibility to keep this information updated through your OPUS account at [www.opus.emory.edu/](http://www.opus.emory.edu/).
**Important Phone Numbers**

**School of Nursing**

- Learning Resource Center: 404.727.3473
- Lillian Carter Center for International Nursing: 404.727.3130
- Office of Instructional Communications: 404.727.7969
- Office of Enrollment and Student Affairs: 404.727.7980

**Emory University**

- Career Center: 404.727.6211
- Woodruff Health Sciences Center Library: 404.727.8727
- Help Desk (ITD): 404.727.7777
- Information Desk (DUC): 404.727.0282
- Office of Financial Svcs: 404.727.6095
- Office of Financial Aid: 404.727.6039
- Office of the Registrar (transcripts): 404.727.6042
- Student Health Services: 404.727.7551

**School of Nursing Fax Numbers**

- Learning Resource Center: 404.712.9735
- Lillian Carter Center for International Nursing: 404.727.9676
- Office of Enrollment and Student Affairs: 404.727.8509
- Office of Instructional Communications: 404.712.9735

**Student Governance**

**Class Officers and Responsibilities**

Class officers are nominated and elected by the students of each nursing class. Students must remain in good academic standing to hold office in student nurse organizations or to serve on committees. In addition, the students must adhere to the University Code of Conduct and School of Nursing Honor Code. The primary responsibilities of each office vary and are determined primarily by the situations that arise during the school year and the desires of the students to have class activities.

**Committee Membership**

Students serve on both the School of Nursing Curriculum Committee and the Honor Council and have full voting privileges. The assistant dean for MSN education will notify respective class officers of openings for students on committees, in accordance with the School of Nursing policies. Students may also serve on selected university committees, including the University Senate. The dean or the dean’s designee makes appointments to such committees.

**Administrative Resources**

**Faculty**

Faculty is the most important resource for academic concerns. A complete list of faculty can be found on the School of Nursing website: www.nursing.emory.edu/directory/.

**Administration**

**Dean**

- Linda McCauley: 404.727.7976
- Executive Administrative Assistant: Sandra Gribkoff: 404.727.7975

**Associate Dean for Finance and Administration**

- John Worth: 404.727.4348

**Associate Dean for Academic Advancement**

- Sandi Dunbar: 404.727.6939

**Associate Dean for Research**

- Elizabeth Corwin: 404.712.9805

**Associate Dean of Enrollment and Student Affairs**

- David Smith: 404.727.4061

**Assistant Dean for MSN Education**

- Carolyn Clevenger: 404.712.2394
- Administrative Assistant: Jennifer Neely: 404.727.7174
- Assistant Director for Nursing Education: Nicole Ingram: 404.727.5498

**Lillian Carter Center for International Nursing**

- Administrative Director: Kathryn Kite: 404.727.3063
- Coordinator, Global and Community Engagement: Erin Ferranti: 404.727.5871
Office of Enrollment and Student Affairs

Location and Telephone Number
The Office of Enrollment and Student Affairs is located on the plaza level of the School of Nursing in suite P10. The Office of Enrollment and Student Affairs can be reached by telephone at 404.727.7980 or by email at son-admit@listserv.cc.emory.edu.

Staff
Sabrena Brown, Director of Registration
Arnita Howard, Director of Enrollment, Student Affairs, and Career Services
Wendi Hicks, Graduate Admission Advisor
Katie Kennedy, Director of Financial Aid and Student Success
Angela Lascau, Business Operations Specialist
TBD, Senior Office Assistant
Kaitlin Peterson, Undergraduate Admission Advisor

Services
Staff members in the Office of Enrollment and Student Affairs are responsible for identifying, recruiting, and handling the admission process for all prospective students to the School of Nursing. The office also provides assistance in the following areas: academic records, course registration, graduation events, financial aid, and student life functions.

Career Services
Career Services at the Nell Hodgson Woodruff School of Nursing assists current nursing students and alumni with career planning, professional development opportunities, and job search preparation. We offer a variety of services such as:

- Training for resume and cover letter writing
- Teaching effective job search strategies
- Demonstrating successful interviewing techniques
- Conducting mock interview sessions
- Assisting with externship placements
- Ordering business cards
- Conducting lunch and learn educational seminars

As a part of the Office of Enrollment and Student Affairs, Career Services is committed to providing excellent service and strives to equip our students with the skills, tools, and knowledge to help them become productive members of the health care workforce. For more information or to see how this office can assist you, please contact Arnita Howard at 404.712.6826.

Centers for Pathways to Success
The Center for Pathways to Success (CPS) was formed to work with students individually and in small groups to provide them with support in the following areas:

1. Test Taking Strategies
2. Connecting Classroom to Clinical
3. Career and Professional Development Planning
4. Leadership Development
5. Coping with Stress-Mind, Body, and Spirit

The goal of the CPS is to expand on topics discussed in the classroom setting and to provide small, collaborative workgroups for those students in need of extended support. Mentoring relationships between students and faculty as well as between peer students will also be built out of the CPS support areas. The CPS is open to all students who are currently enrolled in the Nell Hodgson Woodruff School of Nursing. The CPS will be managed by Katie Kennedy, director of student success, within the Office of Enrollment and Student Affairs.

Educational Resources
The School of Nursing provides students with a number of educational resources designed to support them in meeting their academic goals. These resources include:

- Instructional Technology provides support for classroom technology and media production
- Learning Resource Center Computer Lab provides software and computer assistance to students and faculty as well as a computer lab workspace in the School for study, research and testing.
- Charles F. and Peggy Evans Center for Caring Skills is a clinical nursing skills simulation lab, which provides students with options for individualized, self-paced learning and supervised practice for clinical nursing skills. The faculty assigned to the simulation lab also assists in the selection and review models and instructional technology.

Instructional Technology
Instructional Technology supports the educational goals of the School of Nursing by maintaining the technology infrastructure in the classrooms and the student computer lab. It also provides presentation and multimedia services for faculty, staff, and students. The Nursing School has 14 smart classrooms and seminar spaces and 6 nursing skills labs. Instructional Technology handles the day-to-day operations of classrooms including presentation support. It also offers support for classroom activities, media production and wide variety of software like Blackboard, Vidyo, Adobe Connect, Echo 360, Emory Box and Skype.

Location: School of Nursing, Room 117
Hours of Operation:
Open Monday–Friday, 6:00 a.m.–8:00 p.m. Staffed 8:00 a.m.–5:00 p.m.
For help send email to son-help@listserv.cc.emory.edu
Learning Resource Center Policies and Procedures

- The computers in the LRC are only for the use of currently enrolled nursing students, faculty, and staff.
- Copying software or music is prohibited. The transfer or copying of copyrighted protected software or materials is in violation of US copyright laws.
- No eating or drinking is allowed in the LRC.
- Broken or malfunctioning hardware or software should be reported to the lab representative on duty.
- Users are requested to leave workstations clean for the next person before leaving the LRC.
- Cell phone usage is not allowed in the LRC.
- Printing in the LRC is managed by the EaglePrint system (http://it.emory.edu/studentdigitallife/services/eagleprint/). Students must have money on their Emory Card account and use the card to print. Only black and white printing is available in the LRC. Single-sided prints cost $0.08 per page; double-sided prints are $0.12 per page.

The Emory Student Digital Life website (http://it.emory.edu/studentdigitallife/index.html) lists services, spaces and support available for all Emory students.

Evans Center for Caring Skills—Simulation Laboratory

The Charles F. and Peggy Evans Center for Caring Skills at Emory University’s Nell Hodgson Woodruff School of Nursing is a multifaceted simulation lab used to promote quality patient care and safety. The state-of-the-art facility is equipped with a total of 14 high-fidelity human patient simulator mannequins of varying gender, ethnicity, and age. There are also 18 low fidelity mannequins, which are all used to provide a variety of educational experiences from the novice to the expert clinician. The facility also has a variety of audio-visual capability to meet the needs of faculty and students.

The facility itself is comprised of six separate rooms: one dedicated to nursing fundamentals, one for infants and neonates, two rooms modeled after patient care areas, and one laboratory space. The patient care areas are equipped with hospital beds, tables, and individual otoscope/ophthalmoscopes as well as other diagnostic equipment. The laboratory area may be used for dissection of organs, identification of microbes, and advanced skills such as suturing, invasive line placement and lumbar puncture. In addition, there are three private exam rooms that can be used for teaching purposes or for patient consultation.

Location and Contacts

Lab: Room P16, P20, P28, P30, P-32, and P-34
Dr. Kate Moore, RN, FCCM, Director, 404.727.3766, kate.moore@emory.edu
Kelly Fullwood, MSN, RN Lab Facilitator, 404.712.8466, kelly.m.fullwood@emory.edu
Melissa Thomas, Administrative Assistant

Hours correspond to the class/laboratory schedule each semester. Additional practice hours can be scheduled by appointment with lab coordinator based upon space availability.
Woodruff Health Sciences Center Library

The Woodruff Health Sciences Center Library offers services and resources that support nursing education, biomedical research, and clinical care. Comprehensive print and electronic collections of books and journals have access points via web services and discoverE, the university online library catalog. Major works can be found in permanent and course reserves, housed at the Information Desk. The library provides reference services and conducts workshops on methods of identifying, locating, and evaluating sources of information. Students can access group and individual study rooms with smart boards.

Carolyn M. Brown, the Nursing Informationist, has office hours at the School of Nursing in the Learning Resource Center on Wednesdays 10:00 a.m.–1:00 p.m. and also can be reached at carolyn.m.brown@emory.edu or by phone at 404.727.0285.

Woodruff Health Sciences Center Library | http://health.library.emory.edu
1462 Clifton Road, Atlanta, GA 30322

Hours:
• Monday–Thursday: 8:00 a.m.–midnight (Summer hours until 10:00 p.m.)
• Friday: 8:00 a.m.–7:00 p.m.
• Saturday: 10:00 a.m.–7:00 p.m.
• Sunday: noon–midnight (Summer hours until 10:00 p.m.)

