

## **A. CON Orientation Check List**

## CON Orientation Checklist

### Dean's Office:

#### Becki Dangerfield

(Human Resources Director #777-6198)

- Salary Administration, Payroll, Benefits
- Nursing license
- University identification information

#### Mary Androne

(Business Director #777-5296)

- Faculty Practice Plan
- Research support funds

#### Judy Barr

(Executive Assistant #777-3862)

- Deans Office Manager & Building Coordinator

#### Jessica McCormick

(Administrative Assistant #777-3861)

- Keys to office and building
- Mailbox and combination
- College Calendar

#### Ruth Seigler

(Senior Consultant #777-3752)

#### Janet Johnson

(PR & Marketing Director #777-1842)

### Office of Graduate Studies:

#### JoAnne Herman

(Assistant Dean for Graduate Studies and Graduate Director #777-4993)

#### Cheryl Nelson

(Graduate Programs, Student Service Coordinator #777-3754)

- Clinical health requirements (CPR, immunizations)
- Name tag for clinical setting
- Nursing license
- Access to Central Database

#### TBA

(Administrative Assistant to the Assistant Dean for Graduate Studies/Contracts Manager #777-9505)

- Clinical Experiences Faculty Packet
- Communication Guide
- Schedule's Assistant Dean for Graduate Studies calendar
- Clinical contracts management

#### Vera Polyakova-Norwood

(Director for Online Learning #777-2476)

**Office of Undergraduate Studies:**

David Hodson

( Interim Assistant Dean for Undergraduate Studies #777-2467)

Jane Colvin

(Administrative Assistant #777-6100)

Manages Total Assessment Plan (TAP) testing

Gail Vereen

(Undergraduate Advisor (Upper Division) #777-2526)

Sissie Stutts

(Undergraduate Advisor #777-5708)

Anne Jenkins

(Coordinator for Undergraduate Students #777-0766)

Tiffany Freeman

(Administrative Assistant #777-7412)

Gloria Fowler

(Director of Student Affairs #777-0937)

- Student grievances
- Withdrawals for extenuating circumstances
- Student bloodborne pathogens exposure or illness at clinical sites
- Assistance in finding campus resources

**Information Resource Center:**

Ben Card

(Director, Information Systems #777-3756)

Rachel Coleman

(Systems Support Technician #777-2028)

Patty Moorer

(Manager, IRC #777-1213)

- Computer and printer
- Computer password, email address and log-in name
- Overview of access to different drives/central
- Blackboard (Contact 777-6015)
- VIP
- Phone (voicemail)
- Flashlight
- Flash drives
- AV equipment
- Instructional support
- Troubleshooting Guide
- Teaching resources (audiovisual equipment, software, videotapes, power point)

presentations/books)

**Clinical Simulation Laboratory (CSL):**

Erin McKinney

(Client Simulated Lab Coordinator #777-4499, Work Cell 608-1891)

- Resources
- Nursing Skills
- Hands-on practice
- Simulated Patient Care

Lonnie Rosier

(Simulation Lab Technician, #777-1057)

**Faculty Practice:**

Stephanie Burgess:

(Associate Dean for Practice #777-2219)

Lori Decker

(Assistant Business Manager #777-3227)

- Sites
- Policies

**Research and Evaluation:**

Dr. Rita Snyder

(Associate Professor and Associate Dean for Research and Evaluation #777-8466)

Lauren Garner

(Administrative Assistant, Office of Research #777-7413)

Lisa Spruill

(Program Coordinator, Office of Research #777-6510)

- Grant application process
- Grants administration
- Course and Teacher Evaluations
- Program Evaluations
- Administrator Evaluations
- Staff

Abbas Tavakoli

(Director of Statistics Lab #777-2978)

- Software availability
- Statistical support
- Analysis of data
- Computers

**Faculty Administrative Assistants:**

Janet Monaco (Office: 777-5217 / Fax: 777-0550)  
Administrative Assistant to the Faculty Room 501

Hyacen Putmon

Administrative Assistant to the Faculty Room 401 (Office: 777-3780 / Fax: 777-3771)

- File cabinet, desk, and chairs (requests to be directed to Judy Barr)
- Office room number
- Telephone and telephone number
- Fax #
- Communications Guide
- Syllabus template
- Faculty Welcome Notebooks
- Supplies:

pads, pencils, pens,	stapler/staples, scissors, paperclips
letterhead stationery and envelopes	binder clips, post-its
calendar	hanging folders, manila folders
campus phone book	ordering information
business cards (business card request form)	travel voucher
nametag (clinical nametag request form)	textbooks needed for course
office nameplate (door nameplate request form)	pager (pager request form)

**Center for Nursing Leadership:**

Lydia Zager

(Director, Center for Nursing Leadership #777-7637)

Ellen Synovec

(Clinical Assistant Professor and Continuing Education Coordinator #777-4889)

Diane Scott

(Program Assistant #777-3468)

Taelor Shackelford

(Program Coordinator I #777-3039)

- Programs
- Benefits
- Faculty activities
  - o Nursing Summit
  - o Vianna McCowan Lectureship

**Office of Development:**

TBD

(Director of Development #777-3848)

**The Office of Healthcare Workforce Research for Nursing:**

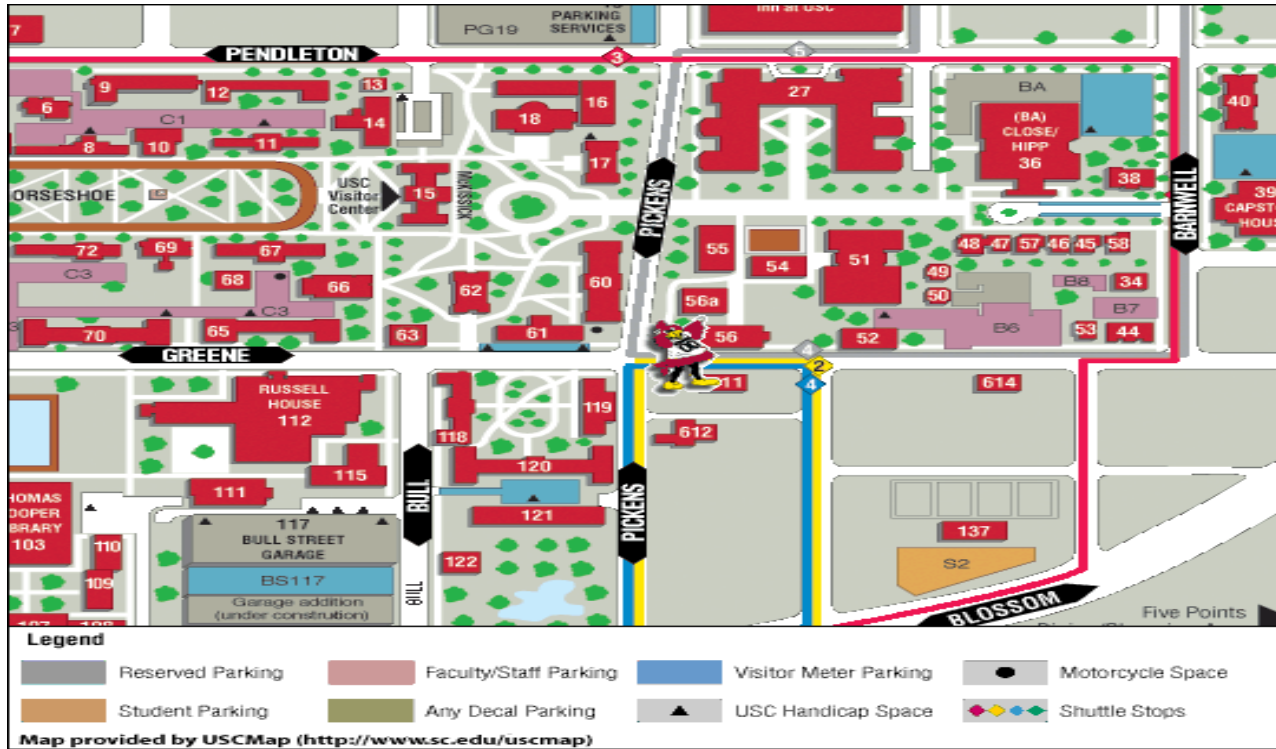
Mary Foster Cox

(Project Director, #777-2333)

Ragina Dicks  
(Program Coordinator, #777-7468)

## **B. Map of USC Campus Featuring College of Nursing**

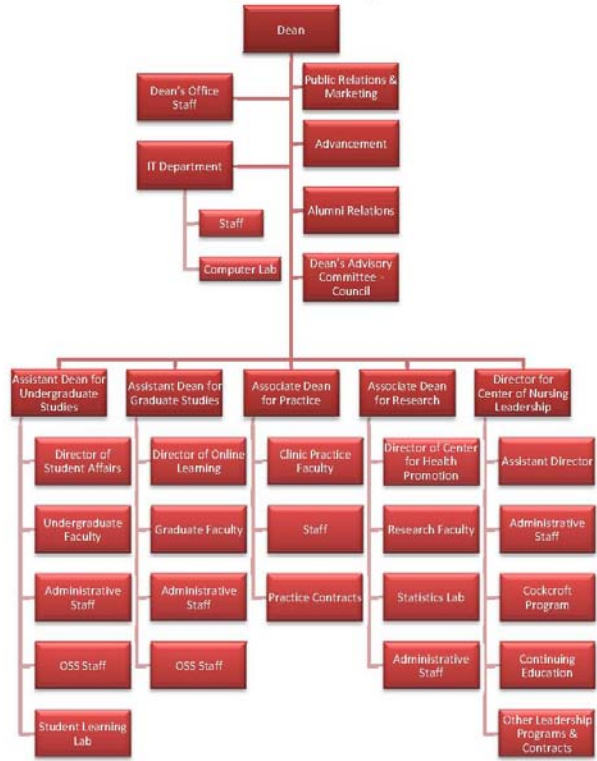
# Map of USC Campus Featuring College of Nursing (Williams-Brice Building #56)



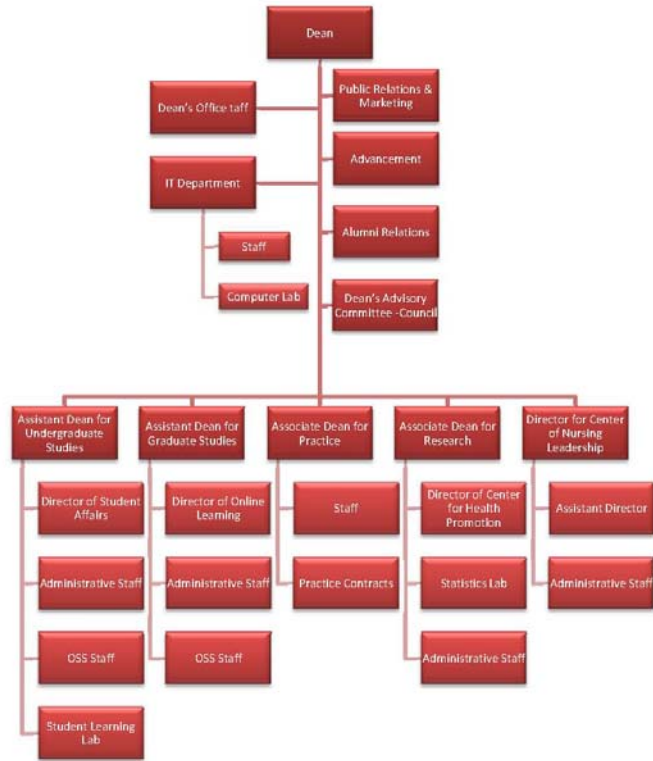
6 Flinn Hall	42 Spigner House	69 President's House
7 Institute of Archaeology and Anthropology	43 Gibbes Court	70 Preston Residential College
8 Harper/Elliott Colleges	44 1723-25 Green Street	71 Science Annex 2
9 Maxcy College	45 Callcott House	72 Legare/Pinckney Colleges
a The Horseshoe	46 Student Financial Aid	73 Science Annex 1
10 McCutchen House	47 1710 College Street	103 Thomas Cooper Library
11 DeSaussure College	48 Nada Apartments	107 McBryde Quadrangle - B
12 Thornwell College	49 Nada Apartments	108 McBryde Quadrangle - C
13 Old Observatory	50 Nada Apartments	109 McBryde Quadrangle - F
14 Osborne Administration Building	51 Gambrell Hall	110 McBryde Quadrangle - G
15 McKissick	52 Energy Facility East	111 Thomson Student Health Center
16 Hamilton College	53 1719 Green Street	112 Russell House
17 Sloan College	54 John Welsh Humanities Center	115 Callcott Social Science Center
18 Barnwell College	55 Welsh Humanities Classroom Building	117 Bull Street Garage
19 Pendleton Street Garage	56 Williams-Brice Building	118 McClintock
27 National Advocacy Center	57 1714 College Street	119 Wade Hampton
30 Kirkland Apartments	58 1728 College Street	120 Sims
32 Black College	60 LeConte College	121 Patterson Hall
34 Psychology Annex (819 Barnwell Street)	61 Petigru College	122 South Tower
35 1629 Pendleton Street	62 Davis College	137 Maxcy Gregg Tennis Building
36 Close/Hipp Building	63 Melton Observatory	56a Williams-Brice Building
38 1731 College Street	65 Woodrow College	611 Saint Thomas More Center
39 Capstone House	66 Currell College	612 PALM Center
40 Columbia Hall	67 Rutledge College	614 Presbyterian Student Center
41 1819 Pendleton Street	68 Currell Annex	

