

**EMORY UNIVERSITY SCHOOL OF MEDICINE
WOUND, OSTOMY, AND CONTINENCE
NURSING EDUCATION CENTER**

STUDENT HANDBOOK

2008

1. Philosophy Statement

The Emory University WOC Nursing Education Center supports and reflects the philosophies of the University and the Wound, Ostomy, and Continence Nurses Society. The faculty recognizes the WOC nurse student as an adult learner with rights and responsibilities. We view the faculty role as one of facilitator to the learning process and accept our responsibility for providing the student with stimulation, guidance, and evaluation/validation.

The purpose of the Emory University WOC Nursing Education Center is to prepare graduate nurses for specialty practice in Wound, Ostomy, and/or Continence Nursing. We believe that the knowledge and skills required for this specialty practice are in addition to the knowledge and skills acquired in undergraduate nursing programs and are best acquired through a planned educational program incorporating both theory and clinical experience.

The faculty endorse the WOCN Scope of Practice which states:

“A WOC nurse provides acute rehabilitative care for people with selected disorders of the gastrointestinal, genitourinary, and integumentary systems, wounds, fistulas, drains, pressure sores, and incontinence. As an educator, consultant, researcher, and administrator, the WOC nurse plays a pivotal role in the guidance of optimal patient care.”

The faculty further believes that the WOC nurse practitioner has professional responsibilities including adherence to the ANA Code of Ethics, involvement in the nursing profession and WOCN, and pursuit of continuing education in the field of practice. Subsequent to this belief, the faculty supports the credentialing process through Board Certification.

2. Course Description

The Emory University WOC Nursing Education Center prepares the graduate to provide rehabilitative care for patients with selected disorders of the GI, GU, and integumentary systems. The course addresses all components of WOC nursing practice, which include: direct care and consultation; patient/family education and counseling; staff development; leadership and management responsibilities; and professional contributions.

Major areas of instruction throughout the course include: anatomy and physiology of the GI, GU, and integumentary systems; pathophysiology and medical/surgical treatment for selected disorders of these systems; nursing management of patients with altered patterns of elimination (ostomies, alternative procedures, incontinence); nursing management of patients with draining wounds or fistulas, pressure ulcers, vascular ulcers, or neuropathic ulcers; rehabilitation concepts to include teaching and counseling theory and principles of sexual counseling; implementation of specialty nurse role to include current professional issues.

Learning experiences include both didactic instruction (60%) and clinical practice (40%). The Emory University WOCNEC is accredited by the Wound Ostomy, and Continence Nurses Society.

3. Objectives for full scope WOC(ET) Nursing Program:

Upon completion of the course, the graduate will be able to:

- a.** Utilize understanding of normal anatomy and physiology of the GI, GU, and integumentary systems as basis for management and teaching of selected patients.
- b.** Describe pathophysiology, diagnostic procedures, and treatment modalities for selected disorders of GI, GU, and integumentary systems.
- c.** Provide rehabilitative care for patients with intestinal or urinary diversion (standard or continent diversion/reservoir) to encompass: preoperative counseling, instruction, and stoma site selection; postoperative care, instruction, and counseling; and long term follow-up.
- d.** Devise appropriate management systems for patients with percutaneous tubes/fistulas to promote healing, collect and quantify drainage, and promote skin protection and maintenance of patient comfort.
- e.** Implement comprehensive and evidence-based program(s) for prevention and management of skin breakdown/chronic wounds on an agency-wide basis as well as for individual patients.
- f.** Utilize understanding of wound etiology and wound healing as a basis for wound assessment and for establishment of an appropriate plan for topical therapy/wound management.
- g.** Collaborate with other members of the health care team to provide comprehensive assessment and management of patients with urinary or fecal incontinence and/or bowel/bladder dysfunction.
- h.** Provide clinical consultation to medical and nursing staffs in areas of expertise.
- i.** Utilize own expertise and educational/motivational principles to provide staff education in areas of ostomy/continent diversion care, wound and fistula management, prevention and management of skin breakdown/chronic wounds, and bowel and bladder management.
- j.** Develop and maintain record-keeping system which accurately reflects her/his practice and that provides justification of her/his role.
- k.** Accept responsibility for remaining current in practice and for establishing evidence-based practice.
- l.** Utilize knowledge base and communication/leadership skills to effectively implement the specialty nurse role.
- m.** Incorporate current infection control principles into practice.