Contact Information:
Ask A Librarian: http://health.library.emory.edu/ask-librarian/
Information Desk: 404.727.8727

To Access Resources and Services, Always Start Here at Woodruff Health Sciences Center Library website: http://health.library.emory.edu/

To Connect to Library Resources from Any Off-Campus Location
• Start at the library website
• Identify yourself with your network ID and password when prompted
• As an alternative, install software from vpn.emory.edu

Go to Biomedical Resources. (http://health.library.emory.edu/biomedicalresources/index.html)

See Essentials for quick links to the WHSC Library’s most-used resources.
PubMed
Ejournals
Select eTextbooks

See Clinical Resources.
Click on Point of Care
Dynamed
Epocrates
Visual DX

Click on Find Evidence:\
Pubmed
CINAHL
Joanna Briggs

To Obtain Journal Articles from Database Search Results:
• Click on the Find it@Emory button to view full-text availability and other options
• If there is no full-text, click the discoverE -GO- button to check for print availability
• If there is no full-text or print available, click the ILLiad -GO- button to request the article

To Contact Informationists:
• Call WHSC Library Information Desk: 404.727.8727
• Use Ask a Librarian form at http://health.library.emory.edu/ask-librarian/

Woodruff Library

The Library Service Desk is located on the third floor.
Hours: Monday–Thursday: open 24 hours; Friday: closes at 8:00 p.m.
Saturday: 9:00 a.m.–midnight; Sunday, noon–24 hour access
404.727.6873; web.library.emory.edu
Summer Hours: Sunday: noon–10:00 p.m.; Monday–Thursday: 8:00 a.m.–10:00 p.m.; Friday: 8:00 a.m.–6:00 p.m.

Computer Services at Emory

Computer Service Desk—University Technology Services
Emory employees and students can call the Service Desk to receive technical help on or off campus. There is limited support outside of normal business hours. Call 404.727.7777 for assistance.

Cox Hall Student Lab: http://cox.emory.edu
This computer lab for students is open Monday–Thursday, 9:00 a.m.–midnight; Friday, 9:00 a.m.–5:00 p.m.; Sunday, 1:00 p.m.–midnight. The Computing Center at Cox Hall is equipped with 24” Apple iMacs running both Mac and Windows operating systems. The computers are configured with a variety of office productivity and multimedia applications, including video editing and DVD production software. Call 404.727.5093 for additional information.
Faculty and Student Computing Support
There are a wide variety of computing services available to School of Nursing faculty and students. The Office of Information Technology (OIT) is the primary support unit of Emory University for computing services. For a list of resources available to students and faculty, go to http://it.emory.edu/catalog/index.html.

Software Express: http://software.emory.edu/express
Software Express is Emory University’s secure delivery system for university-licensed software. It is available to students, faculty, and staff who have university accounts. The main software available for students is McAfee Antivirus and Endnote (bibliographic software).

OPUS: Online Pathway to University Students: www.opus.emory.edu
OPUS is Emory’s online student information system. Students use OPUS to check their class schedules, access their grades, and review their student financial accounts. All OPUS users must have an Emory Network ID and a network password. Students who have forgotten either a Network ID or password may call the Help Desk at 404.727.7777.

Blackboard: http://classes.emory.edu
Blackboard is Emory’s online course delivery system. Many courses at Emory are set up on Blackboard using information from the registrar’s system to enroll the correct students. Faculty control how much Blackboard is used in their courses. It may contain basic information about a class, such as the course syllabus, or it may contain all the materials necessary to teach and test students. All users must have an Emory Network ID and password. Students who have forgotten their passwords may contact the Help Desk at 404.727.7777 or classes@emory.edu for assistance.

Other Computer Resources at Emory

Computer Store @ Emory
Located in the Emory University Barnes and Noble bookstore.
Store hours: Monday–Thursday, 9:00 a.m.–6:00 p.m.; Friday, 9:00 a.m.–4:00 p.m.; Saturday and Sunday, noon–4:00 p.m. 404.727.6222

Printing and Photocopying
Student printing and photocopying machines are located in the Learning Resource Center of the School of Nursing. Emory University and the School of Nursing use the EmoryCard to pay for printing. Your Emory Student ID card is your EmoryCard. To use it for printing, you must add money to your account. For more information on the EmoryCard, please visit http://www.emory.edu/studentfinancials/Your_Accounts.htm.

Copy and printing centers are also located in various libraries and computer labs on the campus, including the Woodruff Health Sciences Library. Most of these use the EmoryCard for copy and print charges. Additionally you can do many types of printing and copying including large format posters at Emory Document Services in the Dobbs University Center (http://www.docservices.emory.edu/index.html).

Financial Aid
Students who apply for financial assistance in the Nell Hodgson Woodruff School of Nursing at Emory University are considered for various types of financial resources, including grants, scholarships, and low-interest loans. Students must be enrolled for at least six semester hours to be considered for need-based financial aid. However, students must be enrolled for at least twelve semester hours to be considered for School of Nursing merit-based awards. A student’s merit-based aid will be cancelled if she or he enrolls for less than twelve semester hours.

Each year students will need to complete a new FAFSA and CSS Profile if they wish to be considered for need-based forms of financial aid for the upcoming year. The FAFSA form can be completed online at www.FAFSA.ed.gov, and the PROFILE form can be completed online at www.collegeboard.com.

The FAFSA and CSS Profile forms should be submitted by March 1 to the respective processing center to ensure that the university receives the results from the agencies by April 1. In addition to these forms, students should also complete the College Board’s Institutional Documentation Service, IDOC. This service will provide instructions on how to submit your federal tax forms to Emory. Mail your packet to IDOC in time to meet the March deadline.

The Emory University Office of Financial Aid is located on the third floor of the Boisfeuillet Jones Center.

Financial aid is available for the summer semester. Students must be enrolled for at least six semester hours in order to be considered for need-based aid. Need-based awards will be determined based on the data for the current academic year; i.e., summer of 2015 will be based on academic year 2014–2015 information.

The Emory University Office of Financial Aid is happy to assist both applicants and current students with any questions concerning need-based aid, student loans, and financial aid packages. Financial aid advisers for the health professions are assigned by the first letter of the student’s last name and can be reached by calling 404.727.6039. Advisers can also be reached by email:

- Students whose last name begins with a letter A–K should contact Nancy Tappin at ntappin@emory.edu.
- Students whose last name begins with a letter L–Z should contact Jennifer Lyles at jlyles@emory.edu.

University Student Services

Academic and Personal Counseling
Each student is assigned a faculty adviser who is available for curriculum planning and consultation regarding academic and other matters. Members of the faculty and administration welcome students who have special questions or concerns. All students can access the Campus Life Handbook, a guide to university services and resources, at this link www. emory.edu/CAMPUS_LIFE/students.html. This guide provides information about the wide range of services available to Emory students.
The university offers counseling for personal, psychological, religious, and legal matters through the offices of the Division of Campus Life, the United Campus Ministry, Student Health and Counseling Services, and Student Legal Services in the School of Law. The Career Center is another university resource open to nursing students. The center provides listings of part-time jobs open to students and offers guidance in regard to resume preparation and the job search. Counseling and Psychological Services (CAPS) provides outpatient services for nursing students at no charge, and psychiatric counseling is also available from Student Health and Counseling Services. All student concerns are always handled on a confidential basis, except as required by law (including danger to self or others). In addition to the above-mentioned resources, the International Student Programs Office is available to assist international students.

**Emory Office of Access, Disability Services, and Resources (ADSR)**

Emory University’s School of Nursing is committed to ensuring that all university goods, services, facilities, and programs are meaningfully accessible to eligible persons with disability in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state and local laws.

The Office of Access, Disability Services, and Resources, ADSR, (formerly ODS) is the administrative office responsible for managing “access needs” and providing ADA accommodations. In this role, we serve as the central clearing house for all accommodations requests from qualified individuals who meet the eligibility requirements and complete the registration process in its entirety.

Students are responsible for initiating the accommodation process by self-disclosing their disability, health, and/or chronic medical condition directly to ADSR. All requests and documents are managed and maintained at the highest level of integrity. More detailed information is available at www.ods.emory.edu. In addition, ADSR may be contacted via phone (404.727.9877) or at our dedicated/confidential email address at oadsab@emory.edu. Also, you are welcome to make an appointment or stop by our office with any questions.

Office of Access, Disability Services, and Resources (ADSR) at Emory University, 201 Dowman Drive, University Administration Building, Suite 110, Atlanta, GA 30322. 404.727.9877 (office), 404.712.2049 (TDD), 404.727.1126 (fax).

**Student Health and Counseling Services**

Emory University Student Health Services (EUSHS), located at 1525 Clifton Road, is the primary outpatient healthcare facility for enrolled, officially registered students with valid Emory ID cards. Students’ spouses, qualified domestic partners, and unmarried children eighteen years of age or older that are insured by the Emory Aetna Student Insurance Plan are seen by appointment on a fee-for-service basis. The Student Health team is comprised of primary care physicians, psychiatrists, physician assistants, nurse practitioners, nurses, registered dietitians, an alcohol and other drug counselor and a licensed clinical social worker. Students wishing to schedule a medical or psychiatry appointment should call 404.727.7551 (press 1) or schedule your appointment online via the Patient Portal at www.studenthealth.emory.edu.

**Services**

Emory University Student Health Services is staffed by physicians, board certified in family medicine, internal medicine, sports medicine, emergency medicine and psychiatry and are faculty members of the Emory University School of Medicine. EUSHCS is fully accredited by the Accreditation Association for Ambulatory Healthcare Inc. (AAAHC) and offers a variety of outpatient clinical services designed to meet the needs of Emory students.

- Primary outpatient health care
- Physical Examinations
- Confidential HIV Testing
- Women’s health and contraception services
- Colposcopy and IUD placements
- Mental health counseling and referral
- Preventive Health
- Substance abuse counseling and referrals
- Allergy injections and immunizations
- On-site specialty clinic in dermatology and referrals to off-site specialists
- Health education and wellness programming and individual consultation
- International travel clinic and immunizations
- Nutrition counseling
- Laboratory testing

**Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS), located at 1462 Clifton Road, provide free, confidential counseling for enrolled undergraduate, graduate and professional Emory students. CAPS is staffed by licensed professional psychologists and clinical social workers who provide individual, group, and couples counseling to assist Emory students in negotiating emotional and interpersonal difficulties and provide support as they attend Emory University. Students should call 404.727.7450 to make an appointment or for more information visit www.studenthealth.emory.edu/cs.