## **C. CON Organizational Charts**

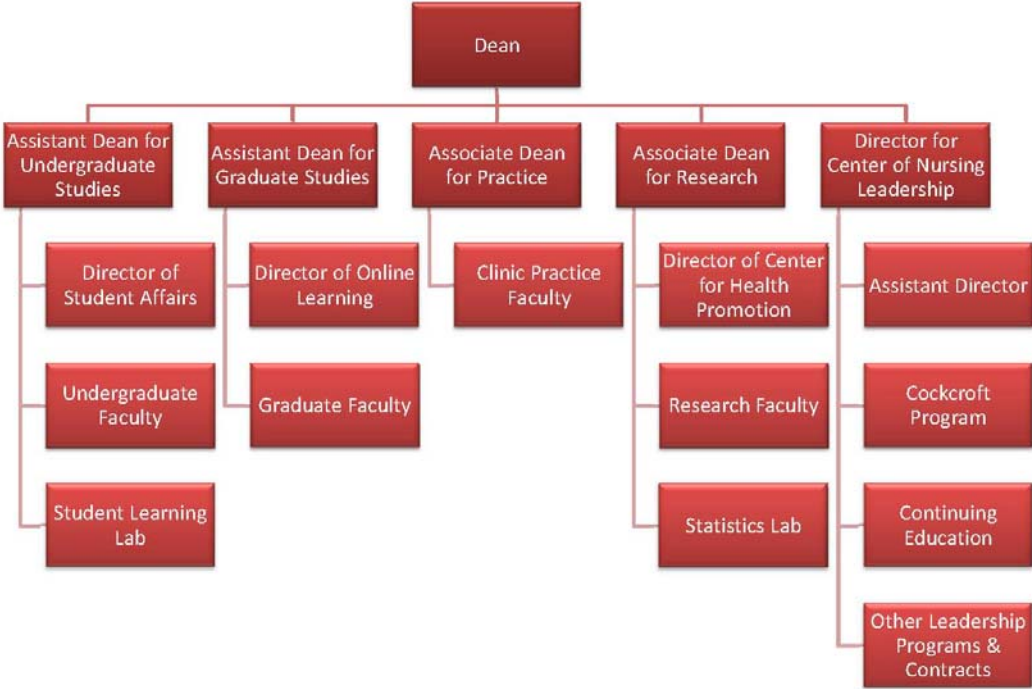
# College of Nursing



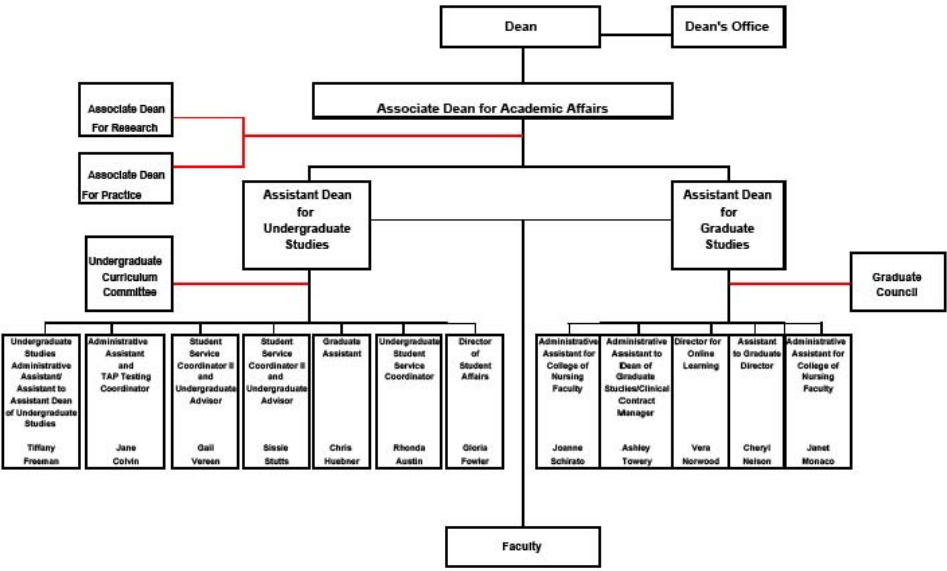
## College of Nursing Administrative



College of Nursing  
Faculty

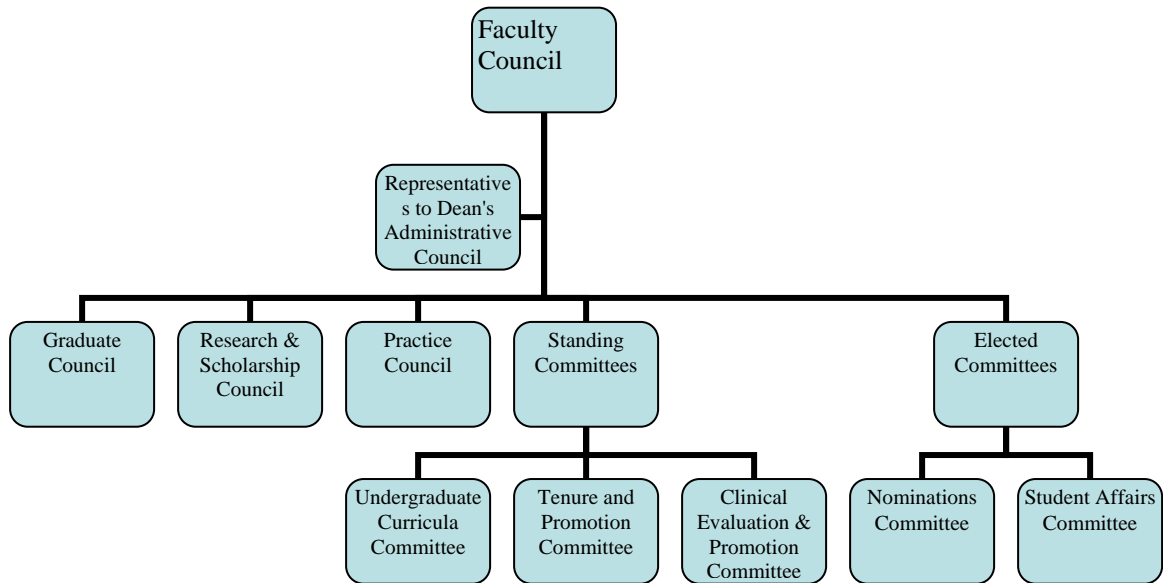


**Office of Academic Affairs Organizational Chart**



Prepared 8/13/2008

# CON Committee Chart



## **D. CON Strategic Map**

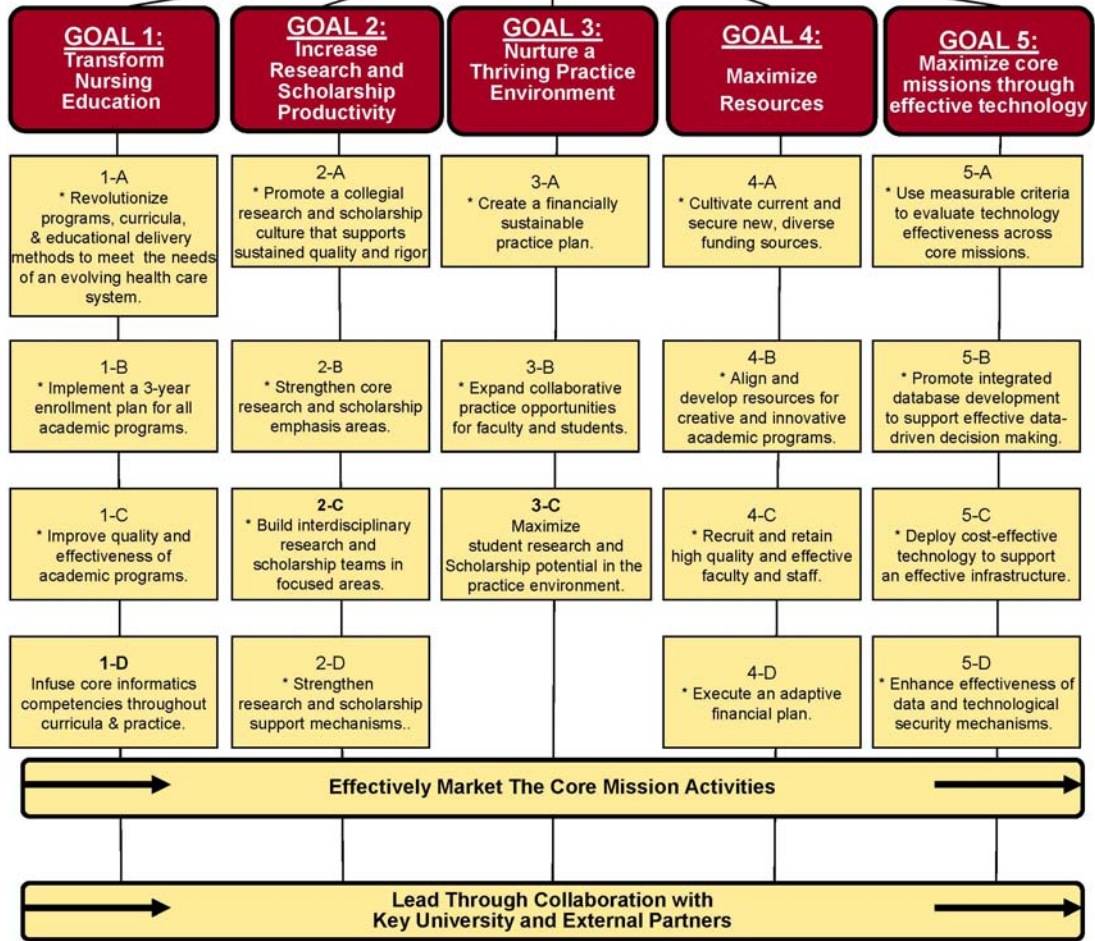


# University of South Carolina College of Nursing Strategic Map: 2009-2012



**MISSION:** Develop competent, caring nurse leaders to advance the profession of nursing through the integration of teaching, research, and service to improve client health and well-being outcomes.

**VISION:**  
To achieve prominence as a national leader in the collaborative use of revolutionary and innovative professional nursing practices.



## **E. CON Core Values**

### **USC College of Nursing's Core Values**

All students are expected to adhere to the Core Values throughout all portions of the course-clinical, didactic, simulation lab, extrinsic, etc. These tenets represent key concepts that guide the students, faculty, and administration of the College of Nursing and we all strive to represent them while in the community and during interactions with each other.

The Core Values are as follows:

Leadership- Empowering others to achieve a collaborative vision

Professionalism- Congruence of competency, engagement, and ethical behaviors

Respect- Recognizing the inherent worth of others

Integrity- Upholding honesty and promoting trustworthiness

Caring- Perpetuation of an atmosphere of compassion, empathy, and kindness

Excellence- The relentless pursuit of quality in research, teaching, service, and practice

Innovation- Cultivating flexibility, creativity, and adaptability

# F. Professional Publications Utilized by CON

## **Professional Nursing Standards/Guidelines**

American Association of Colleges of Nursing. (1996). *The Essentials of Master's Education for Advanced Practice Nursing*. Washington, DC: Author.

American Association of Colleges of Nursing. (2006). *The Essentials of Doctoral Education for Advanced Nursing Practice*. Washington, DC: Author.

American Association of Colleges of Nursing. (1998). *The Essentials of Baccalaureate Education for Professional Nursing Practice*. Washington, DC: Author.

South Carolina Board of Nursing. (2008). *South Carolina Code of Regulation*. South Carolina: Author

National Task Force on Quality Nurse Practitioner Education. (2008). *Criteria for Evaluation of Nurse Practitioner Programs*. Washington, DC: Author

Quality Matters

ANA Standards of Practice for specific specialties

NONPF core competencies

ANA Scope of Practice

SC Board of Nursing Competences

## **G. Faculty Directory**



Faculty Directory

Adams, Swann PhD	(803) 777-7635	(803) 407-2995	618	Assistant Professor
Adkins, Ellen BSN, RN	(803) 777-7293	(803) 779-2213	503	Graduate Teaching Assistant
Alexander, Ann MN, RN, FNP	(803) 777-7293	(803) 356-3977	503	PT Instructor
Alexander, Judith PhD, RN, CNAA	(803) 777-4668	(803) 776-6316	617	Associate Professor
Astle, Fredrick PhD, RNC	(803) 777-0925	(803) 777-0925	518	Clinical Associate Professor
Baker, Stephanie BSN, RN	(803) 777-7293	(803) 647-0024	503	PT Instructor
Baliko, Beverly PhD, RN	(803) 777-2292	(803) 206-1638	517	Assistant Professor
Barrie, Jadie MSN	(803) 777-7293		503	PT Instructor
Berger, Kathrene BA	(803) 777-7293	(803) 528-7789	503	Graduate Teaching Assistant
Boyd, Mary PhD, RN	(803) 777-7276	(803) 996-5411	516	Associate Professor
Bramblett, Jessica BSN, RN	(803) 777-7293	(803) 520-3714	503	PT Instructor
Brooks, Sharon BSN, RN, CCM	(803) 777-7293	(803) 892-5344	503	PT Instructor
Brown, Opal PhD, RN	(803) 777-1272	(803) 256-1360	609	Faculty Emeritus
Brown, Sarah MSN, RN, FNP	(803) 777-7293	(803) 984-4313	503	PT Instructor
Bruke, Christina BSN, RN	(803) 777-7293		503	PT Instructor
Bumgardner, STACEY MSN	(803) 777-7293	(803) 329-2684	503	PT Instructor
Burgess, Stephanie PhD, APRN, BC, FNP	(803) 777-2219	(803) 736-0870	615	Assoc Dean/Nursing Practice
BuShea, Cristy MSN, RN	(803) 777-7293	(803) 319-6167	503	Graduate Teaching Assistant
Caldwell, Toriah MN, APRN, BC, FNP	(803) 777-5373	(803) 419-9024	PCP	Clinical Assistant Professor
Carraway, LaCresha BSN, RN	(803) 777-7293	(803) 740-4590	503	PT Instructor
Carter, April BSN	(803) 777-7293	(843) 562-2474	503	PT Instructor
Cavanaugh, Andrea BSN, RN	(803) 777-7293	(803) 782-6927	503	PT Instructor
Chappell, Katherine MSN, APRN, CPNP	(803) 777-4730	(803) 781-0937	506	Clinical Instructor
Charlton, Amanda BS	(803) 777-7293	(803) 348-1188	503	Graduate Teaching Assistant
Chisholm, Roxie BSN, RN	(803) 777-7293	(803) 699-1913	503	PT Instructor
Clark, Shannon BSN, RN	(803) 777-7293	(803) 699-5280	503	PT Instructor
Cook, Sabrina BSN, RN	(803) 777-7293	(803) 892-4223	503	PT Instructor
Cox, De Anna MN, APRN, BC, FNP	(803) 777-4390	(803) 932-7549	417	Clinical Associate Professor
Cox, Mary PhD, RN	(803) 777-2333	(803) 713-3996	220	Assistant Professor
Crossan, Joanne BSN, RN	(803) 777-7293	(803) 781-6608	503	Graduate Teaching Assistant
Culley, Joan PhD, RN	(803) 777-1257	(803) 708-8079	308	Assistant Professor
Davis, Kenia BSN, RN	(803) 777-7293	(803) 736-2944	503	PT Instructor
Duncan, Ellen BSN, RN	(803) 777-7293	(803) 254-0781	503	PT Instructor
Felton, Gwen PhD, APRN, BC, ANP, FAAN	(803) 777-5706	(803) 736-2355	612	Professor Emeritus
Fields, Monica BSN, RN	(803) 777-7293		503	PT Instructor
Fowler, Gloria MN, RN	(803) 777-0937	(803) 345-9504	214	Director of Student Affairs
Frick, Kimberly BSN, RN, CEN	(803) 777-7293	(803) 345-7324	503	Graduate Teaching Assistant
Frye, Amy MSN, RN	(803) 777-7293	(803) 463-6389	503	PT Instructor
Fuller, Sara PhD, APRN, BC, PNP, FAAN	(803) 777-6533	(803) 787-4798	514	Associate Professor
Glenn, Kimberly MN, RN, CPN	(803) 777-2235	(803) 798-6325	504	Clinical Associate Professor
Goodson, Nikki BSN, RN	(803) 777-7293	(803) 584-7482	503	PT Instructor
Grosslight, Susan MSN	(803) 777-7293	(803) 730-3567	503	PT Instructor
Gunter, Betty MS Ed, RN	(803) 777-7293	(803) 482-2780	503	PT Instructor
Hagood, Jameka MS	(803) 777-7293	(803) 284-3238	503	PT Instructor
Hall, Barbara BSN, RN	(803) 777-7293	(803) 238-3447	503	PT Instructor
Hammitt, LeAnne BSN	(803) 777-7293	(803) 245-3782	503	PT Instructor
Hammitt, Sarah ANP-C	(803) 777-7293	(803) 738-2176	503	PT Instructor
Hathaway, Millie MN	(803) 777-7293	(803) 324-9096	503	PT Instructor
Head, Kathleen MSN, APRN, BC	(803) 777-7290	(803) 771-4833	408	Clinical Assistant Professor
Hein, Laura PhD, RN, NP-C, CEN	(803) 777-7683	(803) 708-1391	420	Assistant Professor
Heiney, Sue PhD, RN, CS, FAAN	(803) 777-8214	(803) 865-9227	619	Research Professor
Herman, JoAnne PhD, RN	(803) 777-4993	(803) 252-7141	403	Assist Dean/Graduate Studies
Hewlett, Peggy PhD, RN, FAAN	(803) 777-3862		202	Professor/Dean
Hickey, J. Patrick RN, BSN, MS, DrPH,	(803) 777-7056	(803) 732-3836	528	Clinical Assistant Professor
Hillen, Courtney MSN	(803) 777-7293		503	PT Instructor
Hodson, David EdD, MS, RN, ARNP	(803) 777-2467	(803) 714-0485	140A	Int Assist Dean/UG Studies

