

# **Master of Science in Nursing Student Handbook 2011-2012**



**Department of Nursing  
Pittsburg State University**

**WELCOME TO THE DEPARTMENT OF NURSING**  
**Master of Science in Nursing**  
**AT PITTSBURG STATE UNIVERSITY**

The faculty and I would like to extend a warm welcome to you. We congratulate you on your decision to engage in advanced nursing education in pursuit of a Master of Science in Nursing degree. Our Department of Nursing offers an excellent program of study that can help you attain your career goals. We are proud of our baccalaureate and master's degree nursing programs, which are accredited by the Commission on Collegiate Nursing Education (CCNE), and approved by the Kansas State Board of Nursing.

This handbook has been prepared to facilitate your success in the graduate nursing program. The purpose is to inform you of the policies and procedures within the department and to let you know your rights and responsibilities as a graduate nursing student. You are charged with the responsibility to read, understand and follow all policies and procedures. It is important that you keep your handbook as a reference. If any changes or additions are made, the department will provide them to you. We would be interested in your comments or suggestions for revisions that would be helpful to you. If you have questions, please ask.

We wish you the very best throughout your nursing education and career. I encourage you to communicate often with your faculty advisor, course instructors and I also hope you will let me know if I can help you in any way. Please stop by my office at your earliest convenience to say hello.

Sincerely,



Mary Carol Pomatto, EdD, ARNP-CNS  
Chair  
Department of Nursing

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# NOTICE OF NONDISCRIMINATION

## NOTICE TO STUDENTS

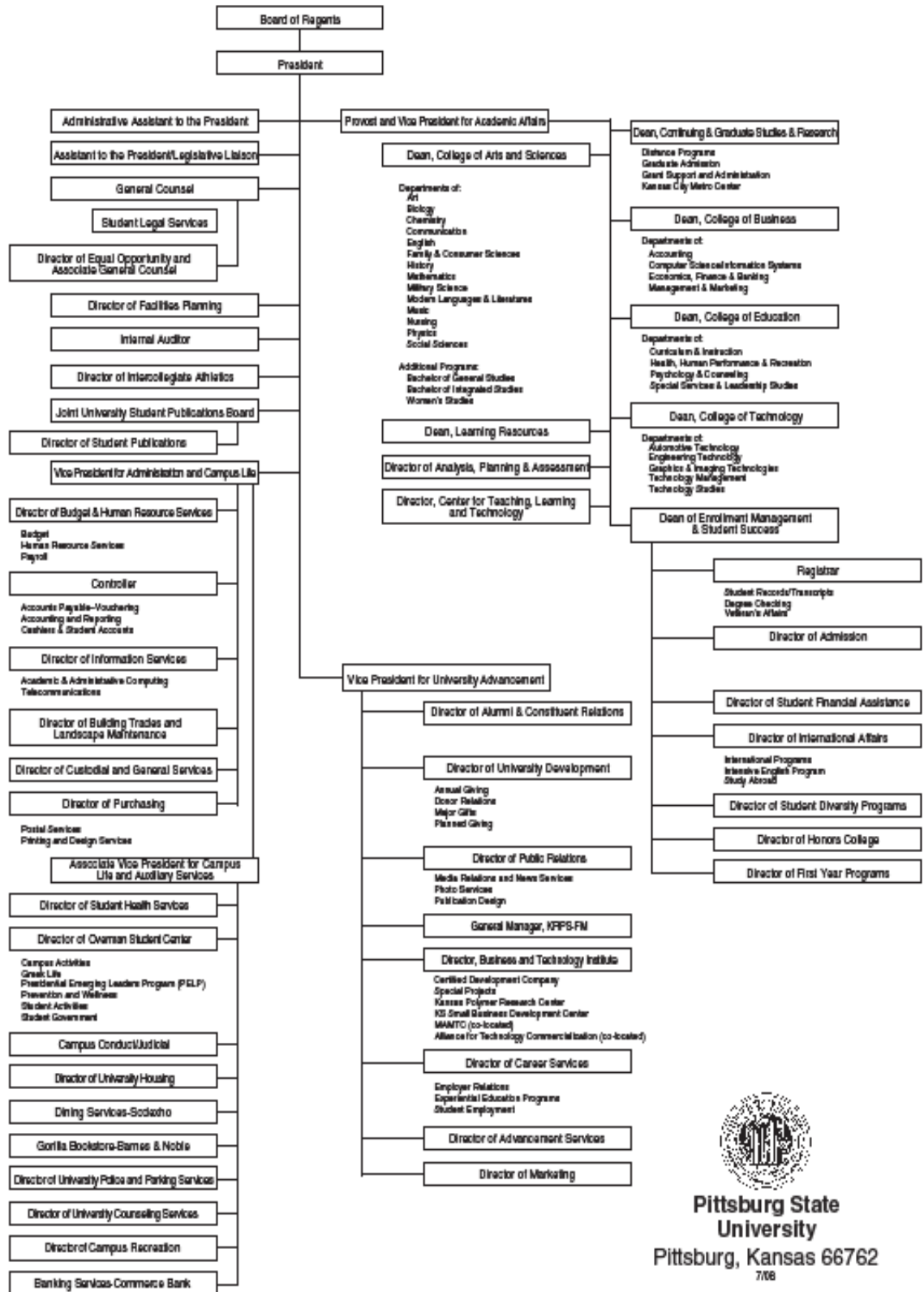
Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry or disabilities.

