



UNC

THE WILLIAM AND IDA FRIDAY  
CENTER FOR CONTINUING EDUCATION

Campus Box 1020  
Chapel Hill NC 27599-1020

# *Nurse Refresher Program for Registered Nurses*



The Friday Center • Self-paced Courses  
Credit Programs for Part-time Students  
Phone: 919-962-1134  
[fridaycenter.unc.edu/cp/catalog/nursing.html](http://fridaycenter.unc.edu/cp/catalog/nursing.html)

Nurse Refresher Coordinator  
UNC-Chapel Hill School of Nursing  
Phone: 919-966-3736

*North Carolina Area Health Education Centers (AHEC) Program  
The University of North Carolina at Chapel Hill  
The School of Nursing  
The William and Ida Friday Center for Continuing Education*

*Theory Course now available online!*



## Nurse Refresher Program for Registered Nurses

This Nurse Refresher Program is for registered nurses who have successfully passed the NCLEX examination and have, at some time, been licensed in one of the fifty states. It consists of a Theory Course—Medical-Surgical Nursing Review—administered through the Friday Center for Continuing Education, and a Clinical Practicum administered through the North Carolina AHEC program.

The Nurse Refresher Program addresses a full range of common adult nursing problems. Depending on your needs, you may take both parts of the program or you may choose to take only the Theory Course. Please note that the Clinical Practicum is available only to residents of North Carolina.

The Theory Course is approved for 140 contact hours, which is equivalent to 14 Continuing Education Units (CEUs). Successful completion of the Clinical Practicum provides an additional 160 hours (16 CEUs). You must complete the Theory Course prior to beginning the Clinical Practicum.

## Enrollment Options

### Option 1—Theory Course and Clinical Practicum

If you are a registered nurse who is a legal resident of North Carolina, who has had a lapsed or inactive license from any of the fifty states for five or more years, and who would like to return to nursing, you must enroll in Option 1. Option 1 will meet both your educational and relicensure needs.

Prior to enrolling in Option 1, you must establish your eligibility for this option at a North Carolina AHEC office (see **How to Register** for additional information). Upon successful completion of both parts of Option 1, you will be eligible to apply for reinstatement of your nursing license in the state of North Carolina.

If you have an active North Carolina license but have not worked in five or more years, Option 1 may also be the best choice for you, since it provides the current clinical experience that many clinical agencies require for employment.

### Option 2—Theory Course only

If you wish to review, expand, or update your knowledge base in the field of medical-surgical nursing, you may choose to enroll in the Theory Course alone. This option is intended primarily for licensed nurses who have been practicing during the past five years and desire to update their knowledge of medical-surgical nursing, but do not need a supervised clinical experience.

Nurses who plan to change practice areas, such as from nursing administration to direct patient care, may also benefit from Option 2. Residence in North Carolina is not required for this option, which does not satisfy relicensure requirements in North Carolina.



# How the Theory Course Works

You may enroll in the Theory Course at any time. There are two ways to take the Theory Course—via correspondence or online.

## Correspondence

If you choose to take the correspondence version of the Theory Course, your course materials, which include 23 modules, support resources, and examinations, will be sent to you in four printed manuals. Once you receive your course materials, you may proceed through the modules at your own pace. When you complete each module, you will take a final examination and submit it by mail to the Friday Center. An instructor at the UNC-Chapel Hill School of Nursing will grade your examinations, and the Friday Center will return the exams to you.

## Online

If you choose to take the online version, you will need a computer, e-mail, and high-speed access to the Internet. The online course is designed to be accessible to people with a wide range of experience using computers, so you don't need to be an expert, but you will need to be comfortable sending e-mail and navigating the Internet. Your course materials will be delivered to you primarily via the Internet, in the form of 23 online modules. You will also receive a two-volume printed Reader. As in the correspondence version, you will work at your own pace to complete the online modules. After each module, you will complete an online final examination using a course management system called Blackboard.

Please note that the examinations for the correspondence and online courses are identical. In order to receive continuing education credit for the Theory Course, you must pass the exam for each module with a grade of 80 percent and may fail no more than five examinations, including retaken examinations.

## How Long the Theory Course Takes

You will have nine months in which to complete the Theory Course, but you may finish it in less time. Experience has shown that most students take four to six months to complete the Theory Course. See **Important Information** (right) for details about time limits in the Theory Course.