Faculty Directory

HUNT MCKINNEY, Selina MSN, RN	(803) 777-6624	654-3397	(803) 933-9252	522	Graduate Teaching Assistant
Huston, Stephanie BSN, RN	(803) 777-7293		(321) 543-4974	503	Graduate Teaching Assistant
Jamerson, Maggie BSN, RN	(803) 777-7293		(803) 917-7993	503	PT Instructor
Jeffcoat, James MSN, RN	(803) 777-7293		(803) 407-6471	503	PT Instructor
Johnson, Margaret DNP, RN	(803) 777-7293	206-7546	(803) 791-3459	503	PT Instructor
Johnson, Patricia MSN, APRN, BC, ANP	(803) 777-7293	954-5745	(803) 345-9100	503	PT Instructor
Judy, Tracey BSN, RN	(803) 777-7293	447-6561	(803) 996-1318	503	PT Instructor
Lawyer, Misha MS, RD	(803) 777-7293		(803) 743-0813	503	PT Instructor
Leaphart, Eileen C. MN, RN	(803) 777-2327		(803) 319-1571	216	Clinical Associate Professor
Liken, Michelle PhD, RN, CS	(803) 777-7293		(803) 865-7500	503	PT Instructor
Mackey, Marlene PhD, RN, FAAN	(803) 777-5131		(803) 799-1054	610	Faculty Emeritus
Madden, Joann MN, RN	(803) 256-2500	654-1079	(803) 788-6985	CFHC	PMH Nurse Practitioner
Martinez, Brandi BSN, RN	(803) 777-7293			503	PT Instructor
Massa, Kristen MSN, RN	(803) 777-7293		(803) 740-5037	503	PT Instructor
Maw, Rachel PhD, RN	(803) 777-7293		(803) 466-6381	503	PT Instructor
McKay, Marcella PhD	(803) 777-7293			503	PT Instructor
McKinney, Erin MN, RN	(803) 777-4499	608-1891	(803) 790-0464	104	Director of CSL
McQuilkin, Deb MED, RN, FACMPE, NEA-BC	(803) 777-5109	528-4990	(803) 765-0055	521	Clinical Assistant Professor
Mercer, Kathleen EdD, RD	(803) 777-7293		(803) 781-0678	503	PT Instructor
Messias, De Anne PhD, RN, FAAN	(803) 777-8423	777-4009	(803) 251-2244	304	Associate Professor
Middleton, Syvol	(803) 777-7293		(803) 234-3396	503	PT Instructor
Miller, Katherine MSN, RN	(803) 777-7293		(803) 865-2830	503	PT Instructor
Mock, Kathryn MSN, RN, FNP	(803) 777-7293	446-1585	(803) 446-1585	503	Graduate Teaching Assistant
Moore, Christine BS	(803) 777-7293		(864) 320-7189	503	Graduate Teaching Assistant
Moran, Patricia BSN, RN	(803) 777-7293	800-6622	(803) 749-0624	503	PT Instructor
Morganson, April BSN	(803) 777-7293		(803) 699-7950	503	PT Instructor
Mortenson, Susan BSN, RN	(803) 777-7293	463-0583	(803) 407-3152	503	PT Instructor
Paden, Mary MSN	(803) 777-7293			503	PT Instructor
Palmer, Brandon BSN, RN	(803) 777-7293		(803) 403-4512	503	Graduate Teaching Assistant
Park, Jeong-Hwan PhD, RN	(803) 777-6703		(803) 361-6794	422	Assistant Professor
Parks, Amy MSN, APRN, BC, FNP	(803) 777-7293	463-8110	(803) 790-8899	503	PT Instructor
Parsons, Mary Ann PhD, RN, ANP, FAAN	(803) 777-7372		(803) 748-9235	609	Professor/Dean Emeritus
Peterson, Angela BSN, RN	(803) 777-7293		(803) 430-0356	503	PT Instructor
Poyner, Phyllis MSN, APRN, BC, PNP	(803) 256-2500	698-9574	(803) 781-6198	CFHC	Clinical Associate Professor
Register, Beth PhD, RN, MPH, CCM, BC	(803) 777-2256		(803) 960-9406	407	Assistant Professor
Rhodes, Rennie MSN, APRN-BC, FNP	(803) 777-7293		(803) 259-5593	503	PT Instructor
Rivers, Helen BSN	(803) 777-7293	317-5006	(803) 532-4541	503	PT Instructor
RIVERS, JOYNELLE MSN, RN	(803) 777-2806		(803) 740-4987	525	Clinical Instructor
Rivers, Nakesha BSN	(803) 777-7293		(803) 351-7564	503	PT Instructor
Rosella, John MS, RN	(803) 777-7293		(803) 739-9590	503	PT Instructor
Scharer, Kathy PhD, RN, PMHCNS-BC,	(803) 777-8466		(803) 782-4144	310	Associate Professor
Seigler, Ruth MN, RN	(803) 777-3752	690-8167	(803) 736-5242	207	Senior Consultant, CNL
Shake, Eileene MSN, RN	(803) 777-0927		(803) 419-3286	523	Clinical Assistant Professor
Smith, Nancy MN, APRN, BC	(803) 777-7293		(803) 960-2416	503	PT Instructor
Smith, Sabra MS, RN	(803) 777-7293	315-6519	(803) 315-6519	503	Graduate Teaching Assistant
Snyder, Rita PhD, RN	(803) 777-2868			302B	Assoc Dean/Research & Eval
Speaks, Patricia MSN, RN	(803) 777-2167	654-0036	(803) 776-1821	421	Clinical Associate Professor
Stewart, Joseph MD	(803) 777-7293			503	PT Instructor
Synovec, Eileen MN, MBA, RN	(803) 777-4889		(803) 419-4971	211	Assistant Director, CNL
Tavakoli, Abbas DrPH	(803) 777-2978		(803) 782-0203	307	Director, Statistics Lab
Trauffer, Robin MN, RN-CS, ACNP	(803) 777-7293		(803) 788-4764	503	PT Instructor
Tyrell, Mary PhD	(803) 777-1453		(803) 932-2174	308B	Research Associate Professor
Versen-Rampey, Staci	(803) 777-7293			503	PT Instructor
Weilert, Jane EdD, RN	(803) 777-3554		(803) 796-0481	620	Clinical Associate Professor
Wessinger, Mary MN, RNC	(803) 777-7293	528-7366	(803) 345-5607	503	PT Instructor
White, Vanetta MSN, RN	(803) 777-7293		(803) 736-2898	503	PT Instructor

## Faculty Directory

Wilkie, Jennifer BSN	(803) 777-7293		(803) 413-4182	503	PT Instructor
Williams, Amber MSN, APRN, BC, FNP	(803) 777-7186	609-9438	(803) 324-9756	519	Dir/Nurs Outreach--USC/L
Woda, Debra DNP, RN	(803) 777-6624	654-1093	(803) 708-5885	522	Clinical Associate Professor
Zager, Lydia MSN, RN	(803) 777-7637	446-3191	(803) 337-4712	212	Director, CNL

## **H. Staff Directory**

## Staff Directory

Androne, Mary	DO	(803) 777-5296		777-2027	WmsBrice 202B	(803) 738-9263
Barr, Judith	DO	(803) 777-3862	608-0857	777-2027	WmsBrice 202	(803) 957-9865
Baskin, Tiffani	PCP	(803) 777-5373		777-6965	Thomson PCP	(803) 546-7283
Blevins, Dawn	PCP	(803) 777-5373		777-6965	PCP	(903) 421-3048
Card, Ben	CON	(803) 777-3756	609-2958	777-2027	WmsBrice 306A	(803) 787-3574
Coleman, Rachel	CON	(803) 777-2028		777-2027	WmsBrice 306B	(803) 739-5993
Colvin, Jane	SS	(803) 777-6100		777-0616	WmsBrice 140	(803) 796-3216
Dangerfield, Rebecca	DO	(803) 777-6198		777-2027	WmsBrice 202C	(803) 796-3497
Decker, Lori	CON	(803) 777-3227	608-5693	777-0598	WmsBrice 614	(803) 657-6818
Dicks, Ragina	RES	(803) 777-7468		777-6097	WmsBrice 221	(803) 295-2210
Eadon, Jessica	CFHC	(803) 256-2500		758-1726	CFHC	(803) 767-3399
Edmunds, Caroline	CFHC	(803) 256-2500		758-1726	CFHC	(803) 765-0315
Etheredge, Evelyn	CFHC	(803) 256-2500		758-1726	CFHC	(803) 794-3708
Freeman, Tiffany	SS	(803) 777-7412		777-0616	WmsBrice 141	(803) 358-2339
Garner, Lauren	RES	(803) 777-7413		777-5561	WmsBrice301	(803) 530-6072
Huebner, Christopher	SS	(803) 777-4468		777-0616	WmsBrice 137	(803) 727-7022
Jenkins, Anne	SS	(803) 777-0766		777-0616	WmsBrice 141	(803) 957-9450
Johnson, Hiluv	RES	(803) 777-5922		777-5939	WmsBrice 529A	(803) 606-6370
Johnson, Jan	DO	(803) 777-1842		777-2027	WmsBrice 206	(843) 509-6115
Jones, Eleanor	RES	(803) 777-7205		777-5939	WmsBrice 529B	(803) 777-7205
McCormick, Jessica	DO	(803) 777-3861		777-2027	WmsBrice 202	(803) 317-6001
Meding, Gene	RES	(803) 777-6488		777-5561	WmsBrice 302A	(803) 779-6257
Monaco, Janet	AA	(803) 777-5217		777-0550	WmsBrice 501	(803) 791-3984
Moorer, Patricia	CON	(803) 777-1213		777-2027	WmsBrice 306	(803) 955-4001
Nelson, Cheryl	AA	(803) 777-3754		777-9080	WmsBrice 406	(803) 315-1216
Polyakova-Norwood, Vera	AA	(803) 777-2476		777-9080	WmsBrice416	(803) 796-8039
Putmon, Hyacen	AA	(803) 777-3780		777-3771	Wms Brice 401	(803) 233-1688
Rosier, Lonnie	CON	(903) 777-1057		777-2027	Wms Brice 103	(803) 507-7165
Scott, Diane	CON	(803) 777-3468		777-6800	WmsBrice 204	(803) 749-4768
Shackelford, T.A.	CON	(803) 777-3039		777-6800	WmsBrice 209	(706) 399-3018
Spruill, Lisa	RES	(803) 777-6510		777-5561	WmsBrice 309	(803) 755-9393
Stutts, Frances	SS	(803) 777-5708		777-0616	WmsBrice 138	(803) 926-9895
Towery, Ashley	AA	(803) 777-9505		777-9080	WmsBrice 404	(803) 714-7257
Vereen, Gail	SS	(803) 777-2526		777-0616	WmsBrice 139	(803) 736-2358
Wells, Linda	RES	(803) 777-5916		777-5939	WmsBrice 622	(803) 772-2632

Description	Room #	Phone #	Center Name	Phone	Fax
Academic Affairs			Children and Family Healthcare Center	256-2500	758-1726
Dean's Office	305	7-9505	Primary Care Partners	777-5373	777-6965
IRC Helpdesk	202	7-3861	Women's Healthcare Center	782-1002	782-5544
Student Services	306	7-1213	Center for Nursing Leadership	777-3468	777-6800
Stats Lab	140	7-7412			
	307	7-9166			

# I. Faculty Support

<b>Janet Monaco ROOM 501 777-5217</b>	<b>Hyacen Putmon ROOM 401 777-3780</b>
Beverly Baliko Mary Boyd Katherine Chappell Joan Culley David Hodson Gloria Fowler Kim Glenn	Judith Alexander Fredrick Astle Stephanie Burgess De Anna Cox Mary Foster Cox Sara Fuller Kathleen Head

Eileen Leaphart Deborah McQuilkin M. Elizabeth (Beth) Register Joynelle Rivers Kathleen Scharer Amber Proctor-Williams Debra Woda	Laura Hein JoAnne Herman Patrick Hickey DeAnne Messias Jeong-Hwan Park Eileene Shake Patricia Speaks Jane Weilert
<b>PART-TIME</b>	<b>PART-TIME</b>
Sheri Brooks (N312) Sara Brown (N312) Cristy BuShea (N312) Amanda Charlton (N312) Andrea Cavanaugh (N312) Kenia Davis (N425) Kimberly Frick (N312) Amy Frye (N312) Peggy Goodson (N312) Susan Grosslight (N312) Maggie Jamerson (N312) Sholanda McGriff (N312) Kathleen Mercer (N220) Kathryn Mock (N312) Brandon Palmer (N312) Rennie Rhodes (N312) Helen Rivers (N312) Allison Sallings (N312) Robin Traufler (N786) Vanetta White (N312) Jennifer Wilki (N312)	Stephanie Baker (N422) April Carter (N422) Roxie Chisholm (N422) Sabrina Cook (N422) Joanne Crossan (N422) Betty Gunter (N422) Leigh Ann Hammett (N411) Sarah Hammett (N422) Stephanie Huston (N422) James Jeffcoat (N422) Margaret Johnson (N411) Selina Hunt McKinney (N411) Pat Johnson (N210) Rachel Maw (N411) Katherine Miller (N422) Patricia Moran (N422) Susan Mortenson (N422) Mary Paden (N411) Amy Parks (N422) Dorothy Perkins (N422) Angela Peterson (N422) John Rosella (N422) Nancy Smith (N411) Sabra Smith (N422)
<b>G.T.A.'s</b>	<b>G.T.A.'s</b>
Kathrene Berger (N210)	
	Revised 7/28/09

# J. Important Contacts

## College of Nursing

Office of the Dean .....	777-3861
Office of Research and Evaluation.....	777-7413
Office of Graduate Studies.....	777-9505
Office of Undergraduate Studies.....	777-7412
Chair of the Faculty.....	777-7276
Information Resource Center (IRC) .....	777-1213
Statistics Lab.....	777-9166
Center for Nursing Leadership .....	777-3468
Office of Nursing Practice .....	777-3227
Office of Healthcare Workforce Research for Nursing.....	777-7468
Clinical Simulation Laboratory.....	777-7000

## University

Admissions and Housing.....	777-7700
University Instructional Services (UIS).....	777-9100
Financial Aid .....	777-8134
Human Resources .....	777-3824
Library .....	777-3145
Payroll.....	777-4227
Registrar .....	777-5555
University Technology Services (UTS) .....	777-1800

## Student Affairs

Academic Skills Program .....	777-6573
Academic Support Services .....	777-6142
ASKUS Information System .....	777-7777
Blatt P.E. Center .....	777-4602
Career Planning .....	777-7280
Counseling and Human Development Center .....	777-5223
Disability Services .....	777-6142
Health Center .....	777-3174
Strom Thurman Wellness and Fitness Center .....	576-9398
Student Life .....	777-5782
Testing .....	777-2782
Veterans Affairs .....	777-5156
Women's Student Services .....	777-7130

**Off-Campus**

American Heart Association .....	738-9540
American Red Cross .....	251-6100
State Board of Nursing for South Carolina .....	896-4550

## **K. Faculty & Staff Software Expertise**

<u>Access</u> Gail Vereen Cheryl Nelson Ben Card Judy Barr	<u>PageMaker</u>
<u>Adobe</u> Becki Dangerfield	<u>PowerPoint</u> Lisa Spruill Judy Barr
<u>Blackboard</u> Judy Alexander Mary Cox Patrick Hickey Vera Polyakova-Norwood	<u>Reference Manager</u>
<u>Central</u> Cheryl Nelson Lisa Spruill Ben Card	<u>SAS PC</u> Judy Alexander
<u>D Base</u> Mary Boyd	<u>SPSS</u> Judy Alexander Mary Boyd
<u>Excel</u> Mary Boyd Kim Glenn Kathy Scharer Judy Barr	<u>Flashlight:</u> Patrick Hickey Judy Alexander
<u>IMS</u> Gail Vereen	<u>N Vivo</u> Kathy Scharer
<u>Microsoft Word</u> Rachel Coleman Sissie Stutts Gail Vereen Gene Meding	<u>Breeze:</u> Mary Cox

Judy Alexander Mary Boyd Kim Glenn Judy Barr	
<u>MS Publisher</u> Judy Barr	

## **L. CON Emergency Plans**

**USC EMERGENCY 911**

**USC POLICE 7-4215**

**HAZARDOUS WEATHER 7-5700**

APO Escort Service 777-3825  
(Fraternity that provides you a ride to your car on campus,  
Monday through Thursday, 8:00 p.m. to 12:00 midnight.)

Building Maintenance Emergencies 777-4217

Sexual Trauma Services Hotline (24 hrs) 9+771-7273

Sistercare Crisis Line (24 hours) 9+765-9428

Student Health Center 777-3174

USC Operator, Campus Information 0 or 7-7000

# **FIRE EVACUATION PROCEDURE**

**University of South Carolina**

**COLLEGE OF NURSING**

**All emergencies** are reported to the **University Police Department** at **777-9111 or 911** from a campus phone.

The Fire Evacuation Procedure must be used in the event of fires. Although the fire alarms in the building are tested occasionally, any alarm lasting more than 20 seconds should be considered a signal that a real fire is occurring. In such an event, the Dean's Office will contact the two hall marshals on each floor to confirm that there is an actual fire. The hall marshals on each floor of the College will inspect their floors to make sure that all persons have left the building.