Any person having inquiries concerning the University compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A. may contact Jamie Jones, Director of Equal Opportunity, 218 Russ Hall, Pittsburg State University, Pittsburg, KS 66762, telephone (620) 235-4185 or (620) 235-4189. Jamie Jones has been designated by the University to coordinate the institution's compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A.

Website: <http://www.pittstate.edu/office/eoaa>

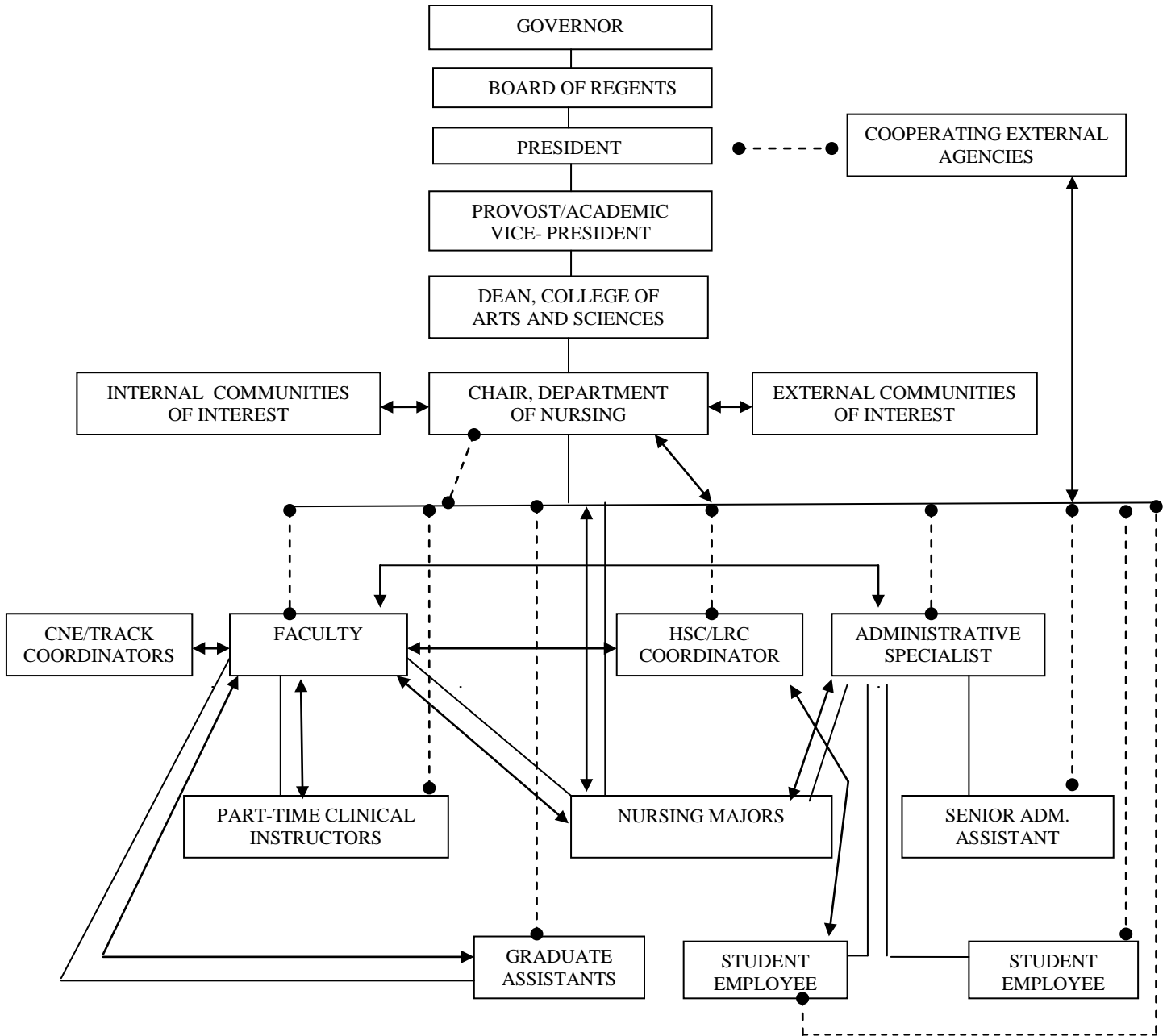
R. 12/95, 01/08, 06/09, 08/10, 07/31/11

# Pittsburg State University Pittsburg, KS 66762



**Pittsburg State University**  
Pittsburg, Kansas 66762  
7/08

**DEPARTMENT OF NURSING  
ORGANIZATIONAL CHART**



- - - - - • Contractual Agreement
- ← → Cooperative Responsibilities
- Direct Responsibility

Revised: 8/11/08; 7/20/09; 08/04/10

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**NOTE:**

All faculty members have voice mail, so you may dial their phone number directly. If they are not in their office, it switches to voice mail after 4 rings. Please leave a clear message regarding how you can be reached so they may return your call.

Revised: 8/11/08, 7/27/09, 08/04/10, 07/31/11

## History

The Kansas State Legislature, following recommendation from the Kansas Board of Regents in 1969, established the Department of Nursing at Pittsburg State University in the fall of 1970. The nursing program received funding from the State Legislature in the spring of 1970, providing for a chairman and two faculty for the planning year 1970-71.

Many years of planning involving the University, Mt. Carmel Medical Center, and the community preceded the establishment of the baccalaureate nursing program at Pittsburg State University. Responding to trends in nursing education and changes in the health care delivery system, Mt. Carmel Medical Center agreed to discontinue its School of Nursing when the University was ready to have a baccalaureate program in nursing. Mt. Carmel began phasing out its diploma program in 1970 and its last class was graduated in 1972.

The program at Pittsburg State University was approved by the Kansas State Board of Nursing in the spring of 1971 and 30 juniors were admitted to the upper division clinical nursing courses in the 1971 fall semester. The first class graduated in May 1973. At that time and until McPherson Nurse Education Building was completed, the Department was housed in a large, white, two-story house that was very homey, but somewhat crowded.

In 1974, under the direction of the first Chairman of the Department of Nursing, Cecilia Waggoner, federal grant monies for constructing a new nursing education building were approved. Matching funds donated by the McPherson family estate in the amount of \$400,000 were earmarked by Pittsburg State University to be used for construction of the educational facility. Construction of McPherson Hall began in the first part of 1976 and was completed during the summer of 1977. Dedication of the new building was held in September 1977, with Governor John Bennett in attendance.

