

Public Health Leadership Program

Occupational Health Nursing Certificate Program

Student Handbook

2009 - 2010

**The University of North Carolina at Chapel Hill
Gillings School of Global Public Health**

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Purpose of Handbook

Dear 2009 Entering Certificate Student:

Welcome to UNC-Chapel Hill Gillings School of Global Public Health and the Public Health Leadership Program! We hope you enjoy the certificate program as you advance your knowledge in occupational and environmental health nursing.

This Student Handbook is designed to be a useful guide for you. Its goal is to clearly outline both opportunities and obligations of students in order to contribute to your successful education at UNC-Chapel Hill Gillings School of Global Public Health. In the spirit of continuous quality improvement (CQI), we really welcome your feedback on this document.

Again, welcome to UNC! Now that you're a Tar Heel, we look forward to getting to know you better and working with you to make your educational experience the best it can be!

William Sollecito, DrPH
Public Health Leadership Program Director
UNC Gillings School of Global Public Health

Overview

Public Health Leadership Program

The Public Health Leadership Program (PHLP) is an academic unit dedicated to preparing leaders in public health practice and building linkages between professionals in academic and community based organizations. One major feature of the PHLP academic program is its interdisciplinary focus, building on the research, teaching, and service functions of the seven departments within the Gillings School of Global Public Health (SPH). The public health principles and concepts to which students in this program are exposed are applicable in a wide variety of practice settings. These settings range from national, state and local governmental agencies to hospitals, integrated delivery systems and managed care organizations, environmental advocacy and policy groups, migrant and community health centers, rural health centers, and the business and industrial community.

Students pursuing the MPH degree select from one of three concentration options: Leadership, Health Care and Prevention (HC&P), and Occupational Health Nursing (OHN) – see the PHLP Organizational Chart at the end of this document. A MS degree in Public Health Nursing (Occupational Health Nursing Concentration) is also available for on-campus students only. A traditional, residential learning format is available for students in all three concentrations. An Internet-based, distance learning option is available to students in the Leadership or Occupational Health Nursing Concentrations.

Occupational Health Nursing Concentration

The Occupational Health Nursing (OHN) Concentration provides interdisciplinary education, training, and research experiences as appropriate to occupational health nursing. The mission of the Program is to provide education and training in occupational health nursing and encourage research in occupational and environmental health and related fields to promote worker health and safety. It is achieved through an interdisciplinary curriculum that supports the science and disciplinary development of the occupational health nursing specialty and application of the occupational health and safety knowledge acquired into practice.

- ❖ The **MPH** program in Occupational Health Nursing, using a theoretical and conceptual framework, prepares occupational health nurse specialists for leadership/management positions in industry, government, and other occupational health settings, to act as consultants to business, industry, and government, and to provide program planning and evaluation expertise. The program is offered on-campus or through distance education.
- ❖ The **MS** program in Occupational Health Nursing, using a theoretical and conceptual framework, prepares graduates as described in the MPH curriculum above but also emphasizes research skill development as beginning researchers. The MS program is available on-campus only.
- ❖ The **OHN Certificate Program** is an academic program of study. Students take 11-12 credits in coursework that has been specially developed for distance education. All credits earned are completely transferable (for 10 years) that can be used to meet the requirements for the completion of the OHN Concentration MPH degree.

OHN Concentration Objectives

1. Provide MPH training both on-campus and via distance education and on-campus MS degree education.
2. Provide OHN Certificate program via distance education.
3. Provide interdisciplinary learning opportunities and experiences.
4. Provide integrated/applied learning through practicum experiences.
5. Provide opportunities for scholarly demonstration of knowledge learned (e.g., master's paper publications, presentations).
6. Offer continuing education/outreach to the occupational safety and health community.
7. Provide research training (MS degree).