The fire marshals on each floor are as follows:

**6th Floor: Karen Mullis**

**5th Floor: Janet Monaco**

**4th Floor: Cheryl Nelson**

**3rd Floor: Lauren Garner and Lisa Spruill**

**2nd Floor: Becki Dangerfield and Jessica McCormick**

**1st Floor: Tiffany Freeman and Sissie Stutts**

Since the floors in the College are relatively large, two hall marshals will each take a different side of the floor. It is important to remember that there is no time to key doors to see if faculty/staff are in their offices - **just knock and go!!!!** Hall marshals and all others should also remember to close all open doors while leaving the building. After securing their respective floors, the hall marshals should exit the building and should meet outside on the 2nd floor past the bubble. **All persons, even the hall marshals and others on the 1st floor, should walk around from the 1st floor exit on Greene Street and meet the others between Humanities and College of Nursing Auditorium.** A representative from the Dean's Office will then walk around to Greene Street to report to the fire fighters that the building is clear.

**POST IN YOUR AREA**

Revised: September 2008

# KEY CONTACT NUMBERS

## **\*\*ANY TYPE OF EMERGENCY - DIAL 911\*\***

Campus **or** Cell phone: dial 911

(If you dial 911 from your cell phone and you are on campus, tell the dispatcher you need USC Police and stay on the line until connected.)

## **\*Non-Emergency\***

USC Police Dispatch: 803-777-4215

Student Behavior Issues: 803-777-4333

Counseling & Human Development Center: 803-777-5223

## **1. SAFETY ON CAMPUS AT NIGHT: AVAILABLE SHUTTLES & ESCORTS**

Do not walk alone after dark. During the evening, travel only in groups of three or more in well lighted and traveled areas. Consider using the various USC shuttle services available - see <http://www.sc.edu/vmps/shuttle.html> for schedules and routes.

### **DAYTIME SHUTTLE** (7:30 am to 5:30 pm)

--Carolina Shuttle: Operates during the day, Monday through Friday, on an assigned route. See website above for schedule/route.

### **EVENING SHUTTLES** (6 pm to 12:30 am when classes are in session)

--Evening Shuttle: Operates from 6 pm to 12:30 am, Monday through Friday, on an assigned route.

See website above for schedule/route.

--APO Escort Service: Operates Sunday through Thursday, 8 pm to 12 am. Call 777-DUCK (777-3825) for more information or to request a pick-up or escort. (Alpha Phi Omega or APO is a national service fraternity on campus.)

### **LATE NIGHT SHUTTLE** (12:30 am to 6:30 am)

--Late-Night Shuttle: Operates from 12:30 am to 6:30 am, Sunday through Thursday, point to point service. Call USC police at 777-4215 for more information or to request a pick-up or escort.

## **2. EMERGENCY CALL BOXES**

--Be familiar with the locations of the emergency call boxes across the campus and use when needed. Response time for police officers to emergency call boxes is a high priority.

--To use an emergency call box, press the button in the upper right hand corner of the call box. A blue light will begin flashing and a USC Police dispatcher will answer. Inform the dispatcher of the emergency situation. Even if you are unable to answer, the dispatcher will know your location.

--More information and a campus call box map: <http://www.les.sc.edu/fieldservices/callbox.asp>.

## **3. STUDENT ILLNESS OR BEHAVIOR IN THE CLASSROOM**

In an emergency situation, call 911 from a campus phone or a cell phone to reach USC Police. Call during any type of emergency, such as a student with an illness or disruptive behavior that may require law enforcement or first responder, or any other situation in which you feel safety is a concern.

What to do:

--When the USC Police dispatcher asks, state your location, nature of the emergency and any other relevant information.

--Do what the dispatcher tells you to do.

--Stay on the line until the dispatcher releases you.

--Follow up by contacting the offices listed below.

In a non-emergency situation or to follow up on a past emergency situation, contact any of the appropriate offices:

**USC Police:** 803-777-4215. See also [www.les.sc.edu](http://www.les.sc.edu).

**Student Behavior Issues:** 803-777-4333 (Office of Student Judicial Programs/Behavioral Intervention Team) See also [www.sc.edu/BJT](http://www.sc.edu/BJT) or [www.sc.edu/OSJP](http://www.sc.edu/OSJP).

**Counseling & Human Development Center:** 803-777-5223

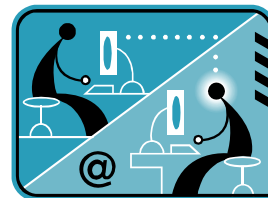
College/School Dean's office (illnesses)  
See [www.sc.edu/provost/safety](http://www.sc.edu/provost/safety) for more information.

# M. CON Technology Support “Cheat Sheet”

## CON Technology Support “Cheat Sheet”

Welcome to the University of South  
Carolina College of Nursing

Technology Support “Cheat Sheet”



Please retain this for reference:

### Requests for Technical Support:

Support Requests should be submitted by sending a GroupWise email to the NURSING TECHNOLOGY SUPPORT GROUP, a resource in Groupwise. (Email allows us to track and prioritize requests.) Requests and questions regarding IRC equipment should be directed to NURSING HELPDESK. These are two separate groups.

**Ben Card** – Director of IT, 777-3756; Email: [cardb@gwm.sc.edu](mailto:cardb@gwm.sc.edu) Room 306A

**Rachel Coleman** - Systems Support Technician 777-2028; Email: [reliving@gwm.sc.edu](mailto:reliving@gwm.sc.edu) Room 306B

**Patty Mooer** - IRC Helpdesk Manager – 777-1213, Room 306

**You will be prompted to create a password of your own the first time you log in.** Please change it when prompted the first time. (When you run out of grace logins you are locked out of the system.) The new password should be at least five letters or numbers, and is case sensitive. You are required to change your password every 180 days as a security measure, and you may not use the same password twice. **Your Groupwise password is the same as your network password.**

**If you are prompted for a Groupwise address the first time you log in,** please enter the following information: Address: [pocola7.csd.sc.edu](http://pocola7.csd.sc.edu) Port number: 1677 . You will also be prompted for this information if you try to use a computer that you have not logged into before. Once this information is entered, it will not prompt you for it again.

**If you forget your password,** you will need to log into VIP, look under the "technology" menu, click "(show me) Network Username", and enter your new password. If you are logged in and your password expires, change your password in VIP, log out, and log back in with the new password.

#### **Getting Started:**

Office Suite: We use Microsoft Word, PowerPoint, Publisher and Excel XP/2002. Because of our Central Information Database, we use Microsoft Access 97. Access XP can be installed if required.

#### **E-mail:**

We currently use Novell GroupWise 6.5 as our email client. More information on GroupWise can be found at <http://csd.sc.edu/groupwise/> . Groupwise can also be accessed from your home or off campus via the web. Go to <http://web.gwm.sc.edu>, and enter your network username and your network password. The University will be transitioning to Microsoft Outlook in the near future.

#### **File Storage:**

You are assigned a user directory on the Hamlet server at University Technology Services. This user directory can be found at I:\NURSING\yourusername. You are *strongly* encouraged to save all of your files there, as this directory is backed up every night. Storage of your files on the hard drive is **not** recommended.

#### **Central**

Central is the main database system the College uses to store information, and all faculty and staff are to have an account. To request an account, please contact Cheryl Nelson-Jackson (777-3754) who is the Central administrator. She will need your network username listed above. All Central related questions/issues should be directed to her.

#### **Blackboard**

Blackboard has external support. For assistance and information on using blackboard, please see [http://www.sc.edu/deis/faculty\\_support/blackboard/getting\\_started\\_blackboard.html](http://www.sc.edu/deis/faculty_support/blackboard/getting_started_blackboard.html)

#### **Other helpful resources:**

University Technology Services provides online training to all USC faculty and staff at no charge through Element K, our online training provider. With online training, you have access to training 24 hours a day, 7 days a week from anywhere with internet access. Training is available in all Microsoft Office applications, as well as Publisher, FrontPage, HTML, GroupWise, Netscape, Internet Explorer, and Windows. Their website is located at <http://csd.sc.edu/ars/training/online.shtml>

**N. CON Key Policy & Request for  
Additional Key**

# USC College of Nursing Key Policy

## New Appointment Package

- Office Door
- Desk
- Filing Cabinets
- Exterior Door
- Work Room 520
  
- Staff: Mail Room

## During Employment

- Replacement Keys: There will be a \$5.00 charge for all replacement keys.
- Request for keys in addition to the package received upon initial appointment must be submitted in writing on the attached form (Request for Additional Key) to be approved

## Separation

- All keys signed out must be turned in no later than last day employed.

# USC College of Nursing Request for Additional Key

Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Additional Key being requested: \_\_\_\_\_

Reason Additional Key is needed:

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Approved: \_\_\_\_\_ Dean's Approval: \_\_\_\_\_

**O. CON Faculty Drug Screen Policy &  
Procedure Statement/CON Faculty  
Background Check Policy & Procedure  
Statement**

## **P. Sample BSN Curriculum Plan**

## CON Sample BSN Curriculum

### UNIVERSITY OF SOUTH CAROLINA COLLEGE OF NURSING

#### Sample BSN Curriculum

<u>FALL</u>		<u>SPRING</u>	
<b>FRESHMAN YEAR</b>	<b>CREDITS</b>		<b>CREDITS</b>
English 101	3	English 102	3
Chemistry 102	4	Biology 243/243L	4
Nursing 212	3	Nursing 226	3
Fine Art	3	PSYC 101 OR SOCY 101	3
Elective (Math 111)	3	STAT 110	3
<b>SOPHOMORE YEAR</b>			
Biology 244/244L	4	Biology 250/250L	4
Nursing 210	3	Nursing 216	3
Nursing 220	3	Nursing 231	3
STAT 201 or MATH 122	3	History	3
PSYC 420 or SOCY 305	3	Elective	3
<b>JUNIOR YEAR</b>			
NURS 311	3	NURS 400	3
NURS 312	5	NURS 411	5
NURS 313	2	NURS 412	6
NURS 314	3	Nursing Elective	3
NURS 324	3		
<b>SENIOR YEAR</b>			
NURS 422	5	NURS 423	3
NURS 430	3	NURS 431	4
NURS 424	4	NURS 432	4
NURS 425	4	NURS 433	4

- (1) Social Sciences: 2 courses. Choose from either PYSC 101 and PSYC 420 or SOCY 101 and SOCY 305.
- (2) Analytical Reasoning: 2 courses required. Must take STAT 110. For 2<sup>nd</sup> course can choose Calculus (MATH 122) or STAT 201.

Note: College of Nursing Students must successfully pass the proficiency examination administered by the department of Foreign Languages and Literature. Students who do not pass the examination must complete the 109-110 or higher series of a foreign language. The foreign language series can apply toward elective requirements. College of Nursing students must score at least a B-22 on the University Math Placement Examination. Students who do not show proficiency must complete MATH 111. Those scoring I-11 must take MATH 111 in a small class (MATH 111I). Those scoring I-00 must complete remedial work before taking MATH 111. The foreign language series 109/110 and MATH 111 can apply toward elective requirements.

\* Disclaimer: This is a sample plan only and is not intended as an official plan for the curriculum. Courses may not be offered in the exact sequence as indicated above. Will vary depending on course availability.

Course descriptions can be found in the online Undergraduate Studies Bulletin:  
<http://www.sc.edu/bulletin/ugrad/index>

## **Q. Retaining Student Exams and Papers Policy**

Appendices

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**Retaining Student Exams and Papers Policy:**

**12-809.5. Continuing Education Student Records**

Document the registration and enrollment of students in continuing education courses. Information includes student's name, Social Security Number, sex, ethnic background, date of birth, highest education level attained, type of work, years of employment, permanent address, courses registered for and signature of student.

**Retention:** Until no longer needed for reference; destroy.

**12-809.6. Degree Applications**

Document requests for an earned degree from a state college or university. Information includes student number, name, signature, local address, degree applied for, diploma ordered, and a list of courses not yet completed but needed for graduation.

**Retention:** 1 year after graduation or date of last attendance; destroy.

**12-809.7. Grade Sheets/Reports**

Used to record grades for each college or university student enrolled in a specific Course at the end of each semester. The grade sheet/report reflects the following information:

student number, student name, course title, semester, department, course number, section, instructor, grade and signature of the instructor.

**Retention:** 1 year after date distributed; destroy.

**12-809.8. Official Transcripts (Graduate And Undergraduate)**

Used to record the official internal academic transcript of students attending a State college or university. These records include such information as name, Identification number, major, class, courses taken, grades received, dates of attendance and type of degree awarded (if any).

**Retention:** 75 years after graduation or date of last attendance; destroy.

**12-809.9. Scholarship And Other Institutional Financial Aid Program File**

Documents information on scholarships and financial aid activities at the institution. Information concerning notifications to donors and specifics of financial aid includes memoranda, correspondence, requirements for financial aid recipients, summaries of scholarship and financial aid activity, and other related information.

**Retention:** Until no longer needed for reference; destroy.

**12-809.10. Student Admission and Enrollment Files**

Document a student's acceptance and matriculation at a state college or university. Information includes but is not limited to student applications, external transcripts from high schools, or other colleges and universities, letters of recommendation, registration forms, drop/add sheets, forms concerning removal of incomplete grades, guidelines concerning student classification, graduation check off sheets and convenience copies of student loan information.

**Retention:** Accepted Student Records: 5 years after graduation or date of last attendance; destroy.

Rejected Student Records: 1 year; destroy.

**12-809.11. Student Financial Aid Records**

Appendices

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Description: This series is used to maintain the official university record of accounts for all student loans and grants. The series consists of student loan data, grant award letter, disbursement schedule, student account number, promissory note, disclosure statement, and authorizing voucher. In addition, loan information is filed by student name and account number, under headings of current files, collection files, delinquent files, and paid in full files.

**Retention:**

Approved Financial Aid Records

Student Loans: Active File: Until loan is cancelled or repaid. Inactive File: 5 years; destroy.

Student Grants: 5 years after the last day of the award year or 5 years after the date the institution files its fiscal operations report for that year; destroy.

Rejected Financial Aid Records: 1 year; destroy.

**USC-00582 Recruitment Files (revised 1999).**

Document the recruiting process for vacant faculty positions. Information includes curriculum vitae, cover letters, schedule of activities, letters of recommendation, letters of rejection, documentation for individuals hired, and other related information.

**Retention:**

Records of individuals not hired: 3 years after rejection or withdrawal, destroy.

Records of individuals hired: Transfer to the University's Personnel Office, Personnel Files.

**USC-00583 Teacher Evaluation Process**

Documents students' assessment of teachers who are being considered for tenure and promotion. Information includes name of instructor, course title, section number, name of college or school, date, Social Security number, semester and evaluation of instructor's teaching ability.

**Retention:** 5 years after date of evaluation, destroy.

**USC-00584 Annual Performance Evaluations**

Document annual evaluations of faculty job performance by the department chairman or evaluation committee. Information in the form of evaluations and correspondence

includes name of faculty member, signature of department chairman, signature of faculty member, appraisal of work in areas such as teaching, scholarship, and service, and related comments.

**Retention:** 5 years after date of evaluation, destroy.

**USC-00585 Course Schedule Addition/Deletion Change**

Used to record changes to student course schedules. Information includes change code, date, department, course number, section, credit, course title, instructor's name and other related information.

**Retention:** 1 year after date of course schedule change, destroy.

**USC-00586 Class Roll**

Document by class the names of students enrolled in a university course.

Information includes course title, date, semester, term type, department, course

Appendices

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number, section, name of instructor, student's name and Social Security number, and other related information.

**Retention:** 1 year after date class roll was issued, destroy.

**USC-00587 Final Report of Grades**

Used to report the final grade of students enrolled in a particular class.

Information includes name of department, date, course title, section, name of instructor, student's name and Social Security number, school major, credit, grade and other related information.

**Retention:** 1 year after date report is issued, destroy.

**USC-00588 Grade Spread Report**

Documents grade distribution according to the number of students making the same grade in a given course. Information includes course title, date, course number, section, and the percentage of students receiving a particular grade.