## Important Information Regarding the Theory Course

You will be expected to abide by the policies listed below:

- You may enroll at any time. Fees must be paid in full at the time of enrollment.
- The enrollment period begins on the day your application is processed and ends nine months from that day.
- You may proceed at your own pace through the modules. However, in order to ensure that you absorb and process the information, we recommend that you take at least twelve weeks to complete the Theory Course.
- If you need additional time, you may renew your enrollment for four additional months by paying a \$30 renewal fee.
- If you are asked to repeat an exam, you will be charged an additional \$15 for regrading the exam.
- If you withdraw from the Theory Course within thirty days of enrollment, you will receive a refund of \$425. No refunds are made after thirty days.



# Nurse Refresher Program for Registered Nurses

## Cost of the Program

The following fees apply:

### Option 1 (Theory Course and Clinical Practicum):

- Administrative fee (paid to the regional AHEC): \$100
- Theory Course (paid to the Friday Center): \$525
- Clinical Practicum placement fee (paid to the AHEC where your Clinical Practicum is administered): \$250

Please note that for Option 1, you will incur additional charges including malpractice insurance and fees for a criminal background check. Please feel free to discuss these charges with your AHEC coordinator.

### Option 2 (Theory Course only):

- Administrative fee (paid to the regional AHEC): \$100
- Theory Course (paid to the Friday Center ): \$525

## How to Register

### NC Residents

Persons residing in North Carolina should follow these steps:

1. Contact the regional AHEC nurse refresher coordinator in your area (see the listing of regional AHECs and the North Carolina map on page 5). If you live in Orange, Durham, Chatham, or Person counties, contact the AHEC office at the UNC-Chapel Hill School of Nursing, which will serve as your regional AHEC nurse refresher coordinator:

UNC-Chapel Hill School of Nursing AHEC, L601  
CB# 7460  
Chapel Hill NC 27599-7460  
919-966-3736

2. The coordinator will discuss the Nurse Refresher Program, the time requirements, and the appropriateness of each option. You will need to let the coordinator know whether you have an active, inactive, or lapsed license so that he or she can verify your license status with the Board of Nursing in which you are currently or were most recently licensed. If you have an encumbered license, you must bring a letter from the NC Board of Nursing describing remediation. If you meet with the coordinator in person, he or she will sign your completed application and you will pay the \$100 AHEC administrative fee at this time. In some AHECs, you may carry out part of the process by mail according to directions provided by that AHEC.
3. Send your approved application with your \$525 fee for enrolling in the Theory Course to the Friday Center. Your enrollment materials will be sent to you upon receipt of your application and fee, and you may begin work as soon as you receive them.
4. If you enroll in Option 1, be sure to discuss how to begin the process of arranging for your Clinical Practicum with the coordinator who signed your application. Your coordinator will be notified when you have completed the Theory Course and you may begin the Clinical Practicum.

## Non-NC Residents

Persons living outside North Carolina should follow these steps:

1. Contact the UNC-Chapel Hill School of Nursing AHEC office, which will serve as your regional AHEC nurse refresher coordinator:  
  
UNC-Chapel Hill School of Nursing  
AHEC, L601  
CB# 7460  
Chapel Hill NC 27599-7460  
919-966-3736
2. Once you have discussed your enrollment, send your completed application to this office along with your \$100 AHEC administrative fee. You will need to provide the certificate number of your unencumbered RN license to this office. The AHEC office will sign your application and return it to you.
3. Send your approved application with your \$525 fee for enrolling in the Theory Course to the Friday Center. Your enrollment materials will be sent to you upon receipt of your application and fee, and you may begin work as soon as you receive them.



## Modules in the Theory Course

- Module 1:** Contemporary Nursing: Change or Transformation?
- Module 2:** Legal and Ethical Aspects of Nursing
- Module 3:** Critical Thinking and the Nursing Process: Assessment through Nursing Diagnosis
- Module 4:** Critical Thinking and the Nursing Process: Planning through Evaluation; The Nursing Plan of Care
- Module 5:** The Adult Life Span: The Process of Aging
- Module 6:** Patient and Nurse Safety
- Module 7:** Pharmacotherapy: Therapeutic Considerations
- Module 8:** Medication Administration
- Module 9:** Fluid, Electrolyte, and Acid-Base Imbalances and Blood Administration
- Module 10:** Protecting the Patient and the Nurse: Infection Control, Biohazards, and Bloodborne Pathogens
- Module 11:** The Respiratory System: General Principles
- Module 12:** The Respiratory System: Common Disease Conditions
- Module 13:** Common Cardiovascular and Peripheral Vascular Disorders
- Module 14:** Disorders of the Gastrointestinal System
- Module 15:** The Urinary and Renal Systems
- Module 16:** Neurological Disorders
- Module 17:** Disorders of the Musculoskeletal System
- Module 18:** Selected Disorders of the Endocrine System
- Module 19:** Disorders of the Immune System: A Focus on HIV/AIDS
- Module 20:** Disorders of the Hematologic System
- Module 21:** Oncological Disorders
- Module 22:** Emergency Situations
- Module 23:** Caring for the Perioperative Patient