Course Content

The certificate program is designed to strengthen the knowledge and expertise of registered nurses (RNs) working in occupational health wherever they may practice – in the United States and/or internationally – through existing Internet/Blackboard courses that are currently available in the Public Health Leadership Program. Occupational health nursing course content uses an occupational health nursing model based on system's theory developed by the Program Director to emphasize OHN roles, worksite assessment, and interdisciplinary functioning.

All courses are offered in distance formats, excepting the OHN I course of which the didactic portion is offered for one week on-campus. Students will be able to register, receive materials, interact with faculty, order books, and successfully complete this program while only traveling to campus once.

Credit Hours

The OHN Certificate Program is 11-12 credit hours of passing course work. Students who receive a grade of Failing (F) in any course or nine or more credit hours of Low Pass (L) will become academically ineligible. Temporary grades of Absent from Final Examination (AB) and Incomplete (IN) will convert to an administrative grade of F if the time limit for a grade change expires. Students have until the last day of classes of the term one year later to replace their IN grade with a permanent grade and 30 days after exam to change an AB before they convert to grades of Failing.

Time Expectations

Students are required to take at least one course a semester. However, you may elect to take two or more courses a semester based on your own schedule and availability. These are demanding graduate level courses. This program is designed for working professionals with full-time jobs and family responsibilities, and most courses take 10-12 hours of course work per week, per course.

Most people would be able to complete the program in one year. However, you have up to three years to complete it.

UNC Honor Code

The UNC Honor Code covers a large number of topics outlined at <http://honor.unc.edu/>, however the one most pertinent to PHLP is the area of Academic Dishonesty. Students will be asked to document in writing that they have upheld the UNC Honor Code in their academic work as described below.

Academic Dishonesty

It shall be the responsibility of every student enrolled at the University of North Carolina to support the principles of academic integrity and to refrain from all forms of academic dishonesty, including but not limited to, the following:

1. **Plagiarism** in the form of deliberate or reckless representation of another's words, thoughts, or ideas as one's own without attribution in connection with submission of academic work, whether graded or otherwise.
2. **Falsification, fabrication, or misrepresentation of data**, other information, or citations in connection with an academic assignment, whether graded or otherwise.

3. **Unauthorized assistance or unauthorized collaboration** in connection with academic work, whether graded or otherwise.
4. **Cheating** on examinations or other academic assignments, whether graded or otherwise, including but not limited to the following:
 - a. Using unauthorized materials and methods (notes, books, electronic information, telephonic or other forms of electronic communication, or other sources or methods), or
 - b. Representing another's work as one's own.
5. **Violating procedures pertaining to the academic process**, including but not limited to the following:
 - a. Violating or subverting requirements governing administration of examinations or other academic assignments;
 - b. Compromising the security of examinations or academic assignments; or
 - c. Engaging in other actions that compromise the integrity of the grading or evaluation process.
6. **Deliberately furnishing false information** to members of the University community in connection with their efforts to prevent, investigate, or enforce University requirements regarding academic dishonesty.
7. **Forging, falsifying, or misusing University documents**, records, identification cards, computers, or other resources so as to violate requirements regarding academic dishonesty.
8. **Violating other University policies** that are designed to assure that academic work conforms to requirements relating to academic integrity.
9. **Assisting or aiding another** to engage in acts of academic dishonesty prohibited by Section II. B.

MPH Program in Occupational Health Nursing Concentration

After completing the OHN Certificate Program, you may be interested in advancing your education by enrolling in the OHN Concentration MPH degree, offered either on-campus or through distance education. You would have already received 11 or 12 credits hours of the minimum 42 credits required for program completion. To apply, you would need to complete the Graduate School Application by the application deadlines. Information about the University of North Carolina at Chapel Hill Graduate School degree requirements and important policies and procedures is published annually in The Graduate School Handbook and guidebooks which can be accessed at: <http://handbook.unc.edu/pdf/handbook.pdf>.