**Retention:** 1 year after date report is issued, destroy.

**USC-00589 Final Rolls**

Document the final and official student class roll for a particular course.

Information includes instructor's name, course number, section, names of students, term, session, type of roll and other related information.

**Retention:** 1 year, destroy.

**USC-00590 Master Course Schedule**

Used to record and list general data concerning courses offered by the university.

Information includes department number, section, title, meeting time, location, credit, instructor, and other related information.

**Retention:** 1 year destroy.

## **R. CON Student Bloodborne Pathogens Exposure Protocol**

University of  
South Carolina

USC College of Nursing  
Communications Guide

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Appendices

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**BLOODBORNE PATHOGENS  
EXPOSURE CONTROL PLAN  
FOR  
NURSING STUDENTS**

**College of Nursing  
University of South Carolina  
Columbia, South Carolina**

## Appendices

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### A. Introduction

The College of Nursing contracts with many agencies to provide clinical experience for students. Each clinical placement must have a policy for protection against bloodborne diseases in effect, and available for the students and must provide personal protective equipment required by the clinical placement site for students. The students are governed by the College of Nursing policies and procedures as well as the policies for teach clinical placement.

### B. Purpose

The policies and procedures in this manual are intended to:

1. Eliminate or minimize student occupational exposure to blood and other potentially infectious materials.
2. Decrease risk of disease from bloodborne pathogens through education and immunization.
3. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030

### C. Exposure Determination

Hepatitis B is an inflammation of the liver. The virus is transmitted by exposure to infectious body fluids, usually blood or blood components. Bloodborne pathogens may be transmitted in the following ways during work activities:

- \* injuries from sharps
- \* skin or eye contact
- \* scratches or cuts
- \* bites or wounds

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result during the performance of direct patient care.

Although universal precautions can provide some protection from exposure to Hepatitis B (HBV), Hepatitis C (HCV), and AIDS (HIV) pre-exposure risks are defined based on the probability of exposure to potentially infectious materials.

All students taking clinical courses in which they have direct patient contact or who practice in the clinical laboratory in the College of Nursing are considered to be at risk for exposure to blood and certain body fluids.

### D. Compliance Methods

**1. Universal precautions** will be observed at the College of Nursing and at each clinical placement in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

**2. Hand washing facilities** shall be made available to students who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. (*If hand washing facilities are not feasible, USC will provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used then the hands are to be washed with soap and running water as soon as feasible.*)

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## Appendices

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### **3. Work practice controls:**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. This would include all areas in the labs. Food and beverages aren't to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

### **4. Engineering Controls:**

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless it can be demonstrated that no alternative is feasible or that such action is required by a specific procedure. Such bending, recapping or needle removal must then be accomplished through the use of a mechanical device or a one-handed technique. Shearing or breaking of contaminated needles is prohibited.

Immediately after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, labeled or color-coded, and leak proof on the sides and bottom.

### **5. Implementation of safer medical devices:**

The Needle-stick Safety and Prevention Act, was signed into law on November 6, 2000, in response to the advances made in technological developments that increase employee/student protection. Safer medical devices replace sharps with non-needle devices or incorporate safety features designed to reduce the likelihood of injury.

Safer medical devices that are appropriate, commercially available, and effective must be implemented. An effective safer medical device is one that, based on reasonable judgment, will decrease the risk of an exposure incident involving a contaminated sharp.

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

### **6. Safety Procedures:**

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens. The container used for this purpose will be labeled or color-coded.

Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

### **7. Personal Protective Equipment:**

## Appendices

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The laboratory supervisor or the safety officer in each clinical placement is responsible for ensuring that the following provisions are met. All personal protective equipment used at the facility will be provided without cost to students. Students are required to purchase certain equipment at the beginning of the upper division for use in the CSL, such as goggles and person CPR masks. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the students' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the protective equipment will be used.

### **a. PPE Use**

The laboratory or clinical supervisor or the safety officer in each clinical placement is responsible for ensuring that the following policies are met. Each department shall ensure that the students use appropriate PPE unless the supervisor shows that student temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the supervisor's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the student or co-worker. When the supervisor makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

### **b. PPE Accessibility**

Personal protective equipment used in the clinical facilities will be provided without cost to the students. Each clinical site shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the worksite. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those students who are allergic to the gloves normally provided.

### **c. PPE Cleaning, Laundering and Disposal**

All garments which are penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

### **d. Gloves**

Gloves shall be worn where it is reasonably anticipated that student will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used at clinical placement sites are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

### **e. Eye and Face Protection**

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations at each clinical placement which would require such protection would be listed in each agency's policies.

## **8. Housekeeping Procedures:**

Each clinical site shall ensure the worksite is maintained in a clean and sanitary condition and meets the following. An appropriate written schedule for cleaning and method of decontamination is based upon the location within the facility, type or surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

## Appendices

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All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis.

Any broken contaminated glassware will not be picked up directly with the hands. Dustpans and hand brooms or forceps/ tongs are available for use.

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires students to reach by hand into the containers where these sharps have been placed.

### **9. Regulated Waste Disposal:**

Disposal of all regulated waste shall be in accordance with applicable federal, state and local regulations, and follow the USC Infectious Waste Management Plan.

### **10. Disposable Sharps:**

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are capable of being sealed, puncture resistant, leak proof on sides and bottom and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to students and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be capable of being sealed, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose students to the risk of percutaneous injury.

### **11. Other Regulated Waste:**

Other regulated waste shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

### **12. Laundry Procedures:**

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Appendices

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Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and will not be sorted or rinsed in the area of use. Such laundry will be placed in appropriately marked (biohazard labeled, or color-coded red bag) bags at the location where it was used. Students should refer to each clinical sites' policies on the handling of contaminated linen.

### 13. Labels and Signs:

Each clinical site or lab shall ensure biohazard labels are affixed to containers of regulated wastes, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood, or other potentially infectious materials.

The universal biohazard symbol shall be fluorescent orange or orange-red. Red bags or containers may substitute for labels; however, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction. (DHEC)

### 14. Hepatitis B vaccines, Evaluation and Follow Up

All Students, before beginning their clinical rotations, must complete the Hepatitis B vaccination series, show medical documentation of immunity status, or have a physicians' letter showing inability to take the vaccine. The vaccination series is available through private physicians, the health department, or Thomson Student Health Center. No student will be allowed to continue clinical courses unless documentation of training and vaccination is proved tot the Office of Student Services.

It is recommended that a Hepatitis B antibody titer be drawn no sooner than 1 to 3 months after the last dose of vaccination series. If titer is negative, it is recommended that the series be repeated once.

### 15. Bloodborne Pathogen Exposure Protocol (Revised July 2008)

This protocol applies to all USC Columbia campus employees, student employees and all other USC students who have an exposure to human blood or body fluids.

Exposures through sexual contact are not included in this protocol.

**If skin is punctured by a contaminated sharp, or broken skin or mucous membrane is splashed with blood or body fluid, IMMEDIATE personal action is required.**

1. If possible, wash or flush the exposed area with soap and/or water immediately.
2. Notify faculty member immediately after step one. If in clinical site, notify charge nurse right away. Complete clinical agency incident report if instructed to do so by charge nurse. **Blood needs to be drawn from the source patient immediately if possible for hepatitis C, Hepatitis B surface antigen, and Stat HIV.** Ask that source patient lab reports results be faxed to Donna Wall 434-8644.
3. *If exposure occurs 8am-4pm*, page Exposure nurse (Donna Wall at Richland Family Practice) at 303-0035. Alternate telephone numbers are: 434-2479 or 434-6116. She will discuss all steps which need to be followed. If instructed, Proceed to 3209 Colonial Drive (Richland Family Practice).
4. *If exposure occurs after hours, on weekends or holidays*, report to the Emergency Department at Palmetto Richland Memorial Hospital and state that exposure occurred while functioning as an USC student or employee.
5. Faculty members are to notify the Director of Student Affairs at 608-6770. If unable to contact the Director, call the Office of Undergraduate Studies at 777-7412. The faculty member will be responsible to submit a USC incident report to the Director of Student Affairs by the next working day.

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## Appendices

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Workers' Compensation covers the following populations who experience a blood borne pathogen exposure while working or at clinical:

- All university employees and apprenticeship students in the Colleges of Education, Exercise Science, Medicine, Nursing, Pharmacy, Physical Therapy, and Social Work.
- Work study students and graduate assistants who are exposed while on the job.

**Those working in satellite clinics and hospitals outside of Columbia area should familiarize themselves with the site's policies about exposures prior to beginning patient care.** If an exposure occurs, call the site's occupational health/infection control nurse or seek treatment at the nearest hospital emergency department if after hours.

All exposure incidents in the clinical agencies and the client-simulated laboratory (CSL) shall be reported, investigated, and documented. If an exposure occurs and there is no faculty present, the student must notify faculty and/or the Office of Undergraduate Studies as soon as possible.

Students who suffer a **Non-Job Related/Non clinicals related Blood borne Pathogen Exposure** during an enrolled academic session:

- Should report to the Thomson Student Health Center for initial evaluation and referral. If the TSHC is closed, students may seek care at the Palmetto Richland Hospital Emergency Department. If away from Columbia area, the student should report to the nearest hospital emergency department.

### 16. Post Exposure Evaluation and Follow-up

Following the report of an exposure incident, the university shall make immediately available to the exposed student a confidential medical evaluation, post-exposure evaluation and follow-up. Documentation of the routes of exposure, circumstances under which the exposure incident occurred, and other information related to the exposure incident, shall be addressed by the licensed physician or other licensed healthcare professional who is evaluating the exposure incident.

### 17 Information and Training

The College of Nursing will require training for Bloodborne pathogens for all nursing Students to include:

- a. An explanation of the methods of transmission of bloodborne pathogens;
- b. An explanation of the modes of transmission of bloodborne pathogens;
- c. The recognition of tasks what would involve potential exposure;
- d. An explanation to the use and limitations of methods to reduce exposure, for example engineering controls, work practices and PPE;
- e. Information of the types, uses, locations, removal, handling, decontamination, and disposal of PPE;
- f. Information on the Hepatitis B Vaccine, including efficacy, safety, method of administration, benefits, and where it may be obtained;
- g. Information on the appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;
- h. An explanation of the procedures to follow if an exposure incident occurs including the method of reporting and medical follow up;
- i. Information of the evaluation and follow-up suggested after an exposure incident;
- j. An explanation of the signs, labels, and color-coding system.
- k. College of Nursing Bloodborne Pathogen Exposure Protocol.

### 18. Evaluation and Review

The Safety Committee is responsible for annually reviewing this policy and procedures and its effectiveness and for updating the program as needed.

Appendices

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**E. Safe Practice Guidelines**

All students of the College of Nursing shall follow all of the rules, regulations and guidelines on the institution in which they are providing patient care. All students will practice “Universal Precautions” when dealing with patients. Universal Precautions consist of the following:

- a. All students should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn when any potential exists for contact with blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaced soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Glove should be changed after contact with each patient and hands are to be washed. Masks and protective eye wear or face shields should be worn during procedures that are likely to involve droplets of blood or other body fluids. Gowns should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- b. Hands and other skins surfaced should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed and before contact with patients.
- c. All students should take precautions to prevent injuries cause by needles scalpels, and other sharp instruments of devices during procedures, when cleaning used instruments, during disposal of used needles, and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. When possible, needle-less alternatives should be utilized. After use sharps should be placed in puncture-resistant container for disposal.
- d. Mouth-to-mouth resuscitation devices should be available in areas in which the need for resuscitation is possible.

Students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

Students with pink sclera and/or drainage from eyes should seek medical care and diagnosis prior to any contact with patients or patient-care equipment.

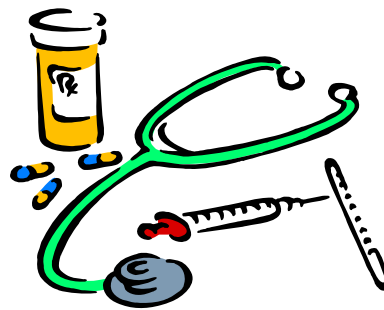
Students with a fever greater than 100 F should seek medical care and diagnosis prior to any patient contact.

Students with active vomiting or diarrhea should refrain from all direct patient care.

## **S. Faculty Research Interest Guide**

# Faculty Research Interest Guide

2009-2010



**College of Nursing**  
University of South Carolina  
Columbia, South Carolina 29208-4001

**University of South Carolina**  
**College of Nursing**  
**RESEARCH INTEREST GUIDE**  
**2009-2010**

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**Alexander, Judith W., PhD, PHCNS-BC, NEA-BC**

Associate Professor  
777-4668, Room 617

*Expertise:* Nursing administration; community health nursing; research methods.

*Research:* Sociotechnical systems; organizational structure-delivery systems in a variety of settings; organizational technology; the self-care phenomena; quality of care; documentation of patient care; costing of nursing services; innovative practice models; professional practice models; job satisfaction; program planning; health system outcomes; evidence based practice related to fall risk assessment in home health

**Beverly Baliko, PhD, RN**

Assistant Professor  
777-2292, Room 407

*Expertise:* Psychiatric-mental health nursing; crisis intervention, child and adolescent acute and long-term treatment, chronic mental illness in adults

*Research:* Post-traumatic stress; grief and trauma related to violent death; domestic violence consequences of trauma and violence and mental health interventions following traumatic loss or interpersonal violence; experiences of family survivors of homicide; coping strategies of women survivors of life-threatening intimate partner violence (IPV); intervention for survivors of traumatic loss; women victims of IPV-related homicide and suicide.

**Boyd, Mary, PhD, RN**

Associate Professor  
777-7276, Room 516

*Expertise:* Substance abuse; depression; violence against women; health; various surveys dealing with coping, life stressors, social support, alcohol expectancies, screening for depression/substance abuse

*Research:* Intimate partner violence and associated mental health consequences; alcohol and other drug disorders and co-occurring disorders in women

**Cox, Mary Foster, PhD, RN**

Assistant Dean for Academics & Assistant Professor  
777-2467, Room 303

*Expertise:* Adolescent health, adolescent sexual behavior, parent-child communication, parenting styles

*Research:* Adolescent sexual behavior, effects of parenting on adolescent sexual health, parenting communication styles, web-based interventions

**Culley, Joan M., PhD, MS, MPH, RN, CWOCN**

Appendices

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Assistant Professor  
777-1257; Room 308

*Expertise:* Health Care Informatics; Systems Analysis; Mass Casualty Triage Systems, Wound Ostomy and Continence Nursing, Public Health

*Research:* Impact of integrative conceptual information models on the triage continuum of care during mass casualty events; Impact of clinical information technology on organizational, patient and clinician outcomes.

**Fuller, Sara G., PhD, RN**

Associate Professor  
777-6533, Room 514

*Expertise:* Pediatrics; pediatric primary care; nurse practitioners

*Research:* Adolescent health promotion; mother/infant interaction, attachment; infant health outcomes

**Hein, Laura C., PhD, RN**

Assistant Professor  
777-7683; Room 420

*Expertise:* Health Disparities; cultural diversity; homelessness; Lesbian, gay, bisexual and transgender (LGBT) health issues and safety concerns; survival strategies/income securing behaviors; violence/victimization; internet research with homeless youth; urgent care nursing and NP practice; theory.

*Research:* Sexual orientation/ gender identity health issues; youth homelessness; violence and victimization; resilience; psychological empowerment..

**Heiney, Sue, PhD, RN**

Research Professor  
777-8214; Room 619

*Expertise:* Psychosocial Care of Oncology Patients (children and adults); group interventions for cancer patients, focus breast and prostate cancer

*Research:* Teleconference Group Intervention for African American women with breast cancer, recruitment of AA to clinical trials, instrumentation for group intervention and AA

**Herman, JoAnne, PhD, RN**

Assistant Dean for Academics & Graduate Director  
Associate Professor  
777-4993, Room 304

*Expertise:* Stress and health; psychophysiological interventions; theory development; health literacy; clinical reasoning

*Research:* Stress and health; psychophysiological interventions; internet interventions; stress in pregnancy

Appendices

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**Hewlett, Peggy O., PhD, RN, FAAN**

Dean & Professor  
777-3119, Room 202

*Expertise:* Academic/Service Partnerships; Community-Driven Initiatives; Health and Healthcare Policy & Planning

*Research:* Workforce Supply and Demand Forecasting and Analysis

**Hodson, David S., RN, MS, Ed.D. APN,**

CNS in Adult Mental Health Nursing,  
BC through ANCC.  
777-3968, Room 527

*Expertise:* Adult psychiatric services including pharmacological intervention, cognitive and behavioral therapy. The management of acute and chronic patients.