McPherson Hall was designed and constructed with the objectives of the nursing program and the needs of the student in mind. Offices of all full-time faculty members are private. The reception area provides an attractive efficient atmosphere and workspace. The classrooms provide for groups of different sizes and the use of technology and varied instructional methods. A wide range of audio-visuals can be utilized because of the modern media capabilities. A health simulation center and learning resources center with professional staff is available. The Center has a family of simulators for student learning, and a student lounge with kitchen overlooks the university lake.

The National League for Nursing Council of Baccalaureate and Higher Degree Programs granted accreditation for the BSN program in 1975, and reaccreditation was granted for eight years in 1981, 1989, and 1998.

A natural evolution occurred in the Department of Nursing as registered nurses began to enter the program to complete their baccalaureate degrees. Since 1973, registered nurses have been admitted to the Department of Nursing.

The RN to BSN degree track may be viewed as a flexible alternative program plan. Although adjustments are made in the course content of the registered nurse student, the curricular, graduation, and course objectives are the same as those for the prelicensure student. To accommodate the needs of the registered nurse student, courses have been offered with flexible scheduling including ample use of distance technologies.

Since the mid-1980s, Pittsburg State University's Department of Nursing had expressed an interest in developing a Master of Science Degree in nursing program. This interest had been spurred by registered nursing students and area health care providers and agencies who indicated a need for nurses prepared at the master's level in nursing.

In the winter of 1990, with the encouragement of the Pittsburg State University administration, the nursing faculty met to discuss the feasibility of a master's degree program. A Master's Task Force Committee was formed to study the possibility of a master's program. Community leaders, college administration, nursing service, library personnel, nursing faculty, and alumni comprised the Master's Task Force Committee. In May 1990, funds for a feasibility study were obtained from Pittsburg State University and Dr. Lois Frels of Frels and Shoemaker Associates was contacted to conduct the study. The outcome of the feasibility was favorable; therefore, work on a proposal for a new Master of Science Degree in Nursing began.