Application Deadlines:

- Fall Semester - April 1
- Spring Semester - October 1

Certificate Program Curriculum Requirements

The certificate curriculum is 11-12 credit hours (4 graduate level courses). One course is required; the student then selects three additional courses to complete the OHN Certificate program.

REQUIRED COURSE

PHNU 781, Occupational Health Nursing I (3 credits)

Concerns factors influencing the development and operation of occupational health programs. General and special health services contingent on work environment and inherent health problems in the employed populations are considered. Fall Semester.

This course is offered for one week on-campus and students will take this in conjunction with current OHN Program Masters' students.

ELECTIVES (Select 3 courses from the list below); all are offered on-line.

ENVR/PHNU 423: Industrial Toxicology (3 credits)

Toxicological assessment of and a case presentation of related exposure is given. A conceptual approach is utilized to design appropriate programs to prevent worker ill health due to industrial toxicant exposure. Spring Semester.

ENVR 432/PHNU 786: Occupational Safety and Ergonomics (3 credits)

Fundamentals of occupational safety and ergonomics with emphasis on legislation and organization of industrial safety and ergonomic programs, including hazard recognition, analysis, control, and motivational factors pertaining to industrial accident and cumulative trauma disorder prevention. Fall Semester.

EPID 600: Principles of Epidemiology (3 credits)

An introductory course that considers the meaning, scope, and applications of epidemiology to public health practice and the uses of vital statistics data in the scientific appraisal of community health. Fall Semester; Spring Semester, Summer Session

PHNU 787: Fundamentals of Industrial Hygiene (2 credits)

Provides broad understanding of industrial hygiene. Major emphasis is recognition of hazards in the workplace, evaluation of measurement of those hazards, and application of control strategies. Fall Semester.

PUBH/PHNU 785: Interdisciplinary Approaches to Occupational Health (3 credits)

Focuses on work, workplace exposures and hazards, and their effect on health. Interdisciplinary approaches to risk identification, reduction, and communication will be emphasized within regulatory and ethical contexts. Spring Semester.

Course Offerings by Semester

Summer	Fall Semester	Spring Semester
PHNU 781 (3 credits) Occupational Health Nursing *One-week On-Campus/Required Course	PHNU 787 (2 credits) Fundamentals of Industrial Hygiene On-line	ENVR/PHNU 423 (3 credits) Industrial Toxicology On-line
	ENVR 432/PHNU 786 (3 credits) Occupational Safety & Ergonomics On-line	PUBH/PHNU 785 (3 credits) Interdisciplinary Approaches to Occupational Health On-line
EPID 600 (3 credits) Principles of Epidemiology On-line	EPID 600 Principles of Epidemiology On-line	EPID 600 Principles of Epidemiology On-line

Sample Course Schedule (11-12 credits)

Summer	Fall Semester	Spring Semester
PHNU 781 (3 credits)	PHNU 787 (2 credits)	ENVR/PHNU 423 (3 credits)
		PUBH/PHNU 785 (3 credits)

OHN Concentration Competencies

In 2004, the Occupational Health Nursing Faculty developed 12 competencies, with several indicators identified for each competency, which OHN Program graduates should be able to demonstrate upon completion of the program. Upon completion of the OHN Certificate program, you should be able to demonstrate beginning achievement of the competencies. If you decide to enroll and complete the MPH Program, you should be able to achieve the competencies. Each area has three levels of competency, demonstrated by being competent, proficient, or expert. The competencies are listed below.