**Medical Fees**

Except as otherwise noted below, Emory tuition covers visits to the EUSHCS. Charges for the following services are not covered by tuition and must be paid by the student: hospitalization, laboratory tests, and x-rays, consultations with physicians outside EUSHS, injections (including allergy shots), medications and medical supplies, travel consultations, medical procedures and colposcopy, physical examinations (form/document physicals), Dermatology clinic, and appointment no-shows. Payment is expected at the time service is rendered. Cash, checks, Visa, and MasterCard are accepted.

**Health Insurance**

All students enrolled in the School of Nursing are required to purchase or waive health insurance by completing the Student Health Insurance Enrollment/Waiver form online at www.OPUS.emory.edu by the designated deadline. Students may purchase the Emory University...
Student Records
Emory University, like other institutions of higher education, accumulates and maintains records concerning the characteristics, activities, and accomplishments of its students. Because the university recognizes the student’s right of privacy, a policy regarding the confidentiality of the information that becomes a part of the student’s permanent records and governing the conditions of its disclosure has been formulated and adopted. The School of Nursing fully endorses the university’s policy and abides by it in all aspects of the confidentiality and the release of information from a student’s record. The full policy is contained in the Emory University Campus Life Handbook.

Transportation
There are free shuttle services that serve Emory University Hospital, Emory University Hospital–Midtown and Grady Memorial Hospital. The schedule can be found at transportation.emory.edu/transportation/cliff/route_changes.html or by calling 404.727.1829.

Shuttle maps are available on the shuttle buses or at the Office of Parking Services, 404.727.PARK.

Campus Map
The Emory University campus map can be viewed on the web at www.emory.edu/MAP/.

Emory Card Services
The EmoryCard is a debit and access identification card. You can use the EmoryCard at campus dining facilities and health services, in copy machines at campus libraries, and to access the Woodruff Physical Education Center, campus libraries, and computer labs. For more information about the EmoryCard call 404.727.6095. The EmoryCard Office is located on the first floor of the Boisfeuillet Jones Center.

Hours are Monday–Friday, 8:30 a.m.–4:30 p.m.
www.emory.edu/studentfinancials/EmoryCard.htm

Academic Policies and Procedures

Pre-Registration Policies
The School of Nursing arranges for students to pre-register for an upcoming semester based on the Emory University Registrar’s schedule. The dates for pre-registration can be found on the academic calendar included in this handbook.

The class schedule will be available on the School of Nursing website, www.nursing.emory.edu. Approximately one week before the opening of pre-registration, students should make appointments with their specialty coordinator to discuss their schedules and to have them approved before the upcoming semester. Because faculty have busy schedules, it is important that each student contact his or her adviser as soon as possible after receiving pre-registration information in order to arrange a meeting time.

NOTE: Students enrolled in a dual degree program are required to meet with advisers in both programs before registering for classes.

After meeting with their advisers, students may log onto OPUS, www.opus.emory.edu, and register. Students who experience any difficulties with registration should contact the Office of Enrollment and Student Affairs at 404.727.3500 for assistance.

Minimum Enrollment
The School of Nursing reserves the right to cancel any course in an area of concentration for which there is insufficient enrollment. Sufficient enrollment is normally considered to be six students, but depends on the nature of the individual course. Final decisions about course offerings are made by the associate dean for academic advancement, or her designee, in consultation with the appropriate faculty.

Drop/Add Procedures
Beginning with the first day of class for the semester, students have the opportunity to adjust their schedules using the drop/add procedure. The open window for these changes is approximately five working days. Please check the calendar in the front of this handbook for the drop/add dates for this academic year.

Students must have the approval of their advisers before making any schedule changes. Dual degree students must have the approval of their advisers from each school.

Auditing a Course
Students may audit courses with permission of the faculty course coordinator and their academic adviser. The faculty coordinator determines requirements (criteria) for the audit, full tuition is required, and no academic credit is earned for audited courses.

Withdrawal Policy
Registration may be cancelled by the student until the last day of the drop/add period and no entry for that semester will be made on the student’s transcript. To withdraw from a course or multiple courses after the drop/add period a student must submit a Notification of Withdrawal Form to the Office of Enrollment and Student Affairs. A student who withdraws from a course or multiple courses by the mid-term date posted on the Nell Hodgson Woodruff School of Nursing website will be assigned a grade of “W” for the course regardless of their academic standing in the course. A student who withdraws from a course after the mid-term date will be assigned a grade of “W” if they are in good academic standing in the course or a grade of “WF” if they are in academic jeopardy. The instructor of the course will determine the grade.* Students should note that a grade of “WF” factors into a grade point average as an “F” and will result in dismissal from the program. Students may with-
draw from multiple courses during the program, however, a student may only withdraw from a specific course once during their tenure at the Nell Hodgson Woodruff School of Nursing. A second withdrawal request from a particular course will result in the inability to meet degree requirements for the MSN program and the student will be withdrawn from the school at the end of the academic semester during which the withdrawal occurs.

*Note: Determination of academic standing in a course will be based on the points accumulated at the time of withdrawal. For instance, if a course grade is based on 4 tests worth 25 points each but only 3 tests were available to the student at the point of withdrawal, academic standing will be determined based on the performance of the 3 available tests. The student must have an average score of 70% or above based on the 3 available tests to receive a grade of “W” for the course. An average score on the 3 available tests of less than 70% will result in the assignment of a grade of “WF” for the course.

Medical Leave of Absence
Degree seeking students in the School of Nursing are eligible to take an official medical leave of absence. The period during this leave will not count against the time limit to complete degree requirements.

To be eligible for medical leave, students must provide a letter stating the nature of the leave, the anticipated return date, and a note from a physician documenting the medical condition that is cause for the leave. When the School of Nursing has received this documentation, the student will be withdrawn from all course work, unless the semester is still in the schedule change period, in which case the student will be dropped from classes.

Re-Enrollment after Absence
If withdrawal or absence from the school is necessary for any reason for one or more semesters, the student must request permission for readmission through the Office of Enrollment and Student Affairs. Requests for readmission must be submitted and approved no later than 60 days prior to the beginning of the semester in which the student wishes to return to the school.

Policies for Enrolled Students

Transfer Credit*
With approval, up to twelve (12) semester hours of graduate course work from an accredited institution may be transferred to a degree program in the School of Nursing. Only courses with a grade of “B” or better may be transferred.

Students may obtain a Transfer Credit Form in the Office of Enrollment and Student Affairs. The form must be completed and returned to the same office before approved transfer credit can be added to a student’s record.

If transfer credit is being used to replace both the content and credit hours of a course in the School of Nursing curriculum, then the credit may not have been used for a prior degree.

*Note: Credit earned by transfer credit may not exceed twelve (12) semester hours.

Changing Specialties
Students who wish to change specialty must first inform the specialty coordinator of their current program that they would like to change and then seek approval from the specialty coordinator in the proposed new area. The change will not be official until a Change of Graduate Specialty form is signed by both specialty coordinators and returned to the Office of Enrollment and Student Affairs. The form is available online at www.nursing.emory.edu.

Changes in specialty must be made prior to pre-registration for each upcoming semester to allow for adjustments in class sizes and clinical schedules. A change in advanced practice specialty may delay the MSN program completion.

Direct Study
The School of Nursing offers students the opportunity to pursue study outside regular course offerings by allowing them, along with a faculty member, to design their own directed study courses. Students interested in this option should first discuss the matter with their academic advisers. With the adviser’s assistance, the student must identify a faculty member who will supervise the directed study and obtain appropriate approval by using the “Approval for Directed Study Form” available in the Office of Enrollment and Student Affairs. This form must be completed and returned to the Office of Enrollment and Student Affairs because it is a contract between the faculty member and the student for completion of the course.

Faculty are responsible for ensuring that directed study grades are entered online in OPUS at the end of the semester.

Once a directed study has been approved, the student may self-register for either 695 (Clinical Directed Study) or 697 (Directed Study). Students may earn up to three (3) semester hours of credit for each directed study course.

Incomplete Grades
The option of a grade of Incomplete (“I”) is available to students who, due to extraordinary personal or professional circumstances, are unable to complete final course requirements within the designated time frame. This grade must be approved by the course coordinator and arrangements must be made to replace the “I” grade within one calendar year or another time frame agreed upon by both the student and faculty member. Typically, the arrangements to change the incomplete grade should not require the student to attend classes. However, during the time that the student is completing the coursework, he/she must be enrolled in other courses or registered as “in-residence.”

Students seeking this option must obtain an Application for Incomplete Grade form online at www.nursing.emory.edu and take it to the course coordinator. Once the form has been completed and signed by both the student and the course coordinator, the course co-
withdrawal. If the student agrees to withdraw voluntarily from the university and waives the student, including counseling, voluntary withdrawal, and evaluation for involuntary student an opportunity to explain his/her behavior, and (4) discuss options available to the student to (1) review available information concerning the behavior and/or incidents that are carried for more than one calendar year will automatically be changed to an “F”.

Involuntary Withdrawal Policy
Emory University considers the safety and welfare of its students, faculty, and staff a top priority. When a student engages in behavior that violates Emory’s rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy, or process. It is not intended to apply to situations in which a student engages in behavior that violates the university’s rules of conduct. It is intended to apply when a student’s observed conduct, actions, and/or statements indicate a direct threat to the student’s own health and/or safety, or a direct threat to the health and/or safety of others. There may be situations in which both this Involuntary Withdrawal Policy and the Student Conduct Code may apply. In all cases, the dean of the School of Nursing shall have final authority regarding the decision, enactment, enforcement, and management of the involuntary withdrawal of a student.

Criteria
A student may be withdrawn involuntarily from Emory if the university determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the university.