4. **Fee and Refund Information.**

The fees for the Emory WOCNEC are as follows:

10 Week Traditional Onsite Program

- A \$150 **non-refundable** application processing fee.
- Tuition (didactic, foot & nail clinic, arranged clinical preceptorship and modules) -- \$4,900 (\$500 deposit due upon admission & remaining \$4,400 due 1 month prior to the start date for class).

6 Week Split-Option Program

- A \$150 **non-refundable** application processing fee.
- Tuition (didactic, foot & nail care clinic and modules) -- \$3,900 (\$500 deposit due upon admission & remaining \$3,400 due 1 month prior to the start date for class).

Note: This fee does not cover the cost of offsite preceptorship; most offsite preceptors charge \$75 - \$150 per day for preceptorship.

Distance Learning Program

- A \$150 **non-refundable** application processing fee.
- Tuition (Self Study Modules, onsite week instruction which includes foot and nail clinic, and phone and or email support)-- \$975 per module, or \$3,900 for entire course (May “pay as you go”, i.e., by the module, or may pay for entire course all at once).

Note: This fee does not cover the cost of offsite preceptorship; most offsite preceptors charge \$75 - \$150 per day for preceptorship.

Fees are refunded according to the following guidelines:

- **ANY Refunds require a copy of the front and back of the cancelled check(s).**
- Onsite and split option students: Full refund (deposit + tuition) for students withdrawing more than 1 month prior to the start date for the class (withdrawal must be in writing but fax 404.778.4778 or email brmicha@emory.edu acceptable); refund of tuition fees but not deposit for students withdrawing less than one (1) month prior to the start date for the class (withdrawal must be in writing but fax 404.778.4778 or brmicha@emory.edu acceptable).
- Distance learning students: 50% refund for students withdrawing within 90 days of admission; 25% refund for students who withdraw between 3 months and 6 months following admission; and a \$75 refund for students who withdraw more than 6 months following admission. Students who have paid for modules they have not received will receive a refund for the full price of those modules.

ALL Course Materials must be returned unused before any refunds are paid. Refunds to DL students can be made ONLY for modules for which the student has paid but for which no work has been submitted!

5. **Preparation For The Onsite and Split-Option Course**. This is a very intense, challenging (but fun!) course. There are two (2) approaches to preparation. One approach is to enjoy your leisure time prior to the course; arrive rested and ready to work! The other approach is to do some preparatory reading so that you get a “head start”! Both approaches are valid; we encourage you to select the one which best suits your learning style and your present situation. If you elect to do preparatory reading, we would suggest the following:

a. Review GI and GU anatomy and physiology.

b. Read the following chapters in the required texts:

- Acute & Chronic Wounds: Chapters 3, 4, 6, 12
- Fecal & Urinary Diversions: Chapters 3, 8, 9, 10
- Urinary & Fecal Incontinence: Chapters 2, 3, 13

If you have been out of school for several years, you may feel your academic skills are "rusty". Please be assured those skills will resurface, and the faculty will assist you in any way possible. It is your option to bring along any texts or resource books which you have found helpful; you will, of course, have access to library facilities while here at Emory (see section 11 - General Information).