## Nurse Refresher Coordinator

# AHEC Regions

(for NC Residents)

If you live in Orange, Durham, Chatham, or Person counties, the AHEC office at the UNC-Chapel Hill School of Nursing will serve as your regional AHEC nurse refresher coordinator:

### UNC-Chapel Hill School of Nursing AHEC

Counties Served: Orange, Durham, Chatham, Person

L601  
CB# 7460  
Chapel Hill NC 27599-7460  
919-966-3736

### Area L AHEC

Counties Served: Edgecombe, Halifax, Nash, Northampton, Wilson

Health Education Foundation of  
Eastern North Carolina, Inc.  
PO Drawer 7368  
Rocky Mount NC 27804-0368  
252-972-6958

### Charlotte AHEC

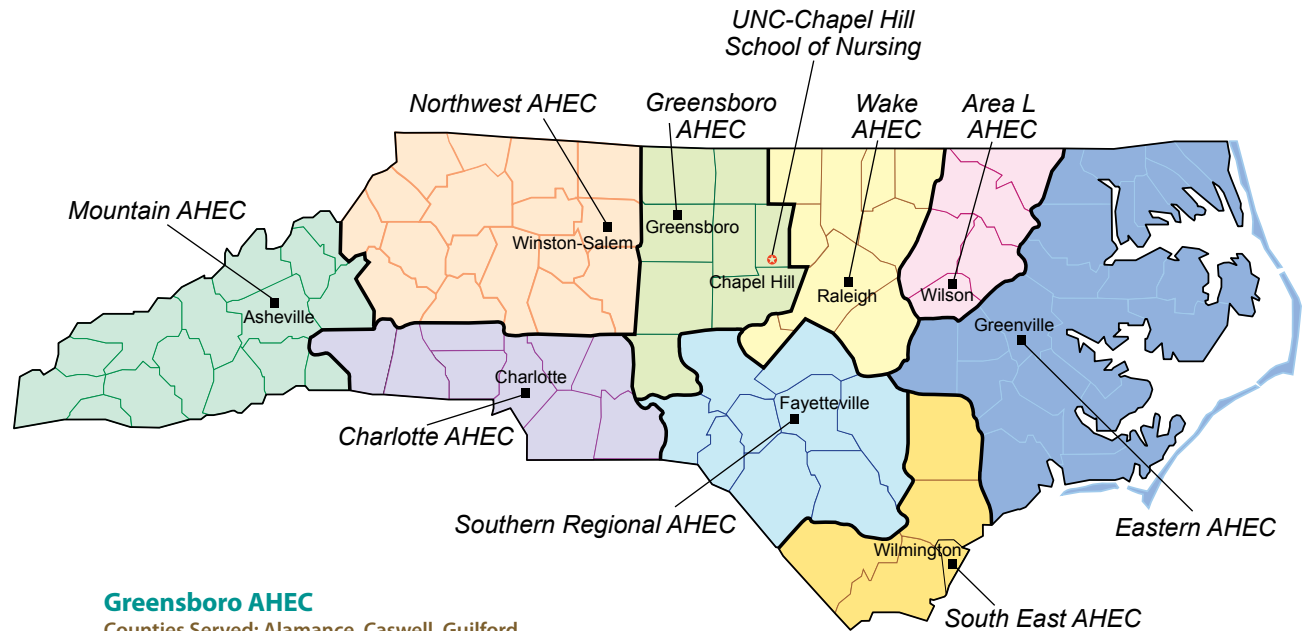
Counties Served: Anson, Cabarrus, Cleveland, Gaston, Lincoln, Mecklenburg, Stanly, Union

PO Box 32861  
Charlotte NC 28232-2861  
704-512-6539

### Eastern AHEC

Counties Served: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Greene, Hertford, Hyde, Jones, Lenoir, Martin, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne

