

A photograph of a large, multi-story white building with a prominent arched entrance and a large arched window above it. The building is set against a clear blue sky. In the foreground, there is a green lawn and some trees. The text is overlaid on the top left and bottom right of the image.

EMORY

NELL HODGSON
WOODRUFF
SCHOOL OF
NURSING

PREPARING
Visionary
**NURSE
LEADERS**

GRADUATE STUDENT HANDBOOK
2016-2017

TABLE OF CONTENTS

Preamble	1
Master's Program Objectives	1
Academic Calendar	2
Clinical Block	3
General Information	5
Administrative Resources	6
Educational Resources	7
Creative Clinical Learning	8
Library Services	9
Computer Services	10
Financial Aid	11
University Student Services	11
Academic Policies and Procedures	14
Policies for Enrolled Students	15
Graduate Program Academic Standards and Policies	16
Academic Grievance and Appeal Procedures	17
Postgraduate Continuance Policies	18
School of Nursing Policies and Procedures	19
Policy on Drug Testing and Criminal Background Investigations	22
Procedure for Student Exposure to Blood/Body Fluids	22
Student Conduct	29
Student Academic Honor Code	30
Professional Behavior	33
Professional Attire	34

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 2016–2017

Fall Semester 2016

Spring Semester 2017

MSN Orientation	August 19	-
Last day to register w/o late fee	August 15	January
Classes begin	August 24	January 9
Drop/add period	August 24-31	January 9-16
Holiday	Labor Day, September 5	Martin Luther King Day, January 16
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	September 9	February 3
Fall and spring break	October 10-11	March 6-10
Pre-registration for next term begins	October 24	Begins: February 3 (summer) March 20 (fall)
Thanksgiving break	November 24-25	-
Last day of classes	December 6	April 24
Final examinations	December 7-17	April 25-May 5
Commencement	-	May 8

Summer Semester 2017

Registration	May 12
Classes begin	May 15
Memorial Day Holiday	May 29
Independence Day Holiday	July 4
Final examinations	August 3-4

Clinical Block Schedule

- 19 APRN Orientation
- 24 First Day of Fall 2016 Semester
- 25 White Coat Ceremony

AUGUST 2016						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5 Labor Day Holiday (No Classes)

SEPTEMBER 2016						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 3 Jowers Endowed Lecture
- 10–11 Fall Break (No Classes)
- 13 Fuld Endowed Lecture
- 31 AMSN RN License Due

OCTOBER 2016						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 16–18 Final Exams
- 24–25 Thanksgiving Holiday (No Classes)

NOVEMBER 2016						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 16–23 Alternative Winter Break
- 17 Last Day of Fall 2016 Semester
- 23–24 Christmas Holiday

DECEMBER 2016						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2 New Year's Day (Holiday Observed)
- 5 Preceptor Workshop
- 9 First Day of Spring 2017 Semester
- 16 Martin Luther King Jr. Holiday (No Classes)

JANUARY 2017						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 Ada Fort Lecture
- 6–7 Midterm Exams
- 24 Virginia Lee Franklin Memorial Conference

FEBRUARY 2017						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 5–12 Alternative Spring Break
- 6–10 Spring Break (No Classes)

MARCH 2017						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3-4 Final Exams
 10 Hugh P. Davis Lecture

APRIL 2017						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

8 Last Day of Spring 2017 Semester
 15 First Day of Summer 2017 Semester
 29 Memorial Day Holiday (No Classes)

MAY 2017						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11-25 Summer Immersion (Dates Tentative)

JUNE 2017						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4 Independence Day Holiday (No Classes)
 7 Final Exams

JULY 2017						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 End of Summer 2017 Semester
 23 First Day of Fall 2017 Semester

AUGUST 2017						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Labor Day Holiday (No Classes)

SEPTEMBER 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9–10 Fall Break (No Classes)

OCTOBER 2017						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


23–24 Thanksgiving Break (No Classes)


NOVEMBER 2017						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


13–15 Exit Interviews/
Board Review

DECEMBER 2017						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 Winter Awards Ceremony

 Academic Events

 Nursing Events

 Clinical Block

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/> for the full Emory University Information Technology Conditions of Use.