In March of 1993 the Board of Regents approved the establishment of a Master of Science in Nursing Program in Family Health at Pittsburg State University. The first class was admitted in the fall and Clinical Nurse Specialist graduates were further prepared in the areas of education, administration, or gerontology.

In June of 1995 the family nurse practitioner curriculum for the Master of Science in Nursing began at Pittsburg State University in collaboration with the University of Kansas, Wichita State University, and Fort Hays State University. The Master of Science in Nursing program has been continuously approved by the Kansas State Board of Nursing since its inception. In 2000, the graduate program earned national accreditation from the National League for Nursing Accrediting Commission (NLNAC). The graduate program is currently fully accredited by the Commission on Collegiate Nursing Education (CCNE).

The current Chair of the Department of Nursing is Mary Carol G. Pomatto. Carolyn Keil served as Chair 1999-2005. Barbara Jean McClaskey served as Interim Chair 1998-1999 and 1988-1989; Jo-Ann Marrs served as Chair from 1989-1998; Roberta Thiry served as Chair from 1979 - 1988; Cecilia Waggoner was chair from 1970 - 1979.

## **Traditions**

### **PSU Commemoration Day (Apple Day)**

Pittsburg State University is the youngest of the state institutions of higher education in Kansas. Founded in 1903, Pittsburg State opened as the Auxiliary Manual Training Normal School designed for the preparation of teachers of manual training and domestic science. Russell S. Russ, then superintendent of the Pittsburg Schools, was elected to be principal of the new normal school, which he had helped to found. The school opened in temporary quarters Tuesday, September 8, 1903, with 54 students and 5 faculty members.

Mr. Russ spent considerable time in the state legislature of 1905 during the debate for an appropriation for the first school building. As the issue was drawing to a close, the legislators lightheartedly reviewed the problem of non-members of the house appearing on the floor, and the motion was made that the next offender be fined a barrel of apples. Shortly after, Russ appeared to inquire about the progress of the bill and was duly fined a barrel of apples.

The incident was reported in Pittsburg, and Russ, discussing this with students, suggested that they fine the faculty a barrel of apples. The motion passed unanimously, and a bewildered faculty paid the fine. Since that first observance on March 8, 1905, Apple Day or Commemoration Day has

become a festivity to be noted on the Pittsburg State University campus. Annually this tradition is assessed by the student body, and apples furnished by the faculty are passed out to all those present at the Apple Day Convocation.

### Department of Nursing Spring Banquet

In the late spring, both undergraduate and graduate students are recognized at a banquet held in their honor. Students and faculty organize the event, which includes a dinner, and is an opportunity to invite families and significant others to share in the academic experience.

The spring banquet allows for recognition of pre-licensure students. Students receive various departmental awards, and are recognized by their classmates for more light-hearted accomplishments. RN to BSN and Graduate students have an opportunity to participate in the program as well.

### Pinning Ceremony

The school pin is one of the traditions in nursing education. Each nursing program has its own distinct pin and each graduate wears the pin of his/her nursing program proudly. The pin for the Pittsburg State University graduate is of a special design approved in 1973. The design was sketched by the first graduating class and given to Dr. George Brooker, then a Professor of Automotive Technology at Pittsburg State University and husband of Carolyn Brooker, a faculty member in the Department of Nursing. Dr. Brooker finalized the design and the pin was ready for the first BSN graduates.

Approximately the size of a quarter, the pin is circular. The center of the pin is gold with the letters BSN or MSN in the center. Around this appears a red band on which is printed Pittsburg State University Department of Nursing. An outer band is a gold edge of scallops. This same design has been adapted for use on school invitations, brochures, patches, etc.

The tradition of pinning emphasizes the importance of the pin. At this event, held in conjunction with university commencement, each graduate is pinned by the person of his/her choice. The custom is to announce future plans of each graduate as the pinning occurs. Research topics of MSN graduates are shared. Parents, spouses, children, relatives, and friends are invited to share in this formal ceremony.

## MISSION AND GOVERNANCE

### **Mission Statement**

The mission of the nursing curricula is to prepare graduates to demonstrate excellence in practice, to meet regulatory requirements for practice, to assume leadership roles and to recognize learning as a lifelong process.

The baccalaureate and graduate programs of the Department of Nursing reflect the university's mission of teaching, scholarship and service, with teaching/learning as the primary focus.

Members of the department engage in a wide range of scholarly, professional, practice and community service activities to meet local, regional and national needs for nursing and healthcare.

Recognizing the unique characteristics and needs of our diverse rural setting, the programs of the Department of Nursing prepare graduates to provide nursing care to individuals, families, and populations in a variety of settings.