Procedure
When the assistant dean for MSN education initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern, (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student, (3) provide the student an opportunity to explain his/her behavior, and (4) discuss options available to the student, including counseling, voluntary withdrawal, and evaluation for involuntary withdrawal. If the student agrees to withdraw voluntarily from the university and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing of any conditions necessary prior to re-enrollment, and will be referred for appropriate mental health services. If the student refuses to withdraw voluntarily from the university, and the assistant dean for MSN education continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the assistant dean for MSN education may require the student to be evaluated by an appropriate mental health professional.

Evaluation
The assistant dean for MSN education may refer the student for a mandatory evaluation by an appropriate mental health professional. The mental health professional may be selected by the university, so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written authorization authorizing the exchange of relevant information among the mental health professional(s) and the university. Upon completion of the evaluation, copies of the evaluation report will be provided to the assistant dean for MSN education and the student.

The mental health professional making the evaluation shall make an individualized and objective assessment of the student’s ability to safely participate in Emory’s program, based on a reasonable professional judgment relying on the most current medical knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration, and severity of the risk posed by the student to the health or safety of himself/herself or others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk. The mental health professional will, with appropriate authorization, share his/her recommendation with the assistant dean for MSN education, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the mental health professional’s recommendation will be provided to the student, unless, in the opinion of the mental health professional, it would be damaging to the student to do so. If the evaluation results in a determination by the mental health professional that the student’s continued attendance presents no significant risk to the health or safety of the student or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the university, no further action shall be taken to withdraw the student from the university.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the university, the student may be involuntarily withdrawn from the university. In such an event, the student shall be informed in writing by the assistant dean for MSN education of the involuntary
Graduate Program Academic Standards and Policies
Approved by Faculty May 8, 2006

The Academic Standards and Policies of the Nell Hodgson Woodruff School of Nursing reflect the level of intellectual rigor required by both the university and the profession of nursing. As a professional school, the School of Nursing must maintain the highest standards to ensure that the graduates of the program exhibit the level of knowledge, clinical skill, and integrity expected by the public and the profession.

1. Grading Policies for Graduate Courses
1.1 The grading scale:

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A+</td>
<td>97–100</td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>93–96</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>90–92</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>83–86</td>
</tr>
<tr>
<td>2.7</td>
<td>B-</td>
<td>80–82</td>
</tr>
<tr>
<td>2.3</td>
<td>C+</td>
<td>77–79</td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>73–76</td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
<td>70–72</td>
</tr>
<tr>
<td>0</td>
<td>F</td>
<td>69 and below</td>
</tr>
</tbody>
</table>

1.2 Clinical performance will be rated as satisfactory or unsatisfactory by the clinical preceptor and faculty.

Satisfactory: The student demonstrates safe advanced nursing practice, possession of clinical knowledge commensurate with the expected degree of development in the clinical specialty area, effective oral and written communication, and professional conduct.

Unsatisfactory: The student fails to demonstrate safe advanced nursing practice, or does not possess clinical knowledge commensurate with the expected degree of development in the clinical specialty area, or does not use effective oral and written communication, or does not maintain professional conduct.

A rating of satisfactory is required for progression in the program. A rating of unsatisfactory results in a grade of “F” for the clinical course regardless of achievement on tests, papers, or other written assignments. This will result in exclusion from the program with no option for re-entry.
2. Academic Standing and Academic Dismissal

2.1 A student who receives a grade less than “B” in any clinical course will be excluded from the graduate program in the School of Nursing.

2.2 A student who receives an “F” in any nonclinical course will be referred to the appropriate specialty coordinator for follow-up. Individualized plans of study will be developed jointly by the student, the specialty coordinator and the assistant dean for MSN education and approved by the assistant dean for MSN education.

2.3 A second grade of “F” in any non-clinical course will result in exclusion from the program.

* Please note that a grade of “D” is not awarded in the MSN program.

3. Grade Point Average Requirement

3.1 A grade point average of 3.0 must be maintained each semester in order for a student to remain in good academic standing. Students whose GPA falls below 3.0 will be reviewed by the assistant dean for MSN education and specialty coordinator within three weeks of the start of the new semester and notified of the requirements for continuation and graduation. The assistant dean for MSN education and the specialty coordinator will develop and document steps required for remediation with the student.

3.2 A cumulative GPA of 3.0 is required for graduation.

Academic Grievance and Appeal Procedure
Approved by faculty May 4, 2009

The Nell Hodgson Woodruff School of Nursing prefers and encourages all academic concerns to be addressed directly between constituents and settled through appropriate and respectful conversation between the parties involved. At times, when issues cannot be resolved through these informal, appropriate means, the Academic Grievance and Appeal Procedure is provided to allow a formal avenue for students to address concerns related to faculty performance, assignment of grades, and the administration of academic policy.

Inquiries or concerns related to coursework, grading or faculty interaction should be first directed to the instructor of the related course and the student’s faculty adviser (mentor or coordinator). If those discussions do not lead to a resolution that is satisfactory to the student, then she/he may request in writing a formal review through the assistant dean for MSN education.

For appeals of an academic dismissal, the student may request in writing a formal review directly to the assistant dean for MSN education.

To begin the formal grievance/appeal process, the written request submitted to the associate dean should describe:

1) The grievance(s)
2) The reasons for appeal
3) The student's desired resolution

If the grievance or appeal effects the student’s future enrollment in an upcoming term, the appeal must be submitted no later than 10 business days before the beginning of that term. All other grievances or appeals that have no effect on future enrollment should be submitted within a reasonable and appropriate time frame.

Supporting documentation (examples: graded coursework, course syllabus, transcripts) should also be submitted with the letter of appeal. If the assistant dean for MSN education deems that the grievance merits a full, official review she/he will then advance the appeal process as described below. If the grievance is not an academic matter or otherwise does not merit a full review by the Academic Grievance and Appeals Committee, the assistant dean for MSN education will notify the student within 5 business days and provide alternatives when appropriate.

The Academic Grievance and Appeals Committee
Approved by faculty May 4, 2009

The Academic Grievance and Appeals Committee will be composed of:

Assistant Deans
A faculty member external to the School of Nursing
The student’s faculty adviser
A School of Nursing course instructor for a course not involved in the grievance

If the grievance is directly related to any of the individuals named above, the assistant dean for MSN education will name a replacement for that particular review.

The Committee will convene and review written documentation of the student’s appeal, appropriate policies and procedures and any other relevant information. The student will be offered the opportunity to meet with the Academic Grievance and Appeals Committee within 10 days of the appeal request to present her/his case. The student may be accompanied by an adviser who is a current member of the Emory community (faculty, staff, or student) and is not a lawyer or law student. The student may decline the request to meet with the Academic Grievance and Appeals Committee and, if so, the committee will continue the review with all other available information.

The Academic Grievance and Appeals Committee will also request information from the faculty member or course instructor named or involved in the grievance. The information from the faculty member or instructor may be provided in writing or in person at the discretion of the Academic Grievance and Appeals Committee.
The Academic Grievance and Appeals Committee will be asked to address the following questions:

1. Have the appropriate policies and procedures been followed and have they met fair and reasonable standards?
2. Are there any mitigating circumstances?
3. Should the student’s appeal be granted and, if so, what action should be taken?

The committee will then forward their summary of findings and recommendation to the assistant dean for MSN education, who is responsible for and administers the final decision regarding academic grievances. The assistant dean for MSN education will notify the dean, associate dean for academic advancement and associate dean of enrollment and student affairs of the outcome and relevant information regarding the deliberations.

Postgraduate Continuance Policies

Approved by Faculty, May 8, 2006

Continuance policies for post-master’s students are the same as those for master’s students.

Course Evaluations

Student evaluation of courses is very important to the faculty of the School of Nursing. Students are in a position to provide informed and useful feedback about the accessibility of the curriculum, the quality of the instruction, and the overall educational experience they have received here. Each student is encouraged to take the responsibility seriously. Comments that students make on evaluation forms may be of assistance in the development of content and course material for future classes.

Course evaluation in the School of Nursing is accomplished electronically and has appropriate safeguards for student confidentiality. Orientation to the process for evaluation is provided to students prior to the end of each semester. Data from student evaluations are provided to faculty as aggregate data.

Graduation Policies and Procedures

Students may complete programs of study in the Nell Hodgson Woodruff School of Nursing in May, August, or December. However, the main university graduation ceremony takes place in May. All students who have completed programs in August and December of the prior calendar year are encouraged to participate in the May commencement and may make arrangements to do so by contacting the Office of Enrollment and Student Affairs early in the semester, and must be turned in to the same office prior to deadline (the deadline is listed on the academic calendar at the following address: www.nursing.emory.edu/studentlife).

Applications turned in after the deadline must be accompanied by a $25.00 late fee. There is no fee for applying before the deadline.

Students must be enrolled in the School of Nursing for tuition or residency status during the semester in which they wish to graduate.

Graduation Policies and Procedures

Graduation Attendance

Official university and school commencement exercises are held at the end of the spring semester. All candidates completing degree requirements in the spring are required to be present at commencement events, including university commencement, the School of Nursing commencement, and the BSN Pinning Ceremony (if applicable). Candidates completing degree requirements in the summer or fall have the option of attending spring commencement activities.

Students who have not met degree requirements because of incomplete course or clinical work may not participate in university or school commencement events.

Dual degree students must complete the requirements for both degrees prior to participating in graduation ceremonies, including commencement.

Students who have an Honor Code violation pending or have not completed the sanctions given by the Honor Council will not be allowed to participate in graduation activities, including commencement.

Students must be enrolled in the university for the term in which they wish to graduate.

School of Nursing Policies and Procedures

Clinical and Service Learning Requirements for Students

NOTE: Students cannot participate in clinical or service learning experiences without completing the following requirements:

Students and faculty in the School of Nursing must meet clinical agency requirements relative to health and immunization status as well as complete site-specific orientation. Immunization requirements, criminal background investigations and drug tests are subject to revision. This information is required by clinical agencies and students may be asked to obtain newly updated information at their own expense at any time during their enrollment.
Drug Testing and Criminal Background Investigation Requirements

The faculty and administration of the Nell Hodgson Woodruff School of Nursing of Emory University are strongly committed to following the professional standards of the health care community in order to benefit patients, students, and faculty. Criminal background checks and drug testing for students and faculty with clinical responsibilities are becoming standard requirements for health care and community agencies prior to clinical placement. In order to comply with clinical agency contractual requirements, the School of Nursing will require all students to consent to a Criminal Background Check and drug screen. Students are required to submit an original signed copy of the policy and related release forms. Please see the full text of the policy at the end of this section.