*Research:* Stress, test anxiety, somatic therapies such as ECT, substance abuse among nurses, use of PDAs at the bedside to enhance patient outcomes.

**Messias, DeAnne, PhD, RN, FAAN**

Associate Professor – College of Nursing  
777-8423, Room 308A

Associate Professor - Women's Studies Program  
777-4009, 204 Flinn Hall

*Expertise:* International health and primary healthcare; community health nursing; community coalitions and community-academic partnerships; cultural issues and implications in health and healthcare; popular education and health teaching methods; transitions frameworks; women's health - global perspectives; qualitative research methods; feminist narrative analyses; participatory action research; cultural competence and praxis; language access and health literacy

*Research:* Women's work and health; immigrant women's health; language access; community and youth empowerment, community-based participatory research, community-based Hispanic health interventions.

**Park, Jeong-Hwan , PhD, RN**

Assistant Professor  
777-6703, Room 422

*Expertise:* Pediatric nursing (newborn and school aged children); Children's emotional responses to hospitalization, Child's emotional development

*Research:* Health Disparities, Cross-cultural Study, Minority children's behavior and emotional responses to illness and hospitalization, Stress & Coping (children)

Instrument development, Child Psychology, Perinatal stress and depression, Infant emotional availability, Pediatric Nursing (newborn)

Appendices

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**Scharer, Kathleen, PhD, APRN, BC, FAAN**

Associate Professor  
777-8466, Room 310

*Expertise:* Child/adolescent psychiatric nursing, specifically inpatient treatment of children, milieu therapy, parenting emotionally disturbed children, children dealing with divorce, development of self-esteem, nurse-parent relationships in child psychiatric units; researching sensitive issues in child psychiatry; group therapy/support groups, community-based parenting.

*Research:* Nurse-parent relationships in child psychiatric inpatient settings; provider-family relationships in health care; mental health promotion in schools; web-based social support, primary mental health prevention activities with parents such as using parenting skill enhancement to assist children to be healthier.

**Eileene Shake, RN, MSN, NEA-BC, DNP**

Student Clinical Assistant Professor  
777-0927, Room 523

*Expertise:* Health care administration, leadership, health care systems management, health policy and politics, education, and organizational communication.

*Research:* Currently working on doctoral project and research is centered on evaluating the Dedicated Educational Unit Model and its impact on nursing student outcomes. Investigating discrete variables that provide information on clinical competency in nursing students and researching measurement tools that can capture competency outcomes.

**Snyder, Rita, PhD, RN**

Professor & Associate Dean for Research  
CoEE Endowed Chair in Health Informatics Quality and Safety Evaluation  
777-2868, Room 302-B

*Expertise:* Health Care Informatics; Systems Analysis; Quality and Safety Evaluation

*Research:* Impact of clinical information technology innovations on organizational, patient and clinician outcomes; Health care organizational readiness for information technology innovation

**Tyrell, Mary, PhD**

Research Associate Professor  
777-1453; Room 308B

*Expertise:* Market forces impacting the supply and demand for healthcare personnel, use of secondary data for healthcare research, linking of multiple large administrative database for policy and outcomes research, advanced statistical modeling using secondary data, evaluation of health care programs, cost impact of healthcare decisions/treatments, mental health outcomes and other population based outcomes

*Research:* Supply and demand modeling for nursing, predictors for successful treatment in community mental health system, epidemiological studies on Traumatic Brain Injury, Epilepsy, and ALS (Lou Gehrig's Disease), fiscal impact for mandated healthcare services

Appendices

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**Woda, Debra L., DNP, ARNP, CNM**

Clinical Associate Professor

777-2264, Room 522

*Expertise:* Care of women across the lifespan, specifically prenatal, intrapartal & postpartum care, family planning, well woman gynecology & specific gynecological problems.

*Research:* Perinatal and postpartum depression; health care disparities in women; promoting improvement in birth outcomes.

## **T. University Semester/Academic Calendar**

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Appendices

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**FALL 2009**

August 16, Sun.	New Student Convocation
August 17, Mon.	Faculty Reporting Date
August 20, Thurs.	Classes begin
August 26, Wed.	Last day to change/drop a course without a grade of "W" being recorded (Session C002)
September 7, Mon.	Labor Day Holiday - no classes
September 10, Thurs.	Last day to apply for December graduation
October 1, Thurs.	Last day to drop a course or withdraw without a grade of "WF" being recorded (Session C002)
October 8, Thurs.	Midpoint in semester
October 8-9, Thurs.-Fri.	Fall break-no classes (revised 10/2008)
November 25-29, Wed.-Sun.	Thanksgiving recess - no classes
December 4, Fri.	Last day of classes
December 5, Sat.	Reading day
December 7-14, Mon.-Mon.	Final examinations (includes exams on Sat.)
December 14, Mon.	Commencement in Columbia

**71 Total class days**

**29 TTH class days, 42 MWF class days**

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Appendices

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**SPRING 2010**

January 11, Mon.	Classes begin
January 15, Fri.	Last day to change a course schedule or drop a course without a grade of "W" being recorded (Session C002)
January 18, Mon.	Dr. Martin Luther King, Jr. Service Day - no classes
February 1, Mon.	Last day to apply for May graduation
February 22, Mon.	Last day to drop a course or withdraw without a grade of "WF" being recorded (Session C002)
March 1, Mon.	Midpoint in semester
March 7-14, Sun.-Sun.	Spring break - no classes
April 15, Thurs.	Awards day
April 26, Mon.	Last day of classes
April 27, Tues.	Reading day
April 28-May 5, Wed - Wed.	Final examinations (includes exams on Sat.)
May 7-8, Fri.-Sat.	Commencement Exercises

**70 Total class days**  
**28 TTH class days, 42 MWF class days**

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**May Session and Summer 2010**

**MAY SESSION 2010**

May 10, Mon.	Classes begin
May 27, Thurs.	Last day of classes
May 28, Fri.	Final examinations

**14 class days - classes held Monday through Friday**  
**165 minute class time including 15 minute break**

*Class times*

8:00 a.m. -10:45 a.m.  
11:00 a.m. - 1:45 p.m.  
2:00 p.m. - 4:45 p.m.  
5:00 p.m. - 7:45 p.m.

**SUMMER I 2010**

May 31, Mon.	Classes begin
June 15, Tues.	Last day to apply for August graduation
June 29, Tues.	Last day of classes
June 30-July 1, Wed.-Thurs.	Final examinations

**18 class days - classes held Monday through Thursday**  
**135 minute class time including 15 minute break**

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Appendices

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*Class times*

8:00 a.m. - 10:15 a.m.  
10:30 a.m. - 12:45 p.m.  
1:00 p.m. - 3:15 p.m.  
3:30 p.m. - 5:45 p.m.  
6:00 p.m. - 8:15 p.m.

**SUMMER II 2010**

July 6, Tues.	Classes begin
August 4, Wed.	Last day of classes
August 5-6, Thurs.-Fri.	Final examinations
August 7, Sat.	Commencement Exercises

**18 class days - classes held Monday through Thursday  
135 minute class time including 15 minute break**

*Class times*

8:00 a.m. - 10:15 a.m.  
10:30 a.m. - 12:45 p.m.  
1:00 p.m. - 3:15 p.m.  
3:30 p.m. - 5:45 p.m.  
6:00 p.m. - 8:15 p.m.

## **U. CON Faculty Council & Committees Bylaws**

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Appendices

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**CON Faculty Governance Bylaws:**

College of Nursing Bylaws, Approved December 8, 2006  
Amended April 2007

Graduate Council Bylaws Approved and Incorporated March 2007  
Practice Council Bylaws Approved and Incorporated March 2007  
Research Council Bylaws Approved and Incorporated April 9 2007; Amended January 2008

**ARTICLE I                      Organization and Membership of the Faculty Council of the College of Nursing, University of South Carolina, Columbia**

**Purpose**

The purpose of the Faculty Council of the College of Nursing is to implement the legislative powers of the faculty which are: "all matters pertaining to the standards of admission, registration, requirements for and the granting of degrees earned in course, the curriculum, instruction, research, extracurricular activities, discipline of students, the educational policies, and standards of the University, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members."\* "Within the limits established by the Board of Trustees and the policies and rules of the University faculty, the faculty of a college or school or department shall determine the educational policies of that division."\*\*

\* 2000 USC Faculty Manual.

\*\* Op. Cit. p. 22.

**Membership**

All faculty of the College of Nursing, Columbia campus having the rank of professor, associate professor, and assistant professor; all full-time clinical faculty having the rank of professor, associate professor, assistant professor, and instructor; and all research faculty having the rank of professor, associate, and assistant professor, are voting members of the Faculty Council.

All tenure-track faculty of the College of Nursing, Columbia campus, having the rank of professor, associate professor, and assistant professor shall vote on proposals that require University action outside the College.

All Faculty Council members will also have an assignment to either the Research and Scholarship Council or the Practice Council. All Faculty Council members engaged in graduate education and who have an appointment with the Graduate School will be members of the Graduate Council.

**Dues**

Dues shall be determined by faculty action at the annual meeting.

**Officers**

**Chair of the Faculty Council/Presiding Officer**

The Chair of the Faculty Council shall be elected by the faculty-at-large for a three year term and shall be a full-time, doctorally-prepared faculty member of the College of Nursing. The Chair may be re-elected for one consecutive term. The Chair of the Faculty Council shall coordinate the activities of faculty governance, set the agenda and preside over meetings of the Faculty Council, structure faculty forums, represent the faculty in advisory committees, provide leadership in accomplishing faculty initiatives, advise faculty as needed in the faculty grievance policy and faculty members' rights and responsibilities, and represent the faculty at university events. The Chair of the Faculty Council shall appoint a temporary presiding officer when necessary.

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Appendices

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**Faculty Council Treasurer**

The faculty shall elect a treasurer biennially who shall be responsible for collecting dues and distributing funds.

**Faculty Council Meetings**

**Regular Meetings**

Meetings of the Faculty Council shall be held at least once a semester during the academic year.

**Special Meetings**

Special meetings of the Faculty, Research and Scholarship, Practice, and/or Graduate Councils may be requested by the Dean and called by the Chair of Faculty Council.

When five or more faculty members request a special meeting the Dean or the Chair shall call the meeting. At least one week's notice shall be given prior to holding special meetings.

**Annual Meeting**

The annual Faculty Council meeting shall be held in the month prior to Spring commencement and will include but not be limited to election results and annual administrative, council, and standing committee reports.

**Agenda**

The agenda of Faculty Council meetings, minutes of previous meetings; if appropriate, and all items to be acted upon at the Faculty meeting shall be distributed to the membership a minimum of five working days prior to the meeting.

**Quorum**

Presence of at least one-third of members eligible to vote on the issue shall constitute a quorum at any council or committee meeting.

**Voting**

Faculty voting may occur through secret ballot, by voice vote, or hand count during regular or called meetings, or by Local Area Network (LAN) vote. Ballots for elections are administered by the Nomination and Bylaws Committee. Unless requested by the Chair of the Faculty Council, the Dean, or a vote of the faculty, voting in regular or special meetings occurs by voice vote or hand count.

**ARTICLE II Council and Committee Organization and Structure**

The organizational structure consists of the Faculty Council, Standing and Elected Faculty Committees, a Graduate Council, Research and Scholarship Council, and Practice Council.

**Duties of Councils and Committees**

In addition to functions defined in these bylaws, all councils, committees, and task-forces shall:

- Submit minutes of meetings to the appropriate academic office.
- Submit an annual written report to the faculty council chair for distribution to the faculty one week before the annual meeting.
- Develop policies and procedures consistent with College and University guidelines.

**Secretarial Support for Councils and Committees**

Secretarial support for the councils and elected and standing committees will be provided through the corresponding administrative office.

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Appendices

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**ARTICLE II.A Faculty Council**

The Faculty Council is the body that deliberates and provides oversight of faculty welfare and development; undergraduate nursing education, curricula, and resources; and student admission, and progression, and achievement.

The Faculty Council has three standing committees and two elected committees. The Chair of the Faculty Council can appoint ad-hoc committees or special task forces as needed.

**ARTICLE II.A.1 Standing Committees**

The standing committees of the Faculty Council shall be: Undergraduate Curricula Committee, Tenure and Promotion Committee, and Clinical Evaluation and Promotion Committee.

**Undergraduate Curricula Committee**

The purpose of the Undergraduate Curricula Committee is to initiate, review, and submit proposals for new or revised undergraduate programs and courses to the Faculty Council for approval.

The Undergraduate Curricula Committee will be composed of all Undergraduate Course Coordinators, one representative for each lower division course, and other representatives as deemed necessary. The chair of the Undergraduate Curricula Committee will be elected by members of the committee for a 2 year term. The Academic Associate and Assistant Deans will be ex-officio members of the Undergraduate Curricula Committee.

**Tenure and Promotion Committee**

The purpose of the Tenure and Promotion Committee is to establish, disseminate, and implement criteria, policies, and procedures, specific to the College of Nursing for appointment, evaluation, promotion, tenure, non-reappointment, and termination of tenure-track faculty, in accordance with established University policies.

The Tenure and Promotions Committee shall be composed of all tenured faculty members in the College of Nursing. The chair of the Tenure and Promotion Committee will be elected by members of the committee for a 2 year term.

**Clinical Faculty Evaluation and Promotions Committee**

The purpose of the Clinical Faculty Evaluation and Promotions Committee is to evaluate academic performance of clinical faculty in areas of teaching, scholarship, and service and make recommendations to the Associate Dean for Academics and the Dean.

The Clinical Faculty Evaluation and Promotions Committee shall be composed of all Clinical Faculty who have full-time status of at least five (5) years and who have the rank of Assistant Professor or above. The chair of the Clinical Faculty Evaluation and Promotions Committee will be elected by members of the committee for a 2 year term.

**ARTICLE II.A.2 Elected Committees**

The elected committees of the Faculty Council shall be: Nominations and Bylaws Committee and Student Affairs Committee.

**Nominations and Bylaws Committee**

The purpose of the Nominations and Bylaws Committee is to develop appropriate slate of nominees for College officers, Faculty Senators, and elected committees; conduct regular and special elections; report

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Appendices

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election results to the Faculty Council; to conduct voting in special circumstances; appoint faculty members to fill unexpired, at-large terms until term expiration; and to propose changes to the bylaws of the faculty organization. Regular elections shall be conducted once a year in the spring semester.

The Chair and 2 members of the Nominations and Bylaws Committee will be elected by the faculty-at-large and serve terms of 2-years. The Chair and one member will be elected on even-years and the other member will be elected on odd-years.

**Student Affairs Committee**

The purpose of the Student Affairs Committee is to address issues of student admission and progression, petitions, and awards.

The Student Affairs Committee will be composed of a chair, who shall be a tenure track faculty member; two (2) tenure track faculty members; two (2) clinical track faculty members; and student representatives from the undergraduate, masters, and doctoral programs. The Director of Student Affairs will be an Ex-officio member of this committee

**ARTICLE 11.A.3          Students and Ex-officio members**

**Student Members**

Student members may serve on selected standing committees and councils and have full voting privileges.

The following eligibility criteria shall pertain to students of standing committees:

1. Undergraduate students shall be enrolled in the upper division courses and have a cumulative GPA of 3.0 or above.
2. Registered nurse and graduate students shall be enrolled in at least 6 credits and have a cumulative GPA of 3.0 or above.
3. A student may not serve on more than two committees concurrently.

If student members are not designated by October 1 of any year, the Chair of each standing committee shall appoint members, in consultation with the Director of Student Affairs, who meet the above criteria.

**Ex-Officio Members.** Ex-officio members serve on committees by virtue of position rather than election. The Dean and Chair of the Faculty Council are ex-officio members of all councils and committees. Ex-officio members of standing committees have voice but no voting privileges.