The baccalaureate nursing curricula build upon a foundation of the arts, sciences and humanities. The Master's curriculum builds upon the competencies of baccalaureate graduates and focuses on advanced nursing roles.

### **Vision Statement**

The vision of the Department of Nursing is to assume a leadership role, in collaboration with area health care and educational institutions, in providing baccalaureate nursing education to pre-licensure students and degree completion registered nurses, as well as advance practice education to graduate students. To achieve the vision of a leadership role, the faculty members develop their expertise as educators and role models through life long learning, practice, service, and scholarship.

### **Philosophy**

To review and restate its philosophy, in 2003 the department solicited the views of junior, senior, and graduate students, plus nursing faculty members. To guide reflections, the members of the department used the metaparadigm of nursing and basic concepts of nursing. The following statements reflect a compilation of the beliefs of the members of the Department of Nursing

### **Person**

We believe that person is a concept that represents the recipient of nursing care, or the client. The client can be an individual, family, aggregate, community or population. We view each client as a holistic entity with unique cultural, emotional, spiritual, and bio-psycho-social characteristics. Each client possesses unique values and beliefs. The role of the nurse is to provide care that will assist the client to achieve the highest level of functioning.

**Environment**

We believe that environment includes all conditions, circumstances and influences that are a part of being or becoming. The environment includes natural, biological, psychological, social, spiritual and cultural factors. The internal and external environments of person are ever changing and influencing other components, and may result in alterations in health. The nurse coexists as part of the client's environment and works with the client to maximize health.

**Health**

We believe that health is a dynamic state of biological, psychological, social, and spiritual well-being, and reflects the ability of person or client to adapt to the environment. Health is unique to each person and is viewed as a function of perception and observation. Health incorporates illness and wellness and is viewed as actualization of human potential for development.

**Nursing Practice**

Nursing is a professional discipline with both art and science components. Nursing as an art involves the implementation of caring strategies to promote well-being. Those strategies may include but are not limited to intuition, creativity, and compassion, nursing therapeutics, communication skills, patient advocacy and patient empowerment. Caring encompasses the nurse's authentic presence reflected through empathy for and connection with the client through all aspects of well-being. The caring nurse identifies questions to be investigated and builds the knowledge base for nursing practice by systematic inquiry.

**Teaching**

Faculty members act in partnership with students to facilitate learning. The goal is to create an environment that encourages student participation in the process of inquiry and discovery. An outcome of teaching is the procurement and application of knowledge. Strategies for success include, but are not limited to recognition of individual learner styles, coaching-mentoring, use of technologically advanced information presentation formats, interactive communication of information, and facilitation of the student process of applying knowledge. When learning occurs, there is measurable evidence that the student has acquired knowledge and demonstrates appropriate clinical competencies and behaviors.

**Learning**

We believe that learning is a complex, mutual process of growth and development identified by changes in the behavior of the learner. Learning is the art or process of acquiring knowledge, skills and values by means of study, instruction, observation, interaction, practice and experience. An active internal process, learning involves cognitive, psychomotor, and affective aspects of human behavior. Learners accept responsibility for learning and seek opportunities to increase knowledge, skill, and clinical competence. Learning is a lifelong growth process that facilitates the development of human potential.

**Teaching-Learning**

We believe that nursing education is the teaching-learning process by which faculty and students collaborate to achieve educational goals. Teaching-learning is a reciprocal process involving the exchange of information that occurs between students and faculty. The process fosters intellectual, social, and emotional growth of both teacher and learner.

Revised: 03/13/89, 05/12/93, 05/25/95, 08/18/98, 01/28/00, 08/19/04, 08/09/05, 08/10/06, 08/11/08, 07/31/09

## **Program Levels**

The faculty has developed the curriculum of the Pittsburg State University Department of Nursing to be consistent with its mission and philosophy. The major concepts of person, environment, health, and nursing are integrated. The baccalaureate nursing curriculum is an upper division major organized at three levels. Pre-RN track BSN students generally progress from levels one to three. RN to BSN track students have a prior nursing knowledge base and may complete levels concurrently. The graduate program represents the fourth level of the curriculum.

*Level one* takes place in the first semester of the junior year and builds upon the learning from the lower division nursing prerequisites and general education courses in the natural sciences, social sciences, and humanities. The major concepts of person, environment, health, and nursing are introduced with the respective sub-concepts and theoretical formulations. Clinical experiences focus on basic nursing care of individuals experiencing minor to major adaptation/maladaptation in both acute and non-acute health care settings. The student incorporates pathophysiologic processes as a basis for nursing interventions.