Health Requirements

All students who have been accepted into the School of Nursing are required to submit three (3) health forms to the Office of Educational Innovation, assistant director for nursing education under health requirements Emory University Student Health Service. Access to these forms are available on line at http://studenthealth.emory.edu/

- The first is the Emory University Student Health Service (EUSHS) medical history form online through the Your Patient Portal system, which is to be completed by the student.
- The second is a physical exam form that must be completed by a physician or nurse practitioner.
- The third is a student immunization record showing a negative two-step tuberculin skin test (PPD), Quantiferon Gold, or chest x-ray (yearly), documented evidence of immunity for polio, vaccine or titer for varicella (chicken pox), and titers or physician's documentation for each of the following: hepatitis B series and titer; tetanus, diphtheria, pertussis (Tdap); measles, mumps, and rubella; and influenza vaccine.

In addition, tuberculin skin testing (PPD), Quantiferon Gold, or chest x-ray is required every twelve (12) months while enrolled in the School of Nursing. Any student who has had a positive tuberculin test is advised to consult a physician regarding appropriate follow-up care. More information on Student Immunization Requirements can be obtained at the end of this section or at http://studenthealth.emory.edu/hs/hs_immunization.php. Students are also required to receive the influenza vaccine every flu season.

- In addition to the health forms, students need to complete the Authorization for Use/ Disclosure of Protected Health Information test, also known as HIPAA.

Student Health Records

Student Health Services maintains student immunization records, health history forms, and physical exam records, but students should keep copies of their records in order to maintain the proof of the appropriate requirements. Students are responsible for maintaining compliance with the immunization requirements. Students are also required to provide Student Health and Counseling Services and their clinical contract and placement coordinator with updates of these same materials. The assistant director for nursing education, clinical contract and placement coordinator in the Office of Educational Innovation verifies and maintains these records in the School of Nursing as appropriate.

Health Information Privacy and Accessibility Act (HIPAA) Training

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) directs health care providers, payers, and other health care entities to develop policies and procedures to ensure the security, integrity, privacy, and authenticity of health information, and to safeguard access to and disclosure of health information. Students are also obligated to follow these laws. As part of the contractual requirements between clinical training sites and the School of Nursing, students must receive documented training regarding confidentiality and privacy of protected health information covered under HIPAA. For undergraduate students, this is accomplished through classroom, lab, and clinical setting training and online testing for documentation purposes. For graduate students, online testing is provided for documentation purposes and specialty-specific procedures are covered in the classroom and clinical settings. Students will also receive site-specific training upon arrival at the clinical site. Documentation from other institutions or employers cannot be accepted.

Bloodborne Pathogens and Universal Precautions Training

Universal precautions are infection-control measures that reduce the risk of transmission of bloodborne pathogens through exposure to blood or body fluids among patients and health care workers. It is important that all student nurses are educated about occupational risks and should understand the need to use universal precautions with all patients, at all times, regardless of diagnosis. In recognition of these potential hazards, the Occupational Safety and Health Administration (OSHA) implemented a regulation [Bloodborne Pathogens 29 Code of Federal Regulations (CFR) 1910.1030.] to help protect workers from the transmission of bloodborne diseases within potentially exposed workplace occupations. For undergraduate students, this is accomplished through classroom, lab, and clinical setting training and online testing for documentation purposes. For Graduate students, online testing is provided for documentation purposes and specialty-specific procedures are covered in the classroom and clinical settings. Students will also receive site-specific training upon arrival at the clinical site. Documentation from other institutions or employers cannot be accepted.

Verification of Licensure

Every student pursuing a graduate degree in the School of Nursing must have a current Georgia RN license. Students must submit, in person, the original license and a picture ID—a photocopy is not acceptable—to Nicole Ingram, clinical contract and placement coordinator in the Office of Education prior to enrolling. A staff member in the office will scan the license and place it in the student's compliance file. Licenses must be presented again at the regular renewal period. Graduate students with expired licenses will not be allowed to participate in clinical training or enroll in courses. Students are required to report any change in the status of licensure (any encumbrances) immediately to the Office of Education.
Evidence of Current Certification in Basic Cardiac Life Support
Students are also required to provide evidence of current certification in basic cardiac life support for health care providers and to maintain certification during the entire time they are students in the School of Nursing. Certification must be obtained through the American Heart Association (AHA) or through a health care provider who is certified as AHA BLS Instructor. Students will not be allowed to participate in clinical training if their certification has expired. Presentation of an original certification card with the instructors name is required.

Preceptor Relationships
Students are frequently assigned to preceptors for clinical practice. These preceptors agree to serve in this capacity without monetary compensation and to work in close collaboration with both students and specialty coordinators. Students are urged to maintain professional relationships with preceptors and to maintain close communication with faculty regarding the preceptor experience.

Student Identification Badge
All students in the School of Nursing must wear appropriate identification while in the clinical area. All enrolled students can get an Emory ID card. The Emory Card Office is located in Boisfeuillet Jones on the first floor. The website is www.emory.edu/studentfinancials/EmoryCard.htm and the telephone number is 404.727.6095.

If the student already works for Emory University Hospital–Midtown, they can get an Emory ID, which will allow them access for clinical sites and to identify him or her as an Emory student. There is no need to request the Proximity card (Prox card) for EUH–Midtown access, since they are already an employee and should have their EUH–Midtown issued ID card.

If the student is an Emory Healthcare employee, the student does not need a new ID card. However they should go to the card office to request to have their current ID card encoded to get access as a student.

Students may only use the name that is on record at the Office of the Registrar. Neither the Emory Card Office nor the School of Nursing has the authority to change the name upon the student’s request. All name changes must be done through the Registrar's office with the appropriate documentation. Students who withdraw from the School of Nursing must turn in the photo ID to the Office of Enrollment and Student Affairs.

NOTE: Prox card is required for access Emory University Hospital–Midtown; the student should request the card at the time of issuance. Please see the appropriate program director to determine whether or not he or she will have clinical rotation at EUH–Midtown. The fee is $8. Payment can be made by cash or check only. Also at the time of sign in at the Emory Card Office please list after your name whether you are a BSN or MSN student.

Experiences Scheduled Outside Academic Calendar
Occasionally, graduate students must complete clinical requirements on a schedule outside the normal academic time frame (during holiday breaks, between semesters, etc.). If this is necessary, the specialty coordinator or the student’s academic adviser must approve this clinical arrangement and make arrangements for faculty contact and supervision during the time period. Proper documentation of these exceptions must be submitted to the Office of Enrollment and Student Affairs by the faculty member.

Policy on Drug Testing and Criminal Background Investigations of Students

Nell Hodgson Woodruff School of Nursing of Emory University
The faculty and administration of the Nell Hodgson Woodruff School of Nursing of Emory University are strongly committed to following the professional standards of the health care community in order to benefit patients, students, and faculty. Criminal background checks and drug testing for students and faculty with clinical responsibilities are becoming standard requirements for health care and community agencies prior to clinical placement. In order to comply with clinical agency contractual requirements, the School of Nursing will require all students (including those who have been admitted but who have not matriculated) to consent to a Criminal Background Check and drug screen.

- Drug test panels will include: Marijuana, Cocaine, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Amphetamines, Propoxyphene, Methadone, Oxycodone, and Meperidine;

- The background check must cover the past seven (7) years or the time period since the student’s eighteenth birthday, whichever is less and will cover all states of prior residence. The following checks will be conducted:
  - Social Security Verification, Residency History (all states), Georgia Statewide Criminal Search, Nationwide Sex Offender Search, Nationwide Healthcare Fraud and Abuse Scan, United States Patriot Act Search; Employment
The student’s failure to consent to the background checks or drug screen may prevent the School of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to matriculate or the enrolled student unable to complete the nursing degree program at NHWSN.

Results of the background checks and drug screens will be kept in separate confidential files. The Office of Education will convey the status of the background check to the health care or community agency per contractual obligations.

Adverse results of the background checks and/or drug screens may prevent the School of Nursing from securing suitable clinical placement for the student, thus rendering the student unable to complete the nursing degree program, which may result in either the revocation of admission prior to enrollment or dismissal from the program for enrolled students. Adverse results include, but are not limited to:

- Felony convictions, weapons possession, history of Medicaid fraud, terrorist activities, pedophilia, sex offender crimes, assault and battery and patterns of misdemeanors (for example, but not limited to, charges of driving under the influence (DWI, DUI) driving with suspended license, shoplifting, fraud, trespassing;

- Students must report felony or misdemeanor convictions (excluding minor traffic violations), which occur during enrollment within 10 business days of occurrence to the clinical contract and placement coordinator. Failure to report requisite information may constitute grounds for immediate dismissal.

- Students will have the opportunity to investigate and correct adverse findings with certified court documents. Students may appeal administrative actions of revocation of admission or dismissal taken as a result of information obtained in the criminal background search by submitting a written statement of appeal and supporting documents to the clinical contract and placement coordinator within 10 business days of the receipt of the administrative action.

Procedure for Student Exposure to Blood/Body Fluids

Adopted, August 25, 1992; Revised, August 30, 1995; March 31, 1997; April 30, 1998; May 30, 1999; August 1, 2005; August 18, 2006; June 2007; August 2008

This information can be found on the School of Nursing website at www.nursing.emory.edu. The Woodruff Health Sciences Needlestick Hotline is 404.727.4PEM (4736) twenty-four hours per day.

Introduction

The purpose of this protocol is to inform students, faculty, clinical agency personnel, and health care providers regarding procedures for management of accidental exposure of students to Hepatitis B, Hepatitis C, HIV, and/or other bloodborne and airborne pathogens.