1. Fosters collaborative practice as a member of the interdisciplinary team with emphasis on occupational safety and health areas.
2. Uses written, oral, and technological strategies to communicate effectively with individuals, groups, and communities about occupational health and safety issues.
3. Develops, implements, and evaluates comprehensive occupational health and safety programs and services for diverse client populations.
4. Assumes occupational health nursing leadership role in business, academia, government, and in the community.
5. Utilizes critical and creative thinking to identify trends in health and health care that impact workers and communities and determine appropriate intervention and prevention strategies.
6. Influences policy development and its implications on business, legislation/regulation, health care, occupational health and safety issues, and the environment.
7. Understands the importance of utilizing research findings to advance occupational health nursing practice.
8. Demonstrates effective skills in planning, financial management, organizing, staffing, directing, and evaluating health, safety, and environmental programs and services consistent with corporate culture, business objectives, and population needs.
9. Utilizes knowledge from occupational health sciences to assess and control exposures in work environments.
10. Applies epidemiologic and environmental health knowledge and concepts to occupational health nursing practice.
11. Applies ethical decision making principles, personal values and beliefs, and ethical behavior in situations requiring judgment.
12. Engages in ongoing and lifelong professional development and develops advanced occupational health nursing skills to improve professionalism in occupational health and safety.

OHN Faculty Background

Courses are taught primarily by faculty in respective departments in the Gillings School of Global Public Health.

Judith Ostendorf, MPH, RN, COHN-S, CCM, FAAOHN, Clinical Assistant Professor, Occupational Health Nursing, Room 335, 1700 Airport Road

Judith Ostendorf is a Clinical Assistant Professor and Deputy Director of the National Institute for Occupational Safety and Health (NIOSH) North Carolina Occupational Safety and Health Education and Research Center (NC OSHERC). She received a BSN from Indiana University in Bloomington, Indiana and an MPH from the University of North Carolina at Chapel Hill. She brings a strong background in occupational health, having served as the occupational health services manager of a meat processing manufacturing corporation in the Raleigh, NC area for more than 13 years. She coordinated and presented many occupational and environmental health education programs and was a key member of the ergonomics task force during this time. She is certified in both occupational health nursing and case management. She is a Fellow of the American Association of Occupational Health Nurses and is a past president of the North Carolina Association of Occupational Health Nurses. Her research interests include ergonomics, musculoskeletal disorders, worksite regulatory issues, case management, and the aging worker.

Susan Randolph, MSN, RN, COHN-S, FAAOHN, Clinical Assistant Professor, Occupational Health Nursing, Room 337, 1700 Airport Road

Susan Randolph holds a BSN from The Ohio State University, and a MSN degree from Indiana University at Indianapolis, IN where she majored in Community Health Nursing and minored in Nursing Administration. She also completed a one-year, post-master's study in Occupational Health Nursing from the University of Cincinnati. She served as the State Occupational Health Nursing Consultant at the state public health agency in Raleigh, NC for 15 years and was head of occupational surveillance activities. Prior to that, she taught Occupational Health Nursing at the State University of New York at Buffalo for two years. She is certified in occupational health nursing. Ms. Randolph served as an Adjunct Instructor in the UNC Occupational Health Nursing Program from 1987-2000. She is a Fellow of the American Association of Occupational Health Nurses, and is a past president of that organization. She was recently appointed Secretary of the Scientific Committee on Occupational Health Nursing (2009-2012) for the International Commission on Occupational Health (ICOH). She has published 30 articles, 3 book chapters, and is a co-author with Dr. Rogers on *Occupational Health Nursing Guidelines for Primary Clinical Conditions*. Her research interests include agricultural health and safety, competencies in occupational health nursing, and medications in the workplace. Ms. Randolph was appointed by U.S. Department of Labor Secretary as a health member of the National Advisory Committee on Occupational Safety and Health (NACOSH) for a two year term, December 2007 to December 2009.