PO Box 7224  
Greenville NC 27835-7224  
252-744-5211



### Greensboro AHEC

Counties Served: Alamance, Caswell, Guilford, Montgomery, Randolph, Rockingham

1200 North Elm Street  
Greensboro NC 27401-1020  
336-832-3947

### Mountain AHEC

Counties Served: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Yancey

501 Biltmore Avenue  
Asheville NC 28801-4686  
828-257-4416

### Northwest AHEC

Counties Served: Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, Davidson, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Watauga, Wilkes, Yadkin

Wake Forest University  
School of Medicine  
Medical Center Boulevard  
Winston-Salem NC 27157-1060  
336-713-7720

### South East AHEC

Counties Served: Brunswick, Columbus, Duplin, New Hanover, Pender

PO Box 9025  
Wilmington NC 28402-9025  
910-792-5560 x 104

### Southern Regional AHEC

Counties Served: Bladen, Cumberland, Harnett, Hoke, Moore, Robeson, Richmond, Sampson, Scotland

1601 Owen Drive  
Fayetteville NC 28304  
910-678-7246

### Wake AHEC

Counties Served: Franklin, Granville, Johnston, Lee, Vance, Wake, Warren

3261 Atlantic Ave., Suite 212  
Raleigh NC 27604-1657  
919-350-0481

# Nurse Refresher Program for Registered Nurses Application for Theory Course

Social Security number: \_\_\_\_\_

PID number (if you have one): \_\_\_\_\_

Legal name (first, middle, last) \_\_\_\_\_

Mailing address \_\_\_\_\_

Street address, if PO Box was provided above \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Daytime phone \_\_\_\_\_

Gender:  Female  Male Birth date \_\_\_\_\_

E-mail address (please print clearly) \_\_\_\_\_

Ethnic origin:

- Asian or Pacific Islander  Black, Non-Hispanic  
 Hispanic  American Indian/Alaskan Native  
 White, Non-Hispanic  Other \_\_\_\_\_

Enrollment option selected:

**Option 1: Theory Course and Clinical Practicum** (available only to persons living in North Carolina)

online  correspondence

**Option 2: Theory Course only**

online  correspondence

Applicant's signature: I have read the information in this brochure, have provided accurate information above, and understand the rules and regulations stated herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of regional AHEC nurse refresher coordinator or UNC-Chapel Hill School of Nursing coordinator. No nurse may enroll in the program without an authorizing signature. For persons living outside North Carolina, the UNC-Chapel Hill School of Nursing AHEC office will serve as the regional AHEC coordinator.

Approved to enroll in

**Option 1: Theory Course and Clinical Practicum**

**Option 2: Theory Course only**

Signature \_\_\_\_\_

Date \_\_\_\_\_

AHEC Region:

- Area L  Charlotte  South East  Eastern  
 Greensboro  Mountain  Northwest  
 Southern Regional  Wake  
 UNC-Chapel Hill School of Nursing  
 Out of state \_\_\_\_\_

The University will use your SSN to create a unique University identifier to verify records and match documents associated with your application, enrollment, and other educational records for UNC reporting purposes as required by UNC General Administration and to comply with federal and state reporting requirements.

## Payment

### Fee for Theory Course: \$525

Please note that each applicant will be required to pay a \$100 administrative fee to the regional AHEC for admission to the program. In addition, persons who enroll in Option 1 will be required to pay a Clinical Practicum placement fee of \$250. Do not mail these payments to the Friday Center.

Make check for \$525 payable to the Friday Center (Federal ID number 56-6001393). There will be a \$25 charge on all returned checks.

If you wish to use **MasterCard** or **VISA**, provide the following information:

Card # \_\_\_\_\_

Expiration date \_\_\_\_\_

Cardholder \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

Send this form to:

Credit Programs for Part-time Students  
 The Friday Center, Campus Box 1020  
 UNC-Chapel Hill, Chapel Hill NC 27599-1020

If using MasterCard or VISA, you may fax your approved application to 919-962-5549.



UNC

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Campus Box 1020  
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## Nurse Refresher Program for Registered Nurses

Web site: [fridaycenter.unc.edu/cp/catalog/nursing.html](http://fridaycenter.unc.edu/cp/catalog/nursing.html)

Nurse Refresher Coordinator, UNC-Chapel Hill School of Nursing: Call 919-966-3736