**ARTICLE II.B Graduate Council**

**Purpose:** The Graduate Council is the faculty body that deliberates and provides oversight of Graduate education, curricula, course coordination, resources, and student achievements.

**Functions:**

- Provide a forum for discussion of issues related to graduate programs
- Evaluate effectiveness of graduate curricula and program capacity
- Initiate, review and approve changes in the design of the graduate curricula
- Initiate, review, and approve recommendations and revisions to graduate courses
- Forward graduate curricula and course changes to the Graduate School for approval
- Submit minutes of meetings to the Office of Academic Affairs

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Appendices

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- Submit an annual written report to the Faculty Council Chair for distribution to the faculty one week before the annual meeting.
- Review nominations for graduate student awards

**Membership:**

All Faculty Council members engaged who have a full or term appointment with the Graduate School will be voting members of the Graduate Council. All CON faculty members may attend Graduate Council meetings, but non-members may not vote. Student representatives from the MSN, PhD, and DNP programs will have full voting privileges on the Graduate Council. For specific agenda items, staff representation may be solicited by the Chair.

**Process:**

The Graduate Council Chair will be elected by the Graduate Council members for 2-year term, and can be re-elected for 1 consecutive term. The Graduate Council Chair must be a USC Graduate Faculty member recognized by the Graduate School.

The Chair can appoint ad-hoc committees or special task forces as needed.

The Graduate Council is a deliberative body. Curricular proposals approved by the Graduate Council will be sent directly to the Graduate School.

**Quorum:**

Presence of at least one-third of members eligible to vote on the issue shall constitute a quorum

**ARTICLE 11.C Research and Scholarship Council**

**Purpose:** To further faculty responsibility for furthering the research and scholarship mission and goals of the College of Nursing.

**Functions:**

1. To foster a supportive, nurturing research and scholarship environment for faculty and students within the College of Nursing.
2. To discuss and assess promising opportunities for potential funding and scholarship for faculty and students.
3. To develop and promote strategies to increase research funding within the College of Nursing for independent, collaborative, interdisciplinary, and community-based research.
4. To provide oversight and review of grant proposals and scholarly manuscripts when requested by members or the Associate Dean of Research.
5. To review nominations for faculty and student research awards.
6. To appoint a faculty library liaison annually.
7. To serve as the College of Nursing advisory group to the Office of Nursing Research and the Center for Health Promotion and Risk Reduction in Special Populations.

**Membership:**

Membership on the Research and Scholarship Council is open to all faculty of the College of Nursing. All tenure-track and research track faculty are expected to participate in the Research Council and are voting members Clinical track faculty actively involved in

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Appendices

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research may choose to participate in the Research Council and are voting members. The Associate Dean for Research serves as a voting member of the Council.

The Chair of the Research Council will meet the following criteria: a full-time faculty member with full graduate appointment. The Chair will be elected for a two-year term at the end of the Spring semester (odd years).

**Quorum:**

A quorum for the Research Council will require the presence of one-third of the voting members.

**Meetings:**

The Research Council shall meet monthly as needed, at least once each semester. Meeting times and locations are scheduled on the master calendar by the Dean's Office. Meetings of the Research Council are open to all faculty. Staff and/or graduate students may be invited to attend meetings when an agenda item warrants their input or participation.

**Process:**

1. Members establish the roles and priorities of the Council in keeping with an annual review of the College of Nursing strategic plan and mission (Fall term).
2. The Council collaborates with the USC Research Foundation and other key constituencies as needed to identify and foster research funding strategies for the CON.
3. The members review the Research Council Bylaws annually and recommend revisions the Nominations and Bylaws Committee for Faculty Council approval (Spring semester).
4. The Research Council reports activities and evaluation of functions and processes to the Faculty Council at regular meetings and in a written annual report (Spring semester).

**ARTICLE II.D Practice Council**

**Purpose:** The Practice Council proposes practice plan policy consistent with University, College, and Educational Trust standards to the faculty for action; advises and assists the Associate Dean for Practice in matters relating to practice initiatives of the College; assesses feasibility of requests to use practice clients or sites for research proposals or new clinical initiatives; and provides a faculty representative to the Educational Trust Board.

Practice is defined as the scholarly engagement in advanced aspects of the discipline of nursing with identifiable populations. The scholarship of practice is defined as but not limited to areas of practice to include: 1) The delivery of evidence based health care services; 2) The development and testing of innovative practice models; 3) The evaluation of practice activities; 4) The dissemination of the outcomes of practice activities and 5) Clinical Practice/direct consulting and health care systems

**Functions:**

1. Review and facilitate practice activities and interdisciplinary initiatives.
2. Review and support the allocation of resources and facilitate grant funding to support practice initiatives.
3. Foster cohesiveness and learning within and between faculty, students and staff.
4. Support professional development.
5. Review, revise and develop policies consistent with college and university

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Appendices

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guidelines.

6. Review, revise and recommend Business Plans and Budget to the Dean.

**Membership:**

Membership shall consist of all interested full time faculty members. These members are considered voting members. Additionally, the Associate Dean for Practice serves as an ex-officio member.

**Process:**

The Chair of Practice Council will be elected by members of the Practice Council for a 2-year term and can be re-elected for 1 consecutive term.

The Chair of the Practice Council can appoint ad-hoc committees or special task forces as needed.

The duties of the chairperson shall be to call meetings, act as a liaison with other councils and practice settings, plan for recording of minutes, and report activities of the Council to the Faculty Council.

Members establish the roles and priorities of the Council in keeping with the annual review of the strategic plan and mission.

The Council collaborates with the Associate Dean for Practice and other key constituencies as needed to facilitate practice.

The Practice Council bylaws will be reviewed annually with revisions recommended to the Bylaws Committee.

The Practice Council reports activities to the Faculty Council at regular meetings and in an annual written report.

Submit minutes of meetings to the appropriate academic office.

Submit an annual written report to the faculty council chair for distribution to the faculty one week before the annual meeting.

**Quorum:**

A quorum for the Practice Council will require the presence of one-third of the voting members.

**ARTICLE 11.E Faculty Representatives to the Dean's Administrative Council**

The purpose of the Dean's Administrative Council is to provide a mechanism for the leadership among the college Faculty and Administration to coordinate and facilitate achievement of the mission and goals of the College of Nursing. Representatives from the Faculty to the Dean's Administrative Council shall be the Chairs of the Faculty Council, Graduate Council, Research and Scholarship Council, Practice Council, Undergraduate Curriculum Committee, and Student Affairs Committee.

**ARTICLE III Amendments**

## Appendices

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### **Amendments to the Bylaws with Notice**

The Bylaws may be amended at any regular or special faculty council meeting by a majority vote of the faculty. The proposed amendments shall be distributed to all faculty members at least one week before the date of the meeting at which they are to be presented.

### **Amendments without Notice**

Bylaws may be amended at any annual meeting by a three fourths vote of the faculty without previous notice.

### **Effective Date**

Amendments to the Bylaws shall become effective upon their acceptance by the faculty.

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the Bylaws. The Chair of the Faculty Council may appoint a Parliamentarian if deemed necessary or desirable.

**UNIVERSITY OF SOUTH CAROLINA**

**COLLEGE OF NURSING**

**Faculty Officers and Committees**

**ELECTED FACULTY OFFICERS:**

		<b><u>Term</u></b>
<b>Chair of Faculty Council</b>	Mary Boyd	2007 - 2010
<b>Faculty Treasurer</b>	Jane Weilert	2007 - 2009
<b>Chair of the Graduate Council</b>	DeAnne Messias	2007 - 2009
<b>Chair of Research and Scholarship Council</b>	Beverly Baliko	2007 - 2009
<b>Chair of Practice Council</b>	De Anna Cox	2007 - 2009
<b>University Faculty Senators</b>	Judy Alexander Beverly Baliko	2006-2009 2008-2010

**ELECTED FACULTY COMMITTEES:**

**Nominations and Bylaws Committee**

Chair	Eileen Leaphart	2008-2010
Clinical track representative	Kim Glenn	2007-2009
Tenure track representative	Jeong-Hwan Park	2008-2010

**Student Affairs Committee**

Chair	Sara Fuller	2007 - 2009
Tenure track representative	Laura Hein	2007- 2009
Tenure track representative	Jeong-Hwan Park	2008 - 2010
Clinical track representative	Kim Glenn	2007 - 2009
Clinical track representative	Kate Chappell	2008 - 2010

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Appendices

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**STANDING COMMITTEES:**

**Clinical Promotion and Evaluation Committee**

Chair

Stephanie Burgess

Members

De Anna Cox

Kim Glenn

Gloria Fowler

Phyllis Poyner

Lydia Zager

**Undergraduate Curricula Committee**

Chair

Kimberly Glenn

Membership:

The Curricula Committee is composed of the clinical course coordinators for the undergraduate courses. The clinical course coordinators are also responsible for representation of specific Lower Division and non-clinical courses.

Members for 2008-2009 are:

Fundamentals Coordinator

Represents NURS 212 and 314

Medical Surgical I

Represents NURS 324 and 316

Medical Surgical II

Represents NURS 226

Health Assessment Coordinator

Represents NURS 220

Pediatric Nursing

Represents NURS 423

Maternal-Newborn Nursing

Represents NURS 398 and NURS 424

Psychiatric Nursing

Represents NURS 210

Community Health Nursing

Represents NURS 231

Nursing Leadership

Represents NURS 432 and 433

Appendices

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Tenure and Promotion Committee

Chair

Members

Kathleen Scharer

Judy Alexander

Mary Boyd

Sara Fuller

JoAnne Herman

Peggy Hewlett

De Anne Messias

Rita Snyder

## **V. CON Archive Storage and Retrieval Plan**

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Appendices

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**CON Archive Storage and Retrieval Plan:**

Purpose: To maintain historically accurate records of College of Nursing academic and related programs, curricula, policies, and achievements. Archival information is located primarily in the Offices of the Dean, Academic Affairs, Research, and Student Services.

Consumers of College of Nursing Historical Documents: Records are used by the College to respond to requests for historical information from a variety of sources, including graduates of the College, the University, South Carolina Commission on Higher Education South Carolina State Board of Nursing, Commission on Collegiate Nursing Education, American Association of Colleges of Nursing, and National League for Nursing.

Office of Academic Affairs: The Office of Academic Affairs assumes responsibility for archiving documents related to courses and curricula, committee minutes, newsletters, and a range of reports, including administrative and committee annual reports, self-studies, and samples of nursing/related textbooks. However, the comprehension of the collection is dependent upon faculty and staff submission of materials to OAA. All such materials should be submitted to the OAA Administrative Assistant, Ashley Towery.

Time Frame for Retention of Documents in OAA Archives: Committee minutes will be retained for the past five years. Annual reports, special reports, and syllabi will be retained indefinitely.

Paper Documents and Publications: (located in room 515A - storage closet)

**Course Syllabi (through 2006)**

**Minutes of College and Committee Meetings (through 2006)**

**Committee and Administrative Annual Reports (through 2006)**

**USC Bulletins-Graduate and Undergraduate**

**College Student Handbooks-Graduate and Undergraduate**

**Other College Reports**

**University Reports**

**Self-Studies**

**Desk Copies of Course Textbooks**

**Alumni and Student Newsletters**

**Alpha Xi Newsletters**

Electronic Documents: **The College of Nursing is changing over to electronic filing of the following documents: Course Syllabi, Minutes of College and Committee Meetings & Committee and Administrative Annual Reports**

These documents are in PDF read-only files to preserve the integrity of the document. To access these documents, start with Desktop and click on My Computer (do not try to access via WORD, Excel, or other program), then W drive, then Dept, then Nursing, then College-Minutes-Syllabi. Then select the desired folder. In the Syllabi folder are also located revised course syllabus templates. If you click on a course syllabus folder and find it empty, it is because no electronic syllabus has been submitted for that particular course. However, there may be a hard copy of the syllabus in room 204. Beginning Fall, 2006, the

Appendices

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archiving of College syllabi, minutes, and reports will convert solely to electronic archives. **Contact Administrative Assistants regarding this process.**

## **W. Clinical Simulation Laboratory**

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Appendices

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**Client Simulated Laboratory (CSL)**

**Erin McKinney, MN, RNC**  
**Simulation Lab Director**  
**777-4499**  
**[emckinney@sc.edu](mailto:emckinney@sc.edu)**

**Lonnie Rosier**  
**Simulation Lab Technician**  
**777-1057**  
**[lrosier@sc.edu](mailto:lrosier@sc.edu)**

The Client Simulated Lab (CSL) utilizes a major area of the first floor of the College of Nursing in the Williams-Brice Building. This facility features an open classroom area which will seat approximately 40 students for classroom style learning through group simulation and advanced audiovisual presentation. In addition, there are four individual simulation suites. These have the capacity for groups of 5-6 for simulation experiences that replicate the hospital/clinical environment.. The lab hosts a hospital-like setting including beds with head wall units that house suction and oxygen, exam tables, task trainers and high fidelity manikins. There is also a small, private meeting/debriefing room designed for a small group of 5-6 people. The combination of these accommodations provides for an up-to-date teaching environment.

Our  
Mission

The mission of the University of South Carolina College of Nursing Client Simulation Lab is to provide simulated patient care scenarios and tasks to:

- Promote patient safety
- Enhance critical thinking
- Improve the quality of delivered care
- Increase participant's awareness of proper risk management
- Participate in innovative educational and clinical research on site and through the state wide consortium with a focus on patient safety, risk management and evidenced based practice.

See Link on College of Nursing Home page for More Detail  
<http://www.sc.edu/nursing/csl/csl.html>

## **X. Health Requirement Form**

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Appendices

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UNIVERSITY OF SOUTH CAROLINA  
COLLEGE OF NURSING  
CLINICAL REQUIREMENTS INFORMATION FORM

Name: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Last First MI Phone

Address: \_\_\_\_\_  
Number and Street City State Zip

Program: ( ) Bachelor of Science in Nursing SSN \_\_\_\_\_ ( ) Graduate SSN: \_\_\_\_\_

**HEALTH INFORMATION**

***(Health Information Must Not Expire During The Semester!!)***

***HEALTH INFORMATION FORM MAY NOT BE SUBMITTED UNLESS ALL REQUIRED DOCUMENTATION IS ATTACHED. PHOTOCOPIES OF ORIGINAL DOCUMENTS ARE ACCEPTED.***

Completed form with appropriate documentation attached must be submitted to the Office of Graduate Studies (OGS) no later than **December 1** for spring and no later than **June 1** for summer/fall semesters. **Failure to submit this form by the deadlines of December 1 or June 1 will result in the non-release of registration hold.**

1. PPD (within the last 12 months). **The Two Step PPD** test (Mantoux) is required in the first semester of upper division or first clinical course in the graduate program and then one PPD every 12 months afterwards. The tine test or the monovac test is not acceptable. Attach documentation of results. If your PPD is positive, you must attach one of the following types of documentation: (a) chest x-ray taken within the last 12 months indicating no signs of active TB; (b) physician's statement stating chest x-ray not needed or (c) documentation of being currently under treatment with Isoniazid (INH).
2. Tetanus/Diphtheria (within 10 years). *Td* immunizations are required every 10 years. You must attached documentation with your first health form. If you must re-immunize, you will need to present documentation of the subsequent immunization.
3. Rubella Titer
4. Rubeola Titer
5. Chicken Pox Titer  
If titer is negative, you must provide documentation of the negative titer as well as booster injection.
6. HBV Vaccines or Titer (anti HBs). **HBV** immunization is required of all undergraduate (upper division traditional and RN/BSN) and graduate nursing students. Full immunization consists of three injections administered over a six

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Appendices

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months period. **Graduate students and RN/BSN students must complete the series prior to enrollment.** Undergraduate students must begin the series prior to progression to the upper division in order to enroll in upper division courses.