*Level two* of the curriculum includes the second semester of the junior year and the first semester of the senior year. At this level, the student utilizes theories, concepts, and the nursing process with persons experiencing minor to major adaptation/maladaptation in a variety of health care settings. Findings from research and information systems are analyzed for application in the improvement of nursing care. The student incorporates pharmacologic knowledge into nursing interventions.

*Level three* of the curriculum is the last semester of the senior year. The student synthesizes previous and new knowledge as a basis for prioritizing care of clients facing major adaptation /maladaptation in acute health care settings. Leadership principles are utilized in managing care of groups of clients in a variety of settings. Concepts of care are expanded to include community, community assessment, and population oriented practice. A capstone internship provides students an opportunity to synthesize all of their learning into their role and function as professional nurses. Upon graduation, Pre-RN graduates are eligible to take the national licensing examination, the NCLEX-RN, to become registered nurses.

*Level four*, the master's program, prepares its graduates for advanced practice in the area of family health (including functional areas of education or administration) and family nurse practitioner. Because the family is the building block of society and a major influence on health care beliefs and practices, the emphasis of the graduate program is the family. Advanced practice education prepares graduates who are responsive to diverse needs within this mostly rural population and medically underserved region. Graduates are eligible for national certification examinations and to apply to the Kansas State Board of Nursing for Advanced Registered Nurse Practitioner (ARNP) status upon completion of their advanced practice degree. They will be designated as either a Family Clinical Nurse Specialist or a Family Nurse Practitioner depending upon their choice of track.

Revised: 03/13/89, 05/12/93, 5/25/95, 01/28/00, 06/26/03, 08/04/03, 08/19/04, 08/10/05, 08/10/06, 08/11/08, 07/10/09, 08/04/10

### Program Outcomes and Level Objectives

In order to develop the curricula according to program levels, the faculty has articulated expected program outcomes, which are stated as objectives, and further identified behavioral outcomes for each of the four levels of the program. The program outcomes and level objectives are followed by explication of the major concepts that are evident in the program outcomes. The program prepares professional practitioners and advanced practice nurses who can:

1. Evaluate the nursing process and nursing theories to promote bio-psycho-social adaptation of persons.
  - Level 1 Apply the nursing process which incorporates nursing theories and bio-psycho-social concepts to assist persons experiencing minor to major adaptation/maladaptation.
  - Level 2 Develop nursing processes which incorporate nursing theories and bio-psycho-social concepts to promote adaptation of persons experiencing minor to major adaptation/maladaptation.
  - Level 3 Formulate the nursing process which incorporates nursing theories and bio-psycho-social concepts with persons experiencing minor to major adaptation/maladaptation.
  - Level 4 Integrate the nursing process, supported by a variety of theories, into advanced practice.
  
2. Evaluate selected theories and content from the sciences, humanities, and nursing for application in nursing practice.
  - Level 1 Identify theories and content from the sciences, humanities, and nursing in the care of persons experiencing minor to major adaptation/maladaptation.
  - Level 2 Analyze theories and content from the sciences, humanities, and nursing in the care of persons experiencing minor to major adaptation/maladaptation.
  - Level 3 Integrate theories and content from the sciences, humanities, and nursing relevant to the care of persons experiencing minor to major adaptation/maladaptation.
  - Level 4 Utilize advanced nursing standards and content from the sciences, humanities, and nursing to promote health, prevent disease, and provide quality care to persons/families/communities with emphasis in rural settings.
  
3. Incorporate historical, political, social, economic, legal, and ethical aspects of health care in professional nursing.
  - Level 1 Relate the impact of historical, political, social, economic, legal, and ethical aspects of health care in professional nursing.
  - Level 2 Examine historical, political, social, economic, legal, and ethical aspects of health care in professional nursing.
  - Level 3 Integrate the utilization of historical, political, social, economic, legal, and ethical aspects of health care in professional nursing.
  - Level 4 Contribute to the advancement of the nursing profession through the knowledge of historical, political, social, economic, legal, cultural, and ethical aspects of health care.

4. Select teaching-learning principles that promote client adaptation.
  - Level 1 Identify teaching-learning principles that promote client adaptation.
  - Level 2 Utilize teaching-learning principles that promote adaptation of a person experiencing minor to major adaptation/maladaptation.
  - Level 3 Design a plan for the effectiveness of teaching-learning principles to promote adaptation of clients experiencing minor to major adaptation/maladaptation.
  - Level 4 Implement effective teaching-learning strategies designed to promote wellness of persons/families/communities.
  