6. **Course Supplies**

The required text for the course is the 3-volume WOC Nursing Series. These texts may be ordered by calling 1 (800) 545-2522, or FAX 1 (800) 535-9935 (In Canada, call toll-free: (800) 387-7278.) For on-line orders: <http://us.elsevierhealth.com/>

Acute & Chronic Wounds: Management Concepts 3rd Edition/ISBN: 0323030742
by Ruth A. Bryant, MSN, RN, CWOCN
Denise Nix, MN, RN, CWOCN
<http://www.us.elsevierhealth.com/product.jsp?isbn=9780323030748>

Fecal & Urinary Diversions: Management Principles 2nd Edition/ISBN: 0323022480
Janice C. Colwell, MS, RN, CWOCN
Margaret T. Goldberg, MSN, RN, CWOCN
Jane E. Carmel, MSN, RN, CWOCN
<http://www.us.elsevierhealth.com/product.jsp?isbn=9780323022484>

Urinary & Fecal Incontinence: Current Management Concepts 3rd Edition/ISBN: 0323031358
by Dorothy B. Doughty, MN, RN, CWOCN, FNP
<http://www.us.elsevierhealth.com/product.jsp?isbn=9780323031356>

It is recommended that you order these textbooks now (if you haven't already purchased them).

There are four modules (syllabus) which is included with your tuition. The modules includes your classroom and clinical schedule; objectives and content outlines for each class; resource material; and evaluation forms.

7. Course Requirements

a. Acceptable Patient Care. Quality patient care is essential to successful completion of the course. You will be evaluated on an ongoing basis by your clinical preceptor, in addition to structured clinical evaluations at the end of each rotation.

b. Theory Average of 80 or Above. Testing includes 5 unit examinations for onsite students (10 Week Traditional Program and 6-Week Split-Option Program) or 5 modular exams (for the Distance Learning students). In addition, there is a cumulative final exam. An average of 80 is required and a grade of 80 or higher is required on the final exam. Should a student fail a test, she/he is given the opportunity to review the material and is then re-tested on the content. Every effort will be made to facilitate your learning and your success.

c. Student Project. Each student is required to complete a two-part project; the first component is a role implementation plan or a marketing plan, and the second is a research critique.

Explanation of Component One: Actual implementation of the WOC nurse role is the first challenge most WOC nurses face when returning to their practice setting, and various aspects of implementation are discussed during the course. Each student is then expected to role develop a role implementation plan appropriate for her/his own situation following a structured outline.

Alternate to Component One: If the student does not have an established or expected position as a WOC nurse, they may elect to do a detailed marketing plan (according to a structured outline) or a “Change in Practice” plan.

Explanation of Component Two: A major challenge for all clinicians is to maintain an evidence-based practice; this requires the clinician to be able to accurately critique the available evidence and to determine relevance to practice. Guidelines for research critique are discussed during class, and each student is then required to critique a research study according to a structured outline or a “Change in Practice” plan.

d. In-service/Class Presentation. Each student will be allowed to select a topic of interest to her/him. Suggestions are available on request! The student is then required to develop an inservice program plan according to the structured format presented and discussed in the course materials (and in class for onsite and split option students).

- The student will then be required to present the inservice program; inservices should last 30 to 45 minutes. Onsite students will present to their classmates; split option and distance learning students may present to their own staff or to staff in their clinical preceptor’s agency.

- Each student will receive a grade on the written inservice submitted; and a “Satisfactory/Unsatisfactory” grade on the actual presentation. Written plans will be graded according to structured criteria included in the course syllabus (onsite and split-option students) or Professional Practice Module (distance learning students).

Presentations for onsite students will be graded by faculty according to structured criteria included in the course syllabus. Presentations for split option and distance learning students will be graded by faculty based on results of participant learning (e.g. results of pretests and post tests).

e. Clinical Case Studies. Following discussion of specific clinical problems, you will be asked to complete a structured case study. Each case study is “worth” 25 points.

f. Competency Testing. A set of competency testing guides will be provided upon your arrival (for onsite students and split-option students) or prior to onsite week (distance learning students). You will be asked to provide specific care for simulated patients. This has been very beneficial for students; they have felt much more confident in their own ability to apply theory to clinical.

g. Satisfactory Completion of Product Knowledge Test. Adequate knowledge of products available is an important aspect of the WOC nurse role. Products and usage will be presented in both classroom and clinical settings, and samples are available for study. A Products Test is given, and satisfactory completion is required. (Re-testing is an option but rarely required!)

h. Graduation. Graduation from the course depends on successful completion of all written assignments and acceptable clinical performance. The faculty reserves the right to ask for additional course requirements for an individual student if indicated, and these individuals will be made aware of the situation with options for completing the course.