- Immunization of all students against Hepatitis B prior to matriculation.
- Instruction of all enrolled students in the use of standard precautions. For undergraduates this includes comprehensive reading assignments and supervised laboratory experiences.
- Students are supervised by qualified faculty during clinical experiences.
- All students and faculty receive annual training regarding OSHA Blood Borne Pathogens (Universal Precautions) guidelines.
- All BSN, MSN, and DNP students must complete the required School of Nursing training and cannot substitute training obtained at other institutions or places of employment.
- At clinical sites, students must comply with the communicable/infectious disease policy of the affiliating agency or facility with which the student is associated for clinical training, as well as the policies of the School of Nursing.

Student Responsibilities

Effective primary prevention depends upon adequate immunization and the scrupulous, consistent use of standard precautions. Students are responsible for obtaining necessary immunizations and using proper precautions in situations where exposure to blood/body fluids may occur. Personal Protective Equipment (PEP) including, but not limited to gloves, gowns, laboratory coats, face shield or masks and eye protection, should always be worn when performing duties that could cause occupational exposure.

Always report any type of exposure immediately.

Immediate Response for Emergency Treatment After Exposure to Blood or Bodily Fluids:

ACTION For Eye Splashes:
- Remove contact lenses if present
- Immediately flush eyes with cold water for 15 minutes

ACTION For Splashes to Oral and Nasal Mucosa:
- Flush vigorously with cold water for 15 minutes

ACTION For skin exposure/needlestick:
- Immediately wash skin thoroughly with soap and water.
1. **DO NOT WAIT. Notify your on-site preceptor or Charge Nurse IMMEDIATELY**

2. **GO**
   - Non-hospital setting: GO immediately to an Emergency Department in the nearest hospital
   - Obtain name of follow-up contact at the site (Practice Administrator, Employee Health, community site supervisor—the person who is coordinating assessment of the source patient.)
   - Hospital setting: GO to Employee/Occupational Health or the Emergency Department

3. **IDENTIFY** yourself as an Emory Nursing Student who has received a needlestick

4. **NOTIFY** Emergency Center staff of Emory Requirements
   - Rapid HIV Test and Labs within 2 hours of exposure
   - Baseline Labs: HIV Antibody, Hepatitis B Surface Antibody, Hepatitis C Antibody and Pregnancy Test (for women)
   - If the Emergency Center has any questions regarding procedure, call the Needlestick Hotline at 404.727.4PEM (4736), 24 hours a day
   - Baseline labs for Source Patient: Rapid HIV Screen, HIV Antibody, Hepatitis Panel (HCV Antibody, Hepatitis B Surface Antigen, Hepatitis B core IgM Antibody, SGPT (ALT) Serum, GGTP Serum and SGOT (AST) The Student should never obtain consent from the source patient for HIV testing; the site should.

5. **STOP.** Before you leave the Emergency Department
   - Obtain copy of facility Incident Report from preceptor or charge nurse*
   - Obtain copy of Lab Results*
   - Obtain copy of Emergency Department discharge paperwork*
   - Call your Emory faculty clinical instructor and inform him/her of the incident
   - If the instructor is not available within one hour of the exposure, the undergraduate student should contact the BSN program director; the graduate student should contact the appropriate clinical Instructor, specialty coordinator or program director as soon as possible after the incident. If these individuals are not available, the student should contact the assistant dean for MSN education.

6. **FOLLOW UP**
   - REPORT the incident to the Needlestick Hotline 404.727.4PEM (4736) 24 hours a day
   - COMPLETE the SON Exposure Incident REPORT and submit it to your Emory faculty member along with copies of the documents indicated with the * above. The report can be found on the SON website at www.nursing.emory.edu.
   - FOLLOW UP laboratory procedures will be conducted at the Emory University Student Health Services. If post-exposure prophylaxis is prescribed, medication refills will be coordinated by the Woodruff Health Sciences Needlestick Prevention Center, 404.251.8711.

**Other Important Information**
- Emory University Student Health and Counseling Services (EUSHCS) does NOT provide emergency treatment or rapid HIV/bloodborne pathogens testing.
- Emory Student Health Service does provide confidential regular HIV testing by appointment and follow up services. Lab tests usually take a week for results.
- Pre and post-testing counseling sessions are required by Georgia State Law for those receiving HIV tests. Care provided at the Emory University Student Health Service is confidential.
- The student is responsible for following recommendations for follow-up by the facility, his/her primary care provider and for following up with the Needlestick Prevention Center and with his/her Emory faculty member.
- Students whose clinical activities are restricted by their health care provider cannot return to clinical training until documentation of the release to practice is provided to the student’s clinical instructor. (The instructor will provide a copy of this release to Academic Administration prior to allowing the student to return to clinical.)

**Faculty Responsibilities**
Faculty are expected to reinforce with both BSN and MSN students the appropriate education and practice related to the use of standard precautions and are to review this policy with all students.

*When a student reports an exposure:*
Refer to the Emergency Response Instructions listed above and on the folding card
Immediately, or as soon as possible, assist in investigating the source (patient or client) status relating to bloodborne pathogens.

- Determinations regarding source of exposure, including contact with the source, testing of the source, and notifying the source’s health care provider shall be made in cooperation with the affiliating facility or agency in which the exposure occurred and in compliance with all applicable laws and regulations.
- Obtain a detailed description of the incident from the student AND have the student complete the attached Incident Report form. The completed Incident Report form should be reviewed by the faculty member, who may add notes to clarify and provide more detailed information. The form is signed by the student, the faculty member and submitted by the faculty member to the clinical contract and placement coordinator within 24 hours or, if the incident occurs on a weekend or holiday, by 8:00 a.m. the next business day.

- If an incident report is completed by the site where the exposure occurred or by the emergency room, the clinical instructor should obtain a copy of the facility’s report from the student and attach it to the School of Nursing Incident Report.

- The faculty member will review standard precautions with the student and proper procedures for avoiding exposure prior to the student returning to the clinical setting.

- Initial and subsequent care and follow-up activities, including recommendations relating to counseling, prophylactic treatment, and continued or restricted practice activities should be made by the student’s health care provider.

- If the student’s health care provider restricts the student’s practice, the faculty member will follow up regarding the status of the restrictions prior to allowing a return to clinical training.

- Students whose clinical activities are restricted by their health care provider cannot return to clinical training until documentation of the release to return to practice is provided to the student’s clinical instructor. The instructor will provide a copy of this release to Academic Affairs Services prior to allowing the student to return to clinical.

- Document and maintain all information relating to the exposure incident in a confidential manner and forward all information to the clinical contract and placement coordinator.

Affiliating Agency Responsibilities

Affiliating agency representatives are informed of the School of Nursing’s policies and procedures related to pathogen exposure through routine correspondence from the school.

Affiliating agencies are expected to assist students and faculty in obtaining information about the communicable disease status of the source patient.
IV-D. Infection Control Policy and Protocols
Emory University Affiliated Hospitals

Needle Sticks and Other Blood/Body Fluid Exposures
1. Always observe Standard Precautions (Universal Precautions).
2. If you have an exposure to blood or other body fluids (e.g., needle stick, cut), immediately clean the wound with soap and water.
3. Exposed oral and nasal mucosa should be decontaminated by vigorously flushing with water. Exposed eyes should be irrigated with clean water or sterile saline. Eyewash facilities can be accessed quickly in the emergency department for each hospital.
4. Follow the protocol of the hospital in which the incident occurred to the fullest including all follow-up (through the hospital’s Employee Health Service). It is especially important that you report your exposure to the hospital’s Employee Health Service as soon as possible so that a timely evaluation can be performed. Additionally, your exposure may guide future preventive efforts (e.g., education, training, selection of devices). If prophylactic medications are indicated, it is recommended they be initiated as soon as possible after the exposure, ideally within two hours.
5. If you are uncertain of the procedures for reporting and obtaining care at the facility where your exposure occurred, call the Woodruff Health Sciences (WHSC) Needle Stick Hotline for assistance at 404.727.4736.
6. Acute serology should be drawn to establish one’s baseline antibody titers to hepatitis B virus (if you have not previously been determined to be HBsAb positive [immune to Hepatitis B]) and, if indicated, to HIV and/or Hepatitis C Virus [HCV] (if the source patient is HIV-positive or HCV-positive).
7. Depending on the results of one’s serology and the baseline serology of the patient (from which the incident occurred), you may need follow-up serologies as per the hospital protocol where the injury occurred.
8. If the source patient is HIV-infected, the administration of post-exposure prophylaxis (PEP or “prophylactic” antiretroviral medications) to decrease the risk of patient-to-health care worker transmission should be strongly considered. Medications may be initiated pending results of HIV serology on the source patient. If used, these medications should be taken as soon as possible after the needle stick injury. The hospitals have protocols and will counsel you and give advice as needed. PEP regimens are complicated; therefore be sure that the individual who manages your exposure consults with the Hospital Epidemiologist (see list below). Again, call the WHSC Needle Stick Hotline 404.727.4736 if you have any questions about management of the needle stick or other occupational exposure.
9. The following list of specific areas and/or individuals should be contacted at the facility in which the exposure occurs:

GRADY MEMORIAL HOSPITAL AND AFFILIATED SITES:
Daytime hours, Monday through Friday:
Employee Health Service call 404.616.7849 (STIX) or 404.616.4600
After hours and on weekends: Occupational Health Services—Call 404.616.7849 (STIX)

Dr. Susan Ray, Hospital Epidemiologist, Division of Infectious Diseases

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.

VA MEDICAL CENTER:
Daytime hours, Monday through Friday: Infection Control/Employee Health, Room 611, Debbie Hawkins RN: 404.321.6111, Ext. 6471
After hours and on weekends: Emergency Room 404.321.6111, Ext. 6640

Dr. David Rimland, Division of Infectious Diseases
Office: 404.321.6111, ext. 6165; Pager: 404.722.3122; Home: 770.393.8951
Dr. Robert Gaynes, Division of Infectious Diseases
Office: 404.321.6111, ext. 7508; Pager: 404.485.7918

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.