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.

Important Phone Numbers

School of Nursing

Learning Resource Center	404.727.3473
Lillian Carter Center for Global Health and Social Responsibility	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 Services	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	Donita Crockett	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 Communications	Jasmine Hoffman	404.727.6524

Assistant Dean for MSN Education
Program Coordinator
Assistant Director for Nursing Education

Carolyn Clevenger 404.712.2394
Jennifer Neely 404.727.7174
Nicole Ingram 404.727.5498

Lillian Carter Center for International Nursing
Administrative Director
Coordinator, Global and Community Engagement

Kathryn Kite 404.727.3063
Erin Ferranti 404.727.5871

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

Staff

Steve Ellwood, Associate Director, Instructional Technology
Room 117C
404.727.7969
steve.ellwood@emory.edu

Matthew Freret, Computing Lab Coordinator
Room 117B
404.727.3473,
mfreret@emory.edu

Nursing Classrooms

All Nursing School classrooms are smart rooms. Each one has a computer (Windows 7), data projector, DVD player, microphone and speakers, cable TV, inputs for laptops, wired and wireless network connections, and a white board with markers. All classrooms have access to Emory Unplugged (secure) and Emory Guest (non-secure) Wi-Fi networks. All classrooms have the Echo 360, the classroom capture system. A few classrooms have special equipment for lighting and sound control. Some but not all classrooms have document cameras, telephones and/or assisted-listening devices. Smaller seminar rooms have computers with wireless keyboards and flat panel displays. These seminar spaces were designed for small group work and meetings. Some seminar spaces include webcams for videoconferencing. All classroom computers have a standard software installation that includes: Microsoft Office, Skype, Firefox, Google Chrome, and McAfee Antivirus. Additional software must be by Instructional Technology. Students can access classroom computers using their Emory NetID and password. Guests can use classroom computers by using the Guest account. Guest account information is posted in each classroom on the monitor.

Multimedia Production Services

Instructional Technology will consult with students to help them with their media projects. There are many resources available for students on campus including Emory Student Computer Services (<http://it.emory.edu/student-services/index.html>) and Emory Center for Digital Scholarship (<http://digitalscholarship.emory.edu/>). In-house production services include video or audio recording and editing, desktop publishing, scanning for electronic presentation, photography, help with posters and displays, multimedia production, and help with website design and construction.

Learning Resource Center

The Learning Resources Center (LRC) is the Nursing School's computer lab. It has fifty-five Windows 7 computers. It also has printers, a FAX and a photocopier for students. Wireless printing is available in the LRC and the Plaza level student lounge. All students can use the LRC as their work or study space while at the school. The LRC is also used for computer-based student tests.

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/studentdigitalife/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 \$.08 per page; double-sided prints are \$.12 per page.

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

Creative Clinical Learning

The Creative Clinical Learning Program at the Nell Hodgson Woodruff School of Nursing at Emory University includes the Charles F. and Peggy Evans Center for Caring Skills at the 1520 Clifton Road building and the Wesley Woods Graduate Simulation and Skills Facility at the 1821 Clifton Road building are multifaceted labs used to promote learning, quality patient care, and safety.

The Evans Center

The Evans Center facility consists of dedicated innovative learning space on the plaza level of the building as well as equipment that adapts to learning spaces throughout the building. The primary focus of the lab space at the Evans Center is pre-licensure nursing education to provide a variety of educational experiences from the novice to the expert clinician.

The Wesley Woods Center

The Wesley Woods facility consists of dedicated innovative learning space in the Wesley Woods Hospital facility. The primary focus of the lab space at Wesley Woods is Advanced Practice Nursing Education for the graduate nursing programs.

Lab Contacts

Kate Moore, PhD, DNP, APRN-BC, CNE, FCCM, Director, 404.727.3766, kate.moore@emory.edu

Stella Clarke-Dubose, Administrative Assistant, 404.727.8141, stella.clarke-dubose@emory.edu

Additional information is available in the current edition of the Creative Clinical Learning Handbook, available on the Creative Clinical Learning Web Page

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 discovery, 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 both 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 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.