5. Participate in meeting health needs of society by communicating, collaborating, coordinating, and consulting with citizens and colleagues.
  - Level 1 Identify the role of each member of the health care team in meeting health needs of persons experiencing minor to major adaptation/maladaptation.
  - Level 2 Collaborate with members of the health care team to meet the health needs of persons experiencing minor to major adaptation/maladaptation.
  - Level 3 Formulate nursing role with other health team members in meeting health needs of persons experiencing minor to major adaptation/maladaptation.
  - Level 4 Demonstrate competence in advanced practice roles in meeting health needs of all populations, with emphasis in rural settings.
  
6. Value individual responsibility and accountability for nursing practice.
  - Level 1 Examine individual responsibility and accountability for nursing practice.
  - Level 2 Accept individual responsibility and accountability for nursing practice.
  - Level 3 Maintain collective responsibility and accountability for nursing practice.
  - Level 4 Evaluate individual advanced practice nurse responsibility and accountability as it contributes to the improvement of the delivery of health care and the establishment of health policy.
  
7. Evaluate principles of leadership in managing client care.
  - Level 1 Review leadership principles that relate to client care.
  - Level 2 Differentiate leadership principles that relate to client(s) care.
  - Level 3 Formulate leadership principles to coordinate client(s) care.
  - Level 4 Synthesize advanced practice nurse leadership and management principles in order to coordinate person/family care in all populations with emphasis in rural settings.

8. Participate in planned change to facilitate adaptation of persons.
  - Level 1 Identify principles of planned change.
  - Level 2 Coordinate resources to implement planned change.
  - Level 3 Organize planned change to facilitate adaptation of persons.
  - Level 4 Manage activities for planned change to facilitate adaptation of persons/families/communities.
  
9. Question findings of research and information systems to improve nursing practice.
  - Level 1 Identify sources of research and information systems relevant to nursing practice.
  - Level 2 Examine findings of research and information systems relevant to the improvement of nursing practice.
  - Level 3 Integrate findings of research and information systems for the improvement of nursing practice.
  - Level 4 Contribute to advanced nursing through managing research and information systems.
  
10. Assess individual goals for continued personal and professional growth.
  - Level 1 Identify goals for individual growth during the educational process.
  - Level 2 Establish both long and short-term personal and professional goals.
  - Level 3 Incorporate both long and short-term personal and professional goals.
  - Level 4 Evaluate long-term and short-term personal and professional goals for advanced practice.

BSN Levels 1-3 Revised: 05/25/95, 04/03/98, 04/16/99, 09/03/04, 08/09/05, 08/11/08, 07/10/09  
MSN Level 4 Revised: 02/26/99, 01/28/00, 09/03/04, 08/10/05, 08/10/06, 08/11/08, 07/10/09

## **Explication of Program Outcome Concepts**

### **Nursing Process**

The nursing process is the framework for approaching nursing care and incorporates a wide variety of skills and activities. Communication, therapeutic nursing interventions, problem-solving, decision-making, critical thinking, and independent judgment are basic to the dynamic process. The application of the process varies with the client's individualized needs, the expertise and role of the nurse, and the setting. The nursing process requires a mutual process between the nurse and client that is directed toward goal attainment.

The nursing process consists of five steps -- assessing, diagnosing, planning, implementing, and evaluating. Assessment involves the collection, verification and communication of data unique to a person. Assessment requires skills in communication, interviewing, history taking, physical examination, and other data collection procedures. Diagnosing is step two of the nursing process. In this step, data are analyzed and health needs/problems identified. An appropriate plan of care is then developed with goals and priorities being established. Carrying out the established plan of care is implementation. Intellectual, interpersonal, and psychomotor skills are required to take nursing action. Comparison of goal achievement with projected outcomes contributes to evaluation of client/nurse success in step five of the nursing process. Need for revision of the care plan and new health needs may be identified.

### **Nursing Theories**

Stress-adaptation interaction, based on Roy's Conceptual Model of Adaption (1999), flows from the metaparadigm concepts of person, environment, health, and nursing. Adaptation terminology is integrated into the department's program outcomes, level objectives, and syllabi. Systems theory also is useful in understanding relationships between person, environment, health, and nursing. A person can be viewed as an open, bio-psycho-social system in constant interaction with the collective environment. A person is a system that exists throughout the life cycle and has individual needs that vary dependent upon level of wellness. As a person strives for homeostasis in their personal system, interaction with other systems may take place, i.e. the health care system. The health care system affects a person as a consumer and in turn is affected by a person. Nurses play a key role in helping persons recognize and express needs, understanding the health care system, and advocating for a person's rights.

### **Theories Related to Nursing Practice**

Communication theory provides the foundation for establishment of a therapeutic nurse-client relationship. Effective communication enhances utilization of the nursing process as well as collaboration among health care team members.