EMORY UNIVERSITY HOSPITAL MIDTOWN:
Daytime hours, Monday through Friday (7 a.m. to 4 p.m.):
Employee Health Service—-404.686.2352

After hours, and on weekends: Page Administrative Nursing Supervisor (PIC#11917)
Dr. Jesse Jacob, Division of Infectious Diseases
Office: 404.686.1564; Pager: 404.686.5500, ID# 16623; Home: 404.876.4717

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.

EMORY UNIVERSITY HOSPITAL:
Daytime hours, Monday through Friday (7 a.m. to 4 p.m.):
Employee Occupational Health Services, HB 53 Emory Hospital 404.686.8587

After hours and on weekends: Page Administrative Nursing Supervisor (PIC#13087)
Emergency Room 404.712.7100

Dr. Bruce Ribner, Hospital Epidemiologist, Emory University Hospital and Emory Division of Infectious Diseases Office: 404.727.1580; Pager: 404.686.5500, PIC# 15326; Home: 404.417.0225

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.
CHILDREN’S HEALTHCARE OF ATLANTA (EGLESTON OR SCOTTISH RITE)
Daytime hours, Monday through Friday:
Employee Health, Digital Pager 1.800.682.4549 or Needle Stick Hotline
(ext 4444 at Egleston and ext 824444 at Scottish Rite)

After hours and on weekends: same as above.
Dr. Harry Keyserling, Pediatric Infectious Diseases

If you are unable to contact any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.

10. The cost of the follow-up and necessary medications may be borne by Emory University Affiliated Hospitals or may need to be submitted through the student’s health insurance. Any uncovered costs will be covered through the Office of Medical Education and Student Affairs if the following procedures are followed.

11. IMPORTANT: For medical students, initial evaluation of the exposure should be as above. Following this initial evaluation, all incidents and follow-up for exposures occurring at a hospital should be reported within 4 days to the director of the Office of Medical Education and Student Affairs, Margo Kuisis, or her designee in the Office of Medical Education and Student Affairs at Emory University (404.727.5655 or margo.kuisis@emory.edu), i.e., incident report and follow-up plans.

NELL HODGSON WOODRUFF SCHOOL OF NURSING
INCIDENT, INJURY, and Pathogen Exposure REPORT

STUDENTS SHOULD COMPLETE THIS FORM;
Emory Faculty member will add follow up comments.

NEEDLESTICK HOTLINE: 404.727.4PEM (4736)

Student’s Full Name ____________________________
Address _______________________________________
Soc Sec #________-_______-________  Birth Date ______/______/______
email ____________________________

Home Phone ________________________  Cell Phone ________________________
Program: BSN MSN Specialty: _______________________________________
Student’s Immunization Status:
Tetanus _______Hepatitis B Vaccine _____ Titer _____ Last PPD ______
Other (specify) ________________________

Date of Incident: ______/_______/_______ Time: _______:_______ AM   PM
Location/Facility Name _____________________________________________
Dept/ Unit ______________________________________________________
Type of Facility:    Hospital      Private      Practice      Community    Agency
Other: __________________________________________________________
Site Preceptor ____________________________
Work Phone and Cell # ____________________________
Site Contact for follow up: _______________________________________
Title: ____________________________
Phone ____________________________

TYPE OF INCIDENT
☐ Needlestick Type of Needle__________ ☐ Other sharp object _____________
☐ Other Injury (explain below) ☐ TB Exposure ☐ Other (explain below)

TYPE OF EXPOSURE
☐ Body fluid splash ☐ Blood ☐ Urine ☐ Saliva
☐ Wound drainage ☐ Animal scratch ☐ Animal bite ☐ Mucous membrane
☐ Eye ☐ Mouth ☐ Nose ☐ Broken skin
☐ Intact skin ☐ Inhalant ☐ Broken skin other______________________________
Who witnessed the incident? ________________________________

To whom at the facility was it reported? ________________________________

When was Emory faculty member notified? ________________________________

Was an incident report created by the site? Yes No Please attach a copy.

Where were you treated for the needlestick? Facility Name: ________________________________

Please attach a copy of the Emergency Center Report

Were baseline labs obtained from the source or source patient? No Why not?

Yes Which serology?? ______________________________________________________

Attach copy of results (without patient name) or list: ________________________________

Was acute serology drawn on you (the student)? No

Yes By: ________________________________

Note: what will be tested: (rapid HIV, Hep B, etc.) ________________________________

Did you call the Needlestick Prevention Center Hotline? Yes No

FULLY describe the incident/injury/exposure and explain in detail what you were doing
when the injury/exposure/incident occurred, including the use of tools, equipment, or
materials. What body part was affected? Have you ever required medical treatment for this
part of your body or condition before? Please use additional sheets if necessary.

Student Signature ________________________________ Date __________________

To be Completed by EMORY FACULTY: Clinical Instructor's Comments

In addition: please review and provide additional information/clarification to the student's
statement.

Emory Faculty Clinical Instructor __________________________ Work # ____________
Cell Phone # __________________________

Faculty Member notified: Date ________________ Time: ________________ AM PM

Faculty Report:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Follow Up Actions by student already conducted and to be conducted (please note timeline)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Are student's clinical activities restricted? No Yes (If Yes, please describe and give begin
and end dates or date for review by student's personal health care provider.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signatures Department (Chair should also be notified)

Faculty Member/Specialty Coordinator: __________________________ Date: ____________

Assistant Dean for Education: __________________________

Signature: __________________________ Date: ____________

Associate Dean for MSN Education: __________________________

Signature: __________________________ Date: ____________

Present original to clinical contract and placement coordinator within 24 hours

Date Received by Office of Education __________by ________________________________

Notes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Updated 8/2010
Student Conduct
Nell Hodgson Woodruff School of Nursing Masters of Science in Nursing Student Code of Conduct

The associate dean for enrollment and student affairs at the Nell Hodgson Woodruff School of Nursing serves as the student conduct code adviser. (CCA) Please refer any questions or concerns regarding the University Undergraduate Student Code of Conduct to him/her for clarification.

The Office of Student Conduct at Emory University investigates and resolves alleged violations of nonacademic misconduct by students enrolled in Emory College and the Nell Hodgson Woodruff School of Nursing.

The University Undergraduate Code of Conduct defines the rights and responsibilities of students with regard to nonacademic conduct. Students are expected to know and abide by the provisions of the code, as well as other applicable university policies. This code can be found at http://conduct.emory.edu/policies/code/.

The conduct process has a dual purpose—to educate and develop individuals who may have violated the code as well as to protect the safety and interests of the university community.

Resolution of conduct issues takes place in a nonadversarial setting with a primary focus on learning outcomes that are individualized for each student who participates in the process.

Emory University’s Sexual Misconduct Policy
Policy 8.1 (http://policies.emory.edu/8.2) applies to each of Emory’s schools, including to the students of the Nell Hodgson Woodruff School of Nursing. Policy 8.2 sets forth a centralized reporting, investigation and grievance/conduct process for allegations of sexual misconduct pursuant to Title IX of the Education Amendments of 1972 (Title IX). Policy 8.2, which is administered through the office of Emory’s Title IX Coordinator for Students, shall apply in the principal instance to address sexual misconduct allegation(s) in matters where the respondent is a student.

Although each student is also bound by the provisions of the Nell Hodgson Woodruff School of Nursing conduct code, any investigation and adjudication pursued under Policy 8.2 shall take precedence over the Nell Hodgson Woodruff School of Nursing’s separate conduct code or honor code provisions. If there are multiple violations implicated by a reported incident (e.g., a violation of Policy 8.2 in addition to a violation of an individual school policy), the student/respondent may either by subject to multiple conduct proceedings, depending on the particular facts involved, or, upon the student’s request or request by the Title IX Coordinator for Students, consent to a single proceeding under Policy 8.2, wherein all charges are adjudicated in one forum. At all times, however, the Nell Hodgson Woodruff School of Nursing conduct and honor codes, even if a conduct process is initially pursued against the responding student under Policy 8.2. Moreover, if a student is ultimately found not to have violated Policy 8.2, the student may still be subject to separate disciplinary proceedings under the policies of the Nell Hodgson Woodruff School of Nursing Undergraduate Student Handbook. To the extent that there may be any conflicts between the Nell Hodgson Woodruff School of Nursing policies/conduct code/student handbook and Policy 8.2, the provisions of 8.2 shall govern allegations of sexual misconduct.

Student Academic Honor Code
Introduction
In accordance with university by-laws, the responsibility of designing the academic code for its students rests with each school. The Nell Hodgson Woodruff School of Nursing (NHWSN) has established these codes to ensure academic standards consistent with those of the nursing profession and the missions of both Emory University and the NHWSN. This Student Academic Honor Code addressed herein applies to any student registered in courses at the NHWSN, and those students are responsible for upholding all aspects of the Code.

Student Honor Code
The Honor Code governs academic conduct of a student in the NHWSN. Any student who submits an examination or other academic work thereby certifies that the work is his/her own and that he/she is unaware of any instance of violation of this code by him/her or others. Students enrolled in the NHWSN are accountable under the jurisdiction of the Student Academic Honor Code of the NHWSN.

It is the obligation of every student to know the regulations regarding academic misconduct. Ignorance of these regulations will not be considered a defense. If a student is unclear about what violates the academic integrity of an assignment or course and/or degree requirement, the student should seek clarification with the professor or the assistant deans of BSN and MSN education. In situations outside the classroom, the student should seek clarifications from appropriate NHWSN officials.

Academic misconduct involves a violation of academic principle as viewed by students, faculty, and colleagues. Violations within these areas will be processed by the Honor Council without regard to the sex, race, color, national or ethnic origin, age, veteran status, sexual orientation, or disability of any of the participants.

All students will be required to sign an academic conduct honor pledge prior to enrollment at the NHWSN.

Academic Misconduct
Academic Misconduct is an offense generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to the following:
3. The Honor Council is responsible for recommending actions to the dean of the NHWSN.

2. All students will be required to sign the Student Academic Honor Code Pledge form prior to enrollment at the NHWSN. This document will be valid the entire time the student is enrolled at the NHWSN.