8. Certification in WOC Nursing. The Wound, Ostomy, and Continence Nursing Certification Board provides a national certifying examination for graduates of WOCN accredited educational programs. Board Certification is highly valued as a means of credentialing practitioners of WOC (ET) nursing. The examination is designed for entry level into the field. Certification is valid for five (5) years; re-certification may be achieved through re-testing or through the Professional Growth Program. You will be given a copy of the handbook and application form when you complete the program.

9. Clinical Preceptorship - *General Information*

- Requirements. Students that are taking full scope are required to complete at least 120 hours of clinical preceptorship (30 clinical hours in each specialty area; remaining 30 can be distributed according to student). Students taking only one clinical specialty course are required to obtain 40 hours of clinical. The Emory WOCNEC requires all students to have at least two different clinical preceptors and two different clinical sites, to assure exposure to a variety of patients and to different preceptor’s styles. All preceptors must be approved by the Emory WOCNEC and are required to meet the following criteria:

- Baccalaureate Degree
- Graduate from an accredited Wound, Ostomy, and Continence Nursing Education Program
- Current Board Certification
- At least 1 year of full-time experience
- Sufficient patient census, documented by statistics, to provide an average of 6 to 8 learning experiences per clinical day (acute care) or 3 to 4 learning experiences per clinical day (home care).

MOST OF THE CLINICAL FACILITIES ARE OFF CAMPUS, AND MANY ARE NOT ACCESSIBLE BY PUBLIC TRANSPORTATION, IF YOU ARE COMING TO THE ONSITE PROGRAM, YOU MUST BRING A CAR, OR RENT A CAR.

• **Dress Code.** You have several options in regards to the dress code for onsite clinical. You may wear a white uniform, white hose or socks, and white shoes. You may wear street clothes with a white lab coat. In several agencies it is also permissible to wear a pastel shirt with white skirt/pants. You may also elect to wear “scrubs”. The underlying expectation of the dress code is that you will appear professional rather than strict adherence to a “uniform”. If you are a Distance Learning or Split Option student, you will need to contact your preceptor to determine the dress code.

• **Clinical Responsibilities.** Your clinical performance will be evaluated by each preceptor according to established objectives and guidelines (see Section 8). In addition, you have the following responsibilities:

- To arrive for clinical on time. If you are unavoidably detained, it is your responsibility to notify the preceptor (or WOCNEC office if you are onsite).
- To notify your preceptor (and/or WOCNEC faculty) if you will be unable to attend clinical.
- To take your scissors, pen, and clinical checklist to clinical.

• **Clinical Objectives/Evaluation.** In the clinical setting, you will have the opportunity to develop/enhance your skills in the following areas: technical skills; teaching skills; communication/counseling skills; and documentation skills. Your clinical evaluations will be done by yourself and your preceptor(s) at the end of each rotation and will address these four (4) areas. Specific objectives/competency statements for each area of clinical skills are listed below:

• **Technical Skills.** The student is expected to:

- Demonstrate knowledge of principles involved in patient care situations/procedures
- Relate classroom content to clinical settings
- Provide for patient comfort and safety at all times
- Ask for suggestions/assistance in any situation where she/he feels unsure
- Utilize nursing process in developing/implementing/evaluating care plan for assigned patients

• **Interpersonal Skills.** The student is expected to:

- Accept constructive criticism
- Communicate effectively with peers and other professionals
- Utilize verbal and non-verbal communication to demonstrate empathy and concern for the patient and family
- Utilize therapeutic communication techniques and knowledge of the adaptation process to assess the patient's/family's emotional status
- Facilitate patient/family adaptation through active listening, provision of appropriate information, assistance in problem solving, and utilization of community resources

• **Teaching Skills.** The student is expected to:

- Assess the patient's knowledge level and learning readiness
- Establish appropriate priorities in providing patient education (i.e. begin with "minimal objectives")
- Describe content to be included in teaching plan for specific patient based on knowledge of medical status/surgical procedure, patient's care needs, and patient's/family's learning ability
- Utilize appropriate "teaching-learning" activities" (e.g. explanation, written instructions, demonstration and return demonstration, reinforcement) to promote patient/family participation and learning
- Determine appropriate "discharge and follow-up plans" based on assessment of patient's self-care status and available resources.