The FAFSA should be submitted by May 1 to the respective processing center to ensure that the university receives the results from the agencies.

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 2017 will be based on academic year 2016–2017 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–G should contact Kymberley Dent at kdent@emory.edu.
- Students whose last name begins with a letter H–P should contact Stacy Collier at scoll27@emory.edu.
- Students whose last name begins with a letter Q–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.

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 oadisab@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. EUSHS 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

Aetna Student Health Insurance Policy (EUSHIP) or show proof of comparable coverage with another plan through waiving. Any student who does not show proof of health insurance coverage equal to the minimum waiver criteria, or who does not submit the Student Health Services Enrollment/Waiver form by the designated deadline, will be automatically enrolled in the Emory University Student Health Insurance Policy and billed by the Student Financial Services. (The waiver process must be completed each year prior to the start of fall semester.)

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 advisor as soon as possible after receiving pre-registration information in order to arrange a meeting time.

NOTE: Students enrolled in a dual degree program such as MSN-MPH or MSN-MA are required to meet with advisers in both programs before registering for classes.

After meeting with their advisors, 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 nursingregistrar@emory.edu or 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 advisors before making any schedule changes. Dual degree students must have the approval of their advisors 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 withdraw 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

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.

Directed 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 695R (Clinical Directed Study) or 697R (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 coordinator will give a copy of the form to the student and turn the original in to the Office of Enrollment and Student Affairs. Faculty members will not be able to turn in a grade of “I” for a student without having submitted a completed Application for Incomplete Grade form.

Unless otherwise stated on the Application for Incomplete Grade form, incomplete grades that are carried for more than one calendar year will automatically be changed to an “F.”

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:

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

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 a 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 affects 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 in the School of Nursing early in spring semester.

All requirements for graduation must be met in order for a student to participate in commencement activities. The Office of Enrollment and Student Affairs requires completion of a graduation checklist by both the student and his/her academic adviser in order to verify that all academic requirements have been met.

The advanced practice regulations of the states are highly variable, as are the certification requirements of each nursing specialty. While faculty and staff will gladly provide assistance when they can, students must assume responsibility for meeting certification requirements and for their own eligibility for practice.

Emory University requires students who are completing their course work to apply for graduation. Applications are available in 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 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, a copy of their license and a picture ID via the clinical requirement credentialing system prior to enrolling. Licenses must be submitted 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 Educational Innovation.

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 instructor's name is required.

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.

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 Employment

Students employed or volunteering in health care settings, either during their enrollment in the School of Nursing or during the holidays and between semesters shall be employed or volunteering only as registered nurses. They shall not represent themselves as advanced practice registered nurses.

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.

Readmission or Lapse in Attendance

For readmission after a year or more lapse in attendance, a new university health history form, physical exam, documentation of immunizations, drug screen and criminal background investigation status report are required. For readmission after withdrawal for medical reasons, medical clearance by designated university officials is also required. All materials must be received before registration or the student will not be allowed to participate in clinical training.

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.

This protocol applies to all students enrolled in the Nell Hodgson Woodruff School of Nursing who incur, during clinical experience, a percutaneous or permucosal exposure to blood and body fluids which may expose them to Hepatitis viruses, Human Immunodeficiency Virus (HIV), and/or other bloodborne pathogens. To reduce the risk of possible exposures to blood and body fluids, the School of Nursing requires the following:

- 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.

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

Office: 404.251.8712, Pager: 404.686.5500 ID# 17255; Home: 404.373.8537

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

Office: 404.727.5642; Digital Pager: 770.839.5679; Home: 404.377.8535

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
- 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.

Recognizing that the university is an academic community and educational environment, the Code of Conduct and the conduct process are designed to be educational in nature.

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 be 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 clarity 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:

1. *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.

2. *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.

3. *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.

4. *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.

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

6. *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. In pursuance of this 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 shall 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 information 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.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Silver Spring, MD: American Nurses Publishing, 2001.

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.