**Undergraduate students must provide evidence of the first injection to enroll in upper division courses and must follow up with documentation that the series has been completed. Graduate students must present documentation of completion of the series upon admission. In lieu of the vaccine series, student may present evidence of positive titer.**

**UNIVERSAL PRECAUTIONS TEST, CPR, AND LICENSURE INFORMATION**

**All students answer items #7 and #8. RNs answer #7, #8, and #9.**

7. Validation of BBP certificate is required every 12 months. Go to the College of Nursing Web Page and click on Bloodborne Pathogen Test. Enter name but do not enter full social security number. Enter 5 zero's followed by last 4 digits of SSN. Review modules and complete the test at the end. Upon score of 100% completion of test, print certificate and deliver to the Office of Student Services.
8. CPR certification. **CPR** certification must be current. CPR certification must be completed through **Basic Life Support for Health Care Providers (American Heart Association)**. Documentation must be attached.
9. I am licensed to practice nursing in:

\_\_\_\_\_  
(State)      (Registration #)      (Renewal #)      (Expiration mo/day/yr) (Verified By)

\_\_\_\_\_  
(State)      (Registration #)      (Renewal #)      (Expiration mo/day/yr) (Verified By)

RN, undergraduate and graduate students must present their license (original, not photocopy) when turning their health form into the Office of Graduate Studies.

I CERTIFY THAT ALL INFORMATION IS CORRECT AND THAT THE ATTACHED DOCUMENTATION IS TRUE AND ACCURATE.

**I AUTHORIZE OGS TO RELEASE THIS INFORMATION TO THE AGENCIES WHERE I HAVE CLINICALS.**

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

## **Y. CON Undergraduate Clinical Course Coordinators**

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Appendices

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**CON Clinical Course Coordinators 2009-2010:**

The Curricula Committee is composed of the Clinical Coordinators for the Undergraduate Courses. The Clinical Coordinators are also responsible for representation of specific Lower Division and Non-Clinical courses.

Health Assessment	Sara Fuller
Fundamentals	Kim Glenn
Psychiatric Nursing	Fred Astle
Medical Surgical I, II	Patricia Speaks & Gloria Fowler
Maternal-Newborn and Obstetrical Nursing	Eileen Leaphart
Pediatric Nursing	Kate Chappell
Community Health Nursing	Jane Weilert
Nursing Leadership	Deb McQuilkin

## **Z. CON Medication Protocol**

Appendices

**Medication Protocol: A Fail Safe Approach**

1. Prior to beginning medications: a. Take client's B/P, pulse or other assessment data b. Check needed lab results (i.e. potassium level if client has lasix ordered, Blood sugar or glucometer readings for insulin, drug levels) c. Check to see if any clients are NPO, or are going for procedures, dialysis, etc.
2. Pull the Medication Record for your client (the MAR). Do only one patient at a time.
3. Obtain the medications you need, (your clinical faculty may have to do this for you).
4. Lay your MAR on the counter and check your medications, vials, IV piggy backs, IV fluids beside the name on the sheet.
5. Know what each of your medications is: Do you have all the information you need prior to giving the medication? If not, obtain and review this information and have it ready. a. Action b. Side effects c. Nursing implications d. Why the client is getting the medication. e. Food/drug or Drug/Drug interactions f. Known allergies g. What do you need to teach your patient about the medication?
6. Check the medications against the MAR in order as they are listed to ensure: (leave medications in their wrappers and do not draw medications from the vials without your faculty) a. Do you have the right medication? b. Is it scheduled now? c. Is it the right dose? d. Is there any information you need prior to giving the medication: i.e. B/P readings, digoxin levels you do not have? e. Has it already been given? f. Based on what you know about the medication, does it make sense (rationale) this patient would be getting this medication? g. Is there any information that needs to be recorded on the MAR prior to giving the medication, i.e. Blood pressure?
7. Let your instructor know you are ready to check off your medications.
8. Go through information listed in Step number 5 with your faculty. At the time, adjust any dosages, i.e. Cut the pill, pull up the correct dose for injections
9. Once you have completed the check off with your faculty, take your MAR and the medications still in their wrappers to the bedside.
10. Perform the five rights for medications, checking your medications as you open them against the MAR.
11. Sign off the medications on the MAR as the client takes them and perform necessary client teaching
12. Return the MAR to the appropriate place and note when your next medications are due. Document client teaching.
13. Evaluate client's response to medications.
14. Document client's response and progress toward outcome.

## **AA. Staff Operational Guidelines**

## **College of Nursing Staff Operational Guidelines**

**Function:** To support students, faculty, staff and the community with quality service using our expertise in individual fields and to promote fellowship in the college as a whole. Initiate, plan and review goals, discuss upcoming events and build and maintain positive relationships within the college.

### **ARTICLE I**

#### **Purpose**

The purpose of the operational guidelines is to implement the shared governance powers of the staff which are: "all matters pertaining to voting membership, staff-specific policies and procedures and the college's strategic plan.

#### **Membership**

All staff of the College of Nursing, Columbia campus, shall be voting members of the operational guidelines. The Dean and Faculty Chair will serve as ex-officio members.

#### **Dues**

Dues shall be determined annually in collaboration with the faculty/staff Special Events Committee.

### **Officers**

#### **Chair/Vice Chair**

The Chair of the Staff shall be elected for a one year term annually. The Chair of the Staff shall preside over meetings and attend specific meetings, such as the Dean's Administrative Council, as representative of the Staff.

The Vice Chair of the Staff shall be elected for a one year term annually. The Vice Chair shall act as temporary presiding officer in the absence of the Chair.

#### **Secretary**

The Secretary shall be elected for a one year term annually. The Secretary shall keep the official minutes of all meetings of the general staff, assist in compiling the agenda, and collect and distribute annual committee reports. The secretary of the staff will note in the staff meeting minutes all the decisions that should be recorded and/or forwarded to the Dean's Administrative Council.

### **Staff Meetings**

#### **Regular Meetings**

Meetings of the staff shall be held on the third Wednesday monthly during the academic year and as needed during the summer months.

#### **Special Meetings**

Special meetings may be called by the Dean and/or Chair of the Staff. When five or more staff requests a special meeting the Dean or the Chair shall call the meeting. At least one week's notice shall be given prior to such meetings.

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## Appendices

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### **Annual Meeting**

The annual meeting shall be held in January and will include but not be limited to election results and annual committee reports.

### **Agenda**

The agenda of staff meetings, minutes of previous meetings; if appropriate, and all items to be acted upon at the staff meeting shall be distributed to the membership a minimum of five working days prior to the meeting.

### **Quorum**

*Minimal number of officers or members of a decision-making body, usually a majority, who must be present for voting or the conduct of business.*

Thirty percent (30%) of membership shall constitute a quorum at any staff or committee meeting.

### **Voting**

Staff voting may occur through secret ballot, by voice vote, or hand count during regular or called staff meetings, or by LAN (Local Area Network) vote. Ballots for elections are administered by the Nominations and Operational Guidelines Committee. Unless requested by the Chair of the Staff, the Dean, or a vote of the staff, voting in regular or special elections occurs by voice vote or hand count.

## **ARTICLE II**

### **Standing Committees**

The standing committees as established by the staff shall be:

### **Elected Committees**

1. Nominations and Operational Guidelines
2. Special Events
3. Communication Guide

## **Committee Membership**

### **Chairs**

Standing committees as specified in these guidelines shall have chairs elected by the staff at-large. Chairs of the other non-elected committees shall be selected by the committee members before the first staff meeting of the calendar year. The term of office for committee chair is one year. Chairs may serve no more than two consecutive terms on one committee without a break in service.

### **Staff Members**

Voting staff members of standing elected committees shall be elected by the staff at large as specified in these guidelines. Part-time staff members may serve on College standing committees with full voting privileges in committee meetings.

### **Ex-Officio Members**

Ex-officio members serve on committees by virtue of position rather than election. The Dean and Chair of the Staff are ex-officio members of all committees. Ex-officio members of standing committees have voice but no voting privileges.

### **Term of Office**

The regular term of office for elected members is one year, beginning in January and terminating December 31 of the designated calendar year.

### **Elections**

Elections shall be conducted by the Nominations and Operational Guidelines Committee during each fall semester. The committee shall solicit nominations in October, present a slate of nominees for office to the

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## Appendices

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staff in December for additional nominations, and conduct the election by mailed ballot two weeks prior to the annual meeting (see Nominations and Operational Guidelines Committee Functions.)

### **Duties of Standing Committees**

In addition to functions defined in these guidelines, all standing committees shall:

- Provide report on and/or conduct vote about matters needing action and/or approval from staff at College Staff meetings.
- Appoint subcommittees, task forces, or augmented committee members as needed to accomplish committee activities.
- Receive reports from special/ad hoc or task forces as designated by the Chair of the Staff.
- Submit minutes of meetings to the staff secretary.
- Submit an annual written report to the staff secretary for distribution to the staff one week before the annual meeting.
- Maintain records and property of the committee and transmit them to the newly elected chair.
- Develop staff-specific procedures and policies consistent with University and College policies.

### **Secretarial Support for Committees**

Committees may choose to rotate members to take minutes or elect a secretary.

## **ELECTED COMMITTEES**

### **Nominations and Operational Guidelines Committee**

#### **Purpose**

To provide for election of staff to standing committees; to propose changes to the operational guidelines of the staff and to conduct voting in special circumstances.

#### **Composition**

The Chair, elected at-large from staff, Recorder and two members.

#### **Functions**

Conduct regular and special elections:

- Develop appropriate slate of nominees for office
- Conduct elections by mailed ballot
- Report election results
- Destroy ballots after election
- Retain a copy of the teller's report

Conduct secret ballots or LAN (Local Area Network) voting when specified by the Dean, Chair of the Staff, or staff vote.

Appoint staff members to fill unexpired, at-large terms until term expiration.

Review operational guidelines and recommend changes to the staff.

### **Special Events Committee**

#### **Purpose**

To plan and implement activities that promotes faculty and staff camaraderie and well-being.  
To assist as needed with College of Nursing special events that promote mission of college.

#### **Composition**

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## Appendices

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The Special Events Committee consists of: The Chair elected from the Faculty at large; 2 faculty members elected from the Faculty at large, 2 staff members elected from the Staff at large and the Treasurer of the Faculty.

### Functions

- Submit a budget to the Treasurer at the beginning of the fall semester.
- Collaborate with the Treasurer in determining the amount of yearly dues and guidelines for expenditures.
- Extend wishes for recovery, congratulations, or sympathy to the faculty and staff and other appropriate individuals.
- Plan and implement social functions for the faculty and staff and when appropriate collaborate with the Dean's Office for special events of the College.
- Organize efforts to aid faculty and staff and appropriate others at the College who experience a crisis event.
- Designate chairperson of the Special Events Committee.
- Guidelines for use of dues:
  - Flowers, a gift, or a memorial for faculty and staff members who have been hospitalized or who have had a death in the immediate family.
  - Cards of congratulations, wishes for recovery or sympathy for friends, and associates of the College of Nursing .
  - Social functions and other faculty and staff special events.

### Communication Guide Committee

#### Purpose

To review and propose changes to the communication guide.

#### Composition

The Chair, elected at-large from staff, Recorder and two members.

#### Functions

- Review and update information
- Make recommendations to the Dean's Administrative Council

## **ARTICLE III**

### Special Committees

#### Special/Ad Hoc Committees and Task Forces

Special/ad hoc committees or task forces may be appointed by the Dean, Chair of the Staff, and/or committee chairs or elected by the staff as necessary. The purpose, duration, and membership of special/ad hoc committees and task forces will be filed with the secretary of the staff on an annual basis by the chair of the committee. The duration of special/ad hoc committees shall usually be one year or less.

These committees may be extended by staff vote at the annual meeting.

The Chair of Staff or person(s) appointing the special/ad hoc committee will designate a standing committee to which special/ad hoc committees or task forces will provide a report.

Appendices

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**ARTICLE IV**

**Amendments**

**Amendments to the Operational Guidelines With Notice**

The Operational Guidelines may be amended at any regular or special staff meeting by a majority vote of the staff. The proposed amendments shall be distributed to all staff members at least one week before the date of the meeting at which they are to be presented.

**Without Notice**

The Operational Guidelines may be amended at any annual meeting by a 30% membership vote of the staff without previous notice.

**Effective Date of Operational Guidelines**

Amendments to the Operational Guidelines shall become effective upon their acceptance by the staff.

*Approved, September 19, 2007*

## **BB. CON Outstanding Staff Award Procedures**

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Appendices

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**OUTSTANDING STAFF AWARD PROCEDURES:**

**I. Nomination Committee and Procedures**

- A. The HR director will send out a nomination form via email to all faculty and staff of the College of Nursing during the first week of November. Nominations will close on November 15.
- B. The nomination committee will be made up of the outstanding staff member from the previous year and the chair of the faculty. If the previous year's staff member is not available then the chair of the staff committee will serve in their place.
- C. The nomination committee will collect all nominations and combine duplicate entries. The committee will then evaluate entries and prepare the entries for review by the selection committee.
- D. If possible the nomination committee should summarize the accomplishments and strengths of the candidates for use in the selection process and general election.

**II. Selection Committee Procedures**

- A. The selection committee will be made up from the following participants:
  - 1. Dean of the College
  - 2. Academic Dean(s)
  - 3. Practice Dean
  - 4. Research Dean\* The nomination committee should be available as well to answer any questions and structure the meeting.
- B. The selection committee will review the applicants and select three of them as finalists for the staff member of the year award. Their selection is communicated to the nomination committee and HR Director who will then prepare the ballot.
- C. The selection committee should have their decisions made by November 30 to allow time for general voting.

**III. Voting for the Outstanding Staff Member of the Year**

- A. Voting is done for the Outstanding Staff Member by a general election sent to all Faculty and Staff. This vote is can be conducted via email or other electronic means. The nomination committee is responsible for this election and may create procedures to assist the process.
- B. The ballot should include the following information:
  - 1. Employee name
  - 2. Job title and position information
  - 3. Summary information from the nomination of the candidate – this can be directly from the nomination packet.
- C. Voting will begin for the finalists on December 1. The poll will stay open for one week. Each person receives one vote and can vote only once.

Appendices

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- D. All votes are to be submitted to the nomination committee. The nomination committee will tally the votes and report the outcome to the HR Director who will prepare the paperwork for the prize. The HR Director will also inform the Dean of the decision. If the HR director is on the ballot then the Business Manager will complete the paperwork for the prize.
- E. If there is a tie in voting, the selection committee will make the final decision of the winner. The nomination committee will be responsible to notify the selection committee and organize a time for them to vote for a final winner. This may be done via email or other electronic means.

**IV. Presentation of the Outstanding Staff Award**

- A. The Dean of the college will announce the recipient of the Outstanding Staff Award during the staff holiday party in December.
- B. Additionally the HR director will send out an email after this event to inform the college community of the winner. The chair of the faculty may also announce the winner at a future faculty meeting.

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Appendices

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**University of South Carolina  
College of Nursing**

**Outstanding Staff Award  
Evaluation Form**

Nominee for Outstanding Staff Award \_\_\_\_\_

**Superior job performance** - What does this person do in the everyday performance of their job that makes their quality of work superior?

**Attitude and dedication to the College** – What special activities does this person perform that make the College a better place to work? How does their attitude positively affect the College?

**Innovative** – What does this person do to creatively meet the needs of the faculty and staff? Has this person created or streamlined processes that make tasks easier to accomplish?

**Extraordinary contributions to the College or community** – Describe any contributions that this person has made to the college that are outside the scope of their normal job duties. Also describe any community activities outside the University in which this person is involved.

Your Name \_\_\_\_\_

## **CC. CON Dress Code**

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Appendices

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CON DRESS CODE

**Dress code applies to all Staff and Student Workers**

No warm up/sweat pants.

No shorts. Walking shorts are permitted, 3” above knee.

No jeans or tight revealing slacks. Denim slacks and/or jackets are acceptable.

No mini-skirts (skirt should be no more than 3” above knee).

Modest sundresses should be worn with a jacket. Strapless, backless, or spaghetti straps are not acceptable.

No tank tops, halter-tops, or mid-drift tops.

No tee shirts with offensive words or pictures.

No sheer shirts/blouses without appropriate undergarments. No low cut shirts/blouses.

No caps.

No visible body piercing with the exception of earlobes.

Fingernails should be appropriate for the business office.

Shoes should be appropriate for the business office. Shower shoes, beach shoes, or house shoes are not acceptable.

**Casual Fridays:**

No low ride jeans or jeans with holes.

For University and College special events, Causal Friday will not be observed.

Approved by Dean’s Administrative Council, 3/17/2003.

/bd