• **Documentation Skills.** The student is expected to:

- Utilize correct medical/dermatological terminology
- Document all pertinent/significant observations and interventions
- Communicate observations, assessments, and interventions to nursing/medical staff as appropriate
- Maintain current written care plan for assigned patients

At the beginning of the course, you will be given a "Clinical Checklist" in addition to a "Clinical Evaluation Form". It is your responsibility to document clinical experiences on the checklist; the objective is **NOT** to "check all the blanks" but to provide you and your preceptor with a record of the experience you have gained. This facilitates patient selection, especially in the final clinical rotation.

As mentioned above, your clinical evaluation will be done at the end of each rotation. Your preceptor may ask you to do a self-evaluation prior to a joint discussion; each student is encouraged to continually self-evaluate her/his progress and to communicate any problems or needs to the faculty.

10. Clinical Preceptorship - Program - Specific Information

- Onsite (10 week) Program

Each student is assigned to at least 3 different clinical sites (The Emory WOCNEC utilizes 19 settings for clinical experiences; each student's assignments are selected based on her/his care setting and learning needs).

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- Offsite Clinical (Split Option and Distance Learning)

Each student is required to arrange clinical with at least 2 different clinical preceptors and clinical sites. The process for arranging clinical preceptorship is as follows:

- **Step #1: Identify Clinicians in Your Area Who Meet the Criteria for Offsite Preceptor**

You may already know WOC nurses in your area who meet the criteria for offsite preceptor. If you do not know any potential preceptors in your area, you can visit the WOCN Society's website at www.wocn.org - search under 'nurse referral' which is a tab on the left of this page.

- **Step #2: Contact Qualified WOC Nurses to Determine Their Willingness to Serve as Offsite Preceptors**

It is your responsibility to initiate contact with potential preceptors in your area and to inquire as to their availability and interest in serving as offsite preceptors.

- **Step #3: Notify Emory WOCNEC of Your Intended Preceptors**

When you have identified qualified preceptors in your area and have verified their willingness to serve as a preceptor, you will need to notify us of your intended preceptors. We will then send your potential preceptors an application to serve as an offsite preceptor. You will be notified when your preceptors are approved by the Emory WOCNEC; we will send your preceptor a letter notifying them that they have been approved as an offsite preceptor and will send you a courtesy copy of that letter.

- **Step #4: Establish Contracts for Clinical Preceptorship**

You will also need to establish contracts for clinical instruction. The contract forms are provided by the Emory WOCNEC and are included with your acceptance letter and this handbook. You will need to fill in these contract forms and send them to your preceptors for the appropriate signatures. We will work with you throughout this process to assure that you will obtain the needed clinical instruction.

11. General Information

a. Center Office. The Offices are located in The Emory Clinic - Building, Tunnel level, Room AT 732, 1365 Clifton Road NE, Atlanta, GA 30322.

b. Library Facilities. All medical and nursing journals and books are located at Emory University Health Science Center Library located at 1462 Clifton Road, NE; Atlanta, GA 30322. For more information visit their website at <http://www.emory.edu/WHSC/> or call 1.404.727.8727. This is one block north, just after you cross the rail road tracks. The librarians are very helpful and can often assist you in locating the resources you need. **Emory ID card is required.**

Our Bibliography is available on our PC and the articles are filed in the office and are available to borrow. We **require** that you re-file these articles when you have finished. Copies of the WOCN JOURNAL are also available for your use; again, we ask that you go through all materials before leaving for home and **RETURN TO THE FILES ANY ARTICLES OR JOURNALS YOU HAVE BORROWED!!!**

Photocopies may be made in the Emory University WOCNEC office for about 12 cents per copy. There is also a Copy Center located inside the Health Science Center Library where you may pay per copy or purchase a “copy card”. There is also a Kinko’s within 1 mile of our office.

c. Parking. In order to park on campus, you must first obtain a parking “hangtag” from the parking deck office located behind The Emory Clinic. The card is to be used when you enter the deck to park. You may enter and leave as often as you like 24 hours per day.