1. The Honor Council will introduce the Student Academic Honor Code to the student body during Orientation each year.

- Cheating. Seeking, acquiring, receiving or giving information intended to facilitate performance on an exam prior to its authorized release or during its administration, or attempting to do so. Cheating also includes seeking, using, giving, or obtaining unauthorized assistance in any academic assignment or examination, or attempting to do so.

- Plagiarism. This is an act of presenting as one's own work the expression, words, or ideas of another person. This includes published or unpublished work without proper acknowledgement.

- Falsifying Data. Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage. This includes, but is not limited to, creating information not actually collected, altering, or misrepresenting information and/or data.

- Falsification and Forgery of University Documents. This includes knowingly making a false statement, concealing material information or forging a university official's signature on any university academic document or record. Such academic documents may include transcripts, add or drop forms, requests for advanced standing, requests to register for courses, student recommendation letters, financial aid documents, academic standing letters, or any documents related to the academic record.

- Facilitating Academic Dishonesty. Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

- Providing False Information. Intentionally giving false evidence in any Honor Council Hearing or refusing to give evidence when requested by the Honor Council.

The Honor Council

Purpose

The Honor Council is a group within the NHWSN to which allegations of academic misconduct are directed. Alleged violations of the student academic honor code are reviewed by the Honor Council. The council is responsible for determining the validity of any student allegation of academic misconduct. In addition to its judicial purpose, the Honor Council serves to strengthen the academic ethical orientation of those in the NHWSN.

The duties of the Honor Council include the following:

1. The Honor Council will introduce the Student Academic Honor Code to the student body during Orientation each year.

2. All students will be required to sign the Student Academic Honor Code Pledge form prior to enrollment at the NHWSN. This document will be valid the entire time the student is enrolled at the NHWSN.

3. The Honor Council is responsible for recommending actions to the dean of the NHWSN as appropriate.

4. The Honor Council will work in collaboration with the Dean of the NHWSN and other administrators as appropriate to revise the Student Academic Honor Code as necessary.

5. The Honor Council will keep in strictest confidence any infraction, preliminary meeting and/or hearing. This is of utmost importance. No one outside of the Honor Council shall be informed of any activities surrounding reported infractions.

6. When new members of the HC are elected, it is the responsibility of the Honor Council to meet to orient new members regarding Honor Council procedures and expectations.

Membership

Membership includes both students and faculty and the Council is comprised according to the following:

1. Student Membership

The Honor Council will convene as necessary. The Honor Council shall consist of six (6) representatives from the BSN class, three (3) from the AMSN class, three (3) from the MSN class, and three (3) from the DNP class and the faculty. If the existing Honor Council members do not enroll in the summer semester, additional students shall be appointed by the Dean to fill these vacancies on a temporary basis.

There shall be ten (10) student members of the Honor Council and five (5) alternate student members. Representatives to the council shall consist of two (2) representatives and one (1) alternate each from the junior, senior, the AMSN program, the MSN and DNP graduate classes. Student members of the junior class shall be elected to serve for the two-year period. Graduate students shall serve for the length of time they are in the educational programs.

All council members shall be nominated and elected by their class members. There will be one senior student adviser to the faculty chair chosen by the members of the council.

Qualifications

1. To be considered for membership on the Honor Council, a student must be in good academic standing and display qualities of honesty, integrity, and maturity. Selections are made annually in the spring semester. It is recommended that candidates have an interest in dealing with ethical issues, possess an ability to work under pressure, and be willing to commit time as required by the council. The qualifications and duties of the Honor Council should be read by nominated students before the interview/election of council representatives.

2. Faculty Membership

The Nursing School Honor Council shall also seat four faculty members (one of them will serve as chair) and two alternates. These members shall be chosen with these stipulations:

a. He/she must be currently full time on the faculty of the NHWSN.
b. The dean of the NHWSN shall appoint four faculty (one senior faculty member will serve as chair) and two alternates to the council.

c. Each faculty member shall be appointed to serve a two-calendar year term to begin in August. Two faculty representatives and two alternates shall begin their term the August of one (1) year while two representatives shall begin their terms the August of the following year. In the event of a vacancy occurring in one of those positions, another shall be appointed by the Dean of the NHWSN to fill that vacancy until the end of the original term.

3. Alternate Member Duties

The designated alternate representatives of the four class divisions and the two alternate faculty members shall have the following obligations:

• To attend any initial Honor Council Orientation sessions at the beginning of the semester;
• To replace his/her representatives for a hearing procedure in the event that the representatives cannot be present;
• A quorum shall consist of 3 students and 2 faculty.

The Investigation Process

It is the responsibility of every member of the student body to cooperate in supporting the student academic honor code. Upon receipt of such duty, any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to a student member of the Honor Council, a faculty on the Honor Council, the assistant deans of BSN and MSN education or the director of the DNP program for the NHWSN.

1. On receipt of a report of a suspected violation, the recipient shall notify the chairperson of the Honor Council who will designate one (1) member of the council and one (1) faculty adviser to investigate the charge. The investigators shall inform the accused in writing of what course and work is involved in the charge and shall supply the accused with a copy of this code. The investigators shall meet separately with the accuser, the faculty of record for the course in question, and with the accused. The investigators shall interview other potential witnesses, and review any documentary and/or physical evidence. The accused may suggest the names of witnesses to testify and may submit additional documentary or physical evidence not previously brought to the attention of the investigators. The investigators shall determine whether to refer the accusation for a hearing and notify both the chairperson and the accused of their decision.

2. If a decision is made to refer the case for hearing, the chairperson shall schedule the hearing as promptly as possible and shall notify the accused of the date and time.

3. During the preliminary meeting and proceedings of the Honor Council, members shall act in accordance with the strictest neutrality and all deliberations shall be confidential. In the event a member of the council is biased either for or against the accused, or if he/she is called upon to be a witness, it is his/her obligation to recuse (dismiss) himself/herself from the proceedings. It is recommended that at least one student and the faculty member be of the class/program of the individual accused.

4. Hearings shall be fair and impartial. All evidence shall be elicited by the Honor Council. Witnesses will testify without oath, and signed statements may be submitted from unavailable witnesses. Only the members of the Honor Council, the accused, his/her adviser, and the faculty advisers to the Honor Council may be present during the hearing other than a witness while testifying. The accused shall have the right to testify and to make a closing statement. The accused may be accompanied by a student or faculty member of the school as an adviser for purposes of consultation, but neither the accused nor the adviser shall have the right to examine witnesses. The advisor may not speak to the council members. The Honor Council shall be allowed all possible latitude in investigating whether a violation has occurred and shall itself determine the weight and pertinence of the evidence obtained from the investigation.

It is also required that one (1) member of the Honor Council be designated to act as official reporter during any hearing. It shall be his/her responsibility to keep an accurate record of the proceedings.

5. At the conclusion of the evidence, the Honor Council and faculty adviser to the Honor Council shall retire to deliberate in secret. Only evidence presented at the hearing will be considered in reaching a decision. A majority (3 of 5) vote of the Honor Council members shall be required for a finding of a Student Academic Honor Code violation, that is, that the accusation is more likely to have occurred than not.

6. The Honor Council shall promptly prepare a concise, but thorough, written summary of pertinent evidence and facts (together with all documentary and physical evidence brought before the council) and these shall be transmitted to the Dean of the NHWSN with the accompanying finding of an academic code violation. The dean, along with the course faculty of record shall impose the sanction(s). After a decision by the dean and the faculty of record has been made, the student shall be promptly notified by the dean in writing of the decision and the sanction(s) imposed. The written record of the investigation and decision of the dean will be placed in the student's file.

Disposition of Hearing Materials

All statements and any written materials used during the course of an investigation shall remain confidential unless needed for implementation of recommendation and with the knowledge of the accused. At the conclusion of each hearing where there is an adjudged violation, all related materials will be filed in the Office of the Dean or the dean’s designee for a period of not less than five (5) years. Also in the instance where there is no adjudged guilt all related materials must be filed in the office of the dean or the dean’s designee for a period of not less than five (5) years. No other materials or records will be maintained by a member of the Honor Council.

Nothing in this document constitutes a contract or creates a contractual obligation on the part of the NHWSN and/or Emory University. The NHWSN reserves the right to interpret
and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the NHWSN and/or Emory University; The NHWSN further reserves the right to alter or modify any statement.

Professional Behavior
The ANA House of Delegates approved these nine provisions of the new Code of Ethics for Nurses at its June 30, 2001 meeting in Washington, DC. In July, 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised Code of Ethics for Nurses With Interpretive Statements.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.


Professional Attire
Good hygiene and personal cleanliness are of utmost importance and have a high priority in relation to professional attire. Things that could be offensive to others or that have potential for causing harm to others must be avoided.

Students must be neat, clean, well groomed, and appropriately dressed while in clinical agencies.

Perfumes and colognes should be avoided. The smell of heavy cologne/perfumes can be distressing to someone who is ill.

Health care agencies are generally smoke free zones. The odor of tobacco smoke on clothing or breath is not acceptable.

Chewing gum is not permitted in the clinical setting. Breath mints permitted.

- Hair
  - Short, off the collar, or secured in a way that avoids hair falling over the shoulders;
  - Dreadlocks or braids, if worn, must be clean, well maintained, and, if below the collar, must be secured;
  - Beards and mustaches must be short, trimmed neatly, and clean.

- Fingernails
  - No false fingernails of any type, including acrylics, jells, or wraps;
  - Nails must be short enough to not be seen over the tips of the fingers;
  - No nail polish of any kind or color is permitted;

- Jewelry
  - Earrings: only one small post earring in each ear lobe is permitted;
  - Body piercing: other than earlobes, may not be visible;
  - Rings: only plain wedding bands are permitted. No rings with stones are permitted due to the potential for the stone to cause injury to the patient or tear through gloves;
  - Bracelets are not permitted;
  - Wrist watches may be worn; expansion bands are preferred.

- Tattoos
  - Visible tattoos are not permitted;
  - Clothing must cover all tattoos at all times in clinical settings.

- Cell Phones and Pagers
  - Must remain on silent or vibrate when in the clinical setting.