Bonnie Rogers, DrPH, COHN-S, LNCC, FAAN, Associate Professor and Director, Occupational Health Nursing, Room 343, 1700 Airport Road

Dr. Rogers is an Associate Professor of Nursing and Public Health, and is Director of the North Carolina Occupational Safety and Health Education and Research Center, and the Occupational Health Nursing Program. She has joint appointments with the School of Nursing, the Department of Epidemiology, and the Department of Health Policy and Management. Dr. Rogers received her baccalaureate in nursing from George Mason University, School of Nursing, Fairfax, VA, and doctorate in public health, with a major in environmental health sciences and occupational health nursing from the Johns Hopkins School of Hygiene and Public Health, Baltimore, MD. She has a master's degree in public health with a major in nursing administration and an emphasis in epidemiology. She holds a post-graduate certificate as an adult health clinical nurse specialist and is a certified occupational health nurse, certified case manager, and certified legal nurse consultant. She is also a fellow in the American Academy of Nursing and the American Association of Occupational Health Nurses.

Dr. Rogers is very active in research which focuses on occupational hazards to health care workers, ergonomics, and ethical issues in occupational health nursing. Dr. Rogers is a nurse ethicist having studied as a visiting scholar at the Hastings Center in New York. She has published more than 175 articles and book chapters and three books, *Occupational Health Nursing Concepts and Practice*, *Occupational Health Nursing Guidelines for Primary Clinical Conditions*, and *Legal Nurse Consulting Principles and Practices*. Dr. Rogers is Vice-President of the International Commission on Occupational Health. She is past president of the American Association of Occupational Health Nurses, the Association of Occupational and Environmental Clinics, and served several terms on the National Advisory Committee on Occupational Safety and Health, and is chair of the National Occupational Research Agenda Liaison Committee. She is on the National Environmental Education Foundation Advisory Board.

Affiliated Faculty Who Participate in OHN & OHN Cognate Courses

Ruth Barlow, MS, RN, COHN-S, CCM, President, Optimal Outcomes, Cary, NC

Kathleen Buckheit, MPH, RN, COHN-S/CM, FAAOHN, CE Director, NC OSHERC, UNC-Chapel Hill

Kay Campbell, EdD, RN-C, COHN-S, FAAOHN, Director, Global Health and Productivity, GlaxoSmithKline, Research Triangle Park, NC

Nelson Couch, PhD, CIH, CSP, Triangle Safety and Health, Inc., Research Triangle Park, NC

Judith Holder Cooper, PhD, Director, Occupational Mental Health Program, Duke University, Durham, NC

Gary Greenberg, MD, MPH, President, G. Greenberg Occ-Health Consulting, UNC-Chapel Hill, NC

Elise Handelman, MEd, RN, COHN-S, FAAOHN, Director, Office of Occupational Health Nursing, Occupational Safety and Health Administration, Washington, DC

Sheila Higgins, MPH, RN, COHN-S, OHN Consultant, NC Department of Health and Human Services, Raleigh, NC

Kathy Kirkland, MPH, PhD Candidate, Executive Director, Association of Occupational and Environmental Clinics, Washington, DC

Elizabeth Lawhorn, MSN, RN, COHN-S, CCM, FAAOHN, Manager, Occupational Health Services, EXXon Mobil, Houston, TX

Karen Mastroianni, MPH, RN, COHN-S, FAAOHN, President, Dimensions in Occupational Safety and Health, Raleigh, NC

Leyla McCurdy, MPhil, Senior Director of Health & Environment for the National Environmental Education & Training Foundation, Washington, DC

Woodhall ‘Sandy’ Stopford, MD, MSPH, Director, OEM Toxicology Program, Duke University, Durham, NC

Jon Wallace, MBA, CSP, President, Workplace Safety, Chapel Hill, NC

PHLP Staff

Judy Beaver, Business Manager
NCIPH, Carrboro

Gail Bryant, Accounting Tech
NCIPH, Carrboro

Chantal Donaghy, PHLP Program Assistant and HC&P Program Coordinator

Paul Frellick, Distance Learning Program Coordinator

Julie Maness, Program Specialist, OHN Program, Room 342, 1700 Airport Road

Sue Robeson, PHLP Registrar

Damian Gallina, Program Coordinator, Public Health Leadership Certificate

PHLP Organizational Structure 2008