NOTE: On the first day of class, you should park in the “Visitor’s/Patient’s” parking lot behind The Emory Clinic Bldg. B (“**NOT VALET PARKING**”). During the first day you will be assisted in obtaining the student ID card, vehicle registration, and parking hangtag (**the Parking Office will then give you a token when you pay for long term parking hang tag**).

d. Classroom. Most classes are held in The Emory Clinic, Room AT730 which is located at 1365 Clifton Road, NE, Atlanta, GA 30322.

e. Eating Facilities. There are 4 major facilities located on the Emory Campus:

- Asbury Court is the main hospital cafeteria which is open from 6AM until 1AM. It is located on the ground floor of Emory University Hospital.
- Cox Hall Food Court is located outside and to the right of the back entrance to the hospital. It is a “mall type” eatery located one building north of the hospital.
- Dobbs University Center (DUC) Food Plaza is located in the West Wing on the third floor; the Food Plaza is one of two major food service locations for students. The dining terraces, seating 550, overlook the Coca-Cola Commons and are available for meal service, snacks and late night study.

f. Dobb University Center (DUC). There is a US Post Office, University Bookstore, Food Plaza, Discount Tickets just to name a few of the services provided. For more information including a campus map, directions to campus, a visitors guide to Emory, campus shuttle services, and weather please visit their web site at <http://www.emory.edu/DUC/home.html>

g. Checks. Personal checks/Travelers checks may be cashed at the B-Jones Administration Building, Cashier's Office - lower level. They require a photo ID and Social Security/Drivers License No. The check should be made out to CASH and \$75.00 is the maximum amount accepted. There are 3 banks on campus that will cash Travelers checks ONLY: Wachovia, SunTrust, and NationsBank. There are also several automatic tellers on campus.

h. Gym Facilities. There is a university gym on campus with indoor pool, indoor and outdoor track, weight room, etc. Cost is approximately \$30 per month for unlimited access to these facilities during normal hours of operation. This card is purchased at the PE building. For hours, membership and contact info visit their website at: <http://www.emory.edu/WPEC/> or call Megan Ahrens @ 1.404.727.6733 or email megan.ahrens@emory.edu. **Emory ID Card is required.**

i. Weather. Atlanta is in a temperate climate, so severe weather is not usually a problem. In the event of snow or ice, the University may close (we southerners don't do well with frozen precipitation!!) On the first day of class you will be given information regarding procedures during any severe weather. Should a question arise prior to the first day of class, you may call Dorothy Doughty for information (*{w}* 1.404.778.3541 or *{h}* 1.770.723.1649).

j. Computer Lab. Affiliate students do not qualify for an Emory logon ID or email address so there is no access to the computer labs located on the Emory campus. However, we have two (2) PCs in our office that has been set up for student use. It is located in Room AT730 (the Student Break room which is at the back of the classroom) and it is available during regular office hours. Arrangements may be made if you would like access PC after hours. MS Office and the Internet is available (you will need to know how to log onto email account via web access-detailed instructions would need to be provided to you by your email account provider).

k. MARTA. Metropolitan Atlanta Rapid Transit Authority—for more information visit their website at <http://www.itsmarta.com/> or call 1.404.848.5000.

l. International Student & Scholar Programs--for more information visit their website at <http://www.emory.edu/ISSP/> or email them at issp@emory.edu or call them at 404.727.3300 or fax 1.404.727.0830.

PLEASE WEAR COMFORTABLE SHOES ON YOUR FIRST AND SECOND DAY OF CLASS AS WE WILL BE DOING A LOT OF WALKING!

12. Liability Insurance

Each Student is required to obtain personal liability coverage and to send proof of such coverage prior to the beginning of the class. In addition, the Emory WOCNEC maintains its own policy which provides protection for the student and the center.

13. Health Care

As part of the application process, we require a statement from your personal physician as well as proof of a negative TB skin test (within 3 months for 10 week program and 6 months of completing the 6-week or Distance Learning program) or chest x-ray. It is each student's responsibility to notify the faculty **PRIOR TO AMISSION** of any health care needs which may affect ability to complete the program so that appropriate arrangements/modifications can be made.

Medical care is available to WOC students through The Emory Clinic; this can be arranged by contacting Emory Health Connections at 1.404.778.7777. The WOC Center cannot assume the costs for such care, and no health insurance is provided for the student through the center.

Therefore, it is important for each student to verify her/his health insurance coverage **prior** to coming to Emory and to bring proof of insurance coverage (or lots of money!!!!\$\$\$\$!!!!\$\$\$\$) just in case health care or hospitalization is required.

14. Student Grievance Procedure

The goal of the grievance procedure is to manage conflict by a process that produces positive outcomes. This process is based on the philosophy and belief that both students and faculty desire to work diligently toward an agreeable resolution of the problem in the earliest possible time. This procedure is available to protect you as a student. However, it is the WOC Nursing Faculty's belief that open, frequent communications between students and faculty will solve any problem before it becomes an incident.

Process:

- The WOC Student will first discuss the complaint with the faculty member directly responsible for the class or clinical experience within two (2) days of the incident.
- If within one (1) class day, the complaint is not resolved to the satisfaction of the student or the faculty member (after the above), the student may present the complaint in writing to the Center Director within two (2) class days.
- If the complaint is not resolved after the above, the student may request that the written complaint with materials from above be reviewed by a Student Grievance Committee within three class days. The Student Faculty Grievance Committee will consist of two non-involved students appointed by joint agreement of the student presenting the complaint and the Center Director. The decision of this committee will be final and will be written with rationale statement.

Time limits involved in any step of this procedure may be extended if mutually agreed upon by the persons involved. Otherwise, the grievance will not be reviewed if the student fails to meet the time frames outlined. If a faculty person does not meet the time frame delineated, the Center Director will intervene in order that the process continues within the established time limits.

Written complaints must include a clear, concise statement of the grievance, citing date, time, place, persons involved, description of events, and the action desired. A notation of any policies which may apply should be made.

15. Honor Code

All students enrolled in the Emory University Wound, Ostomy, and Continence Nursing Education Center are expected to adhere strictly to the established Honor Code. The conditions of the Honor Code are as follows:

- All students are prohibited from giving or receiving help on any examination: this includes copying from another student's paper or using notes without specific permission from the Faculty.
- All work submitted for a grade (i.e. Inservice Program Plan and Educational Project) must be original work.
- Students are required to report to the Faculty any knowledge of another student's violation of the Honor Code.
- Should the Honor Code be violated, the following procedure will be implemented: The involved student will be notified in writing and in person (by the Center Director) of the specific charges.
- A faculty committee will be convened to hear the charge. This committee will be comprised of the Center Director, Assistant Center Director, and 2 additional faculty members. The involved student may elect to include 3 students on the committee; the students will be selected by the Center Director, but the involved student may request up to 2 changes in student representatives.
- The committee will meet to consider the charges within two (2) days of the initial charges. The involved student will be permitted to present her/his thoughts and concerns. Following the hearing, the committee members will vote by secret written ballot to: 1.) dismiss the student; or 2.) place the student on academic probation.* If the committee votes to place the student on academic probation, the terms for satisfactory completion of the course must be determined by the committee.

* Note: In the event of a tie vote, the Center Director will vote to break the tie.

- The student is notified verbally and in writing of the committee decision. Student notification is the Center Director's responsibility.
- A copy of all correspondence re: the matter is placed in the student's file.