Growth and development take place throughout the life cycle in predictable stages. Peoples' ability to grow and develop influences their level of wellness. Unique healthcare needs, regardless of age, result from the physical, emotional, intellectual, social, spiritual, and cultural aspects of peoples' developmental level. With this theoretical knowledge, the nurse can utilize the nursing process to help a person meet individual needs. In addition, understanding of family theory, ethics theories and principles, theories of aging, crisis theory, and management theories assist the professional and advanced practice nurse to support the client in attaining and maintaining maximum wellness.

**Influences on Nursing Practice**

Persons have a basic need to communicate with their environment. A person's communication is influenced by many factors including values, perceptions, feelings, sociocultural and religious background, knowledge level, roles, relationships, setting, and health. The nurse's role is to provide competent care in the context of these influences.

**Teaching-Learning Principles**

Teaching-learning is a reciprocal process which fosters intellectual, social, emotional, and physical growth of both teacher and learner. Learning is manifested as a persistent change in the affective, cognitive, or psychomotor behavior of an individual. Both ANA's Standards of Nursing Practice and The Patient's Bill of Rights address nursing's responsibility for teaching. Teaching enhances a person's ability and is dependent on application of the principles of teaching-learning. The student-teacher relationship in this program is dependent upon rights and responsibilities of each in the teaching-learning process. Students and teachers establish personal goals and objectives consistent with the objectives of the course, curriculum, and professional development. The learner is given selected opportunities to negotiate individualized experiences. Self-evaluation of learning is part of the process.

**Meeting Health Care Needs of Society**

Participation in professional activities is dictated by personal interests, talents, commitments, values and attitudes. Faculty members, students, and graduates have numerous opportunities to provide service and leadership within the community through volunteer nursing services, participation in health related organizations, health planning, and health education. Faculty members model the three foci of the University's mission; teaching, scholarship, and service to the University, the profession, and the community, and also model the profession's expectation of expertise in clinical practice.

The health care system is viewed as a composite of clients, health care professionals, and health care institutions/agencies interacting with one another. Collaboration between clients and health care professionals is essential for provision of optimum health care. Optimum health care is care that is directed toward achieving the greatest degree of health and adaptation possible with a person. Each person has the right to quality health care throughout the life cycle regardless of position on the wellness-illness continuum. The health care system is a dynamic system affected by societal and consumer influences, rapidly advancing knowledge and technology and political influences. The rapidly changing health care system is challenging nurses and nursing to confront ethical, moral, and legal dilemmas and to define itself, its services, and appropriate roles, including advocacy for the needs of clients.

**Individual Responsibility and Accountability**

Acceptance of responsibility/accountability for one's own actions as well as maintenance of continued competency characterizes the professional nurse. Professional accountability helps to ensure the maintenance of health care standards and the continuance of personal and professional growth. Accountability provides a foundation for ethical decision-making. Every profession expects its members to practice within the discipline, appreciate its heritage, contribute to the advancement of knowledge, and serve both the profession and society. A professional nurse practices within the state's nurse practice act and according to the standards delineated by the profession.

**Leadership in Managing Client Care**

Graduates are educated to apply principles of leadership and supervise the care given by other nursing and auxiliary personnel in a wide variety of settings. As the health care system becomes more specialized and complex, the need for nurses with leadership and management skills is growing. Professional nurses must be prepared with skills of communication, organization, and self-examination upon graduation. The beginning professional nurse must be able to lead oneself as well as exert leadership in the nurse-client relationship and with members of the nursing and health care staff. Nurse managers are those with authority and responsibility within an organization. Nurses in management positions must acquire and develop their leadership abilities. Therefore, opportunities for both leading and managing are experienced in the curriculum.

**Change**

Change is a constant in the internal of a person as well as the external environment. Change not only occurs in individuals but also occurs in the family or group, community, and society. Nurses play a key role in helping the system or a person adapt to or influence change in the collective environment. This is accomplished through the nurse's role as change agent, leader, health educator, motivator, role model, and source of referral. Knowledge of change theory is important for effective utilization of the nursing process. Knowledge of the environmental impacts affecting change in the health care system and of nursing roles and functions is critical to professional nursing practice.

**Research and Information Systems to Improve Nursing Practice**

The roles and functions of the professional nurse are influenced by and derived from the research process. Graduates of this program are prepared to utilize and question research findings in giving direct care to clients/groups. Advanced practice nurses add to the body of knowledge through research, writing, presentation of professional papers and educational programs, and other creative/scholarship endeavors.

Professional nursing practice is based upon research and theory. The nurse selects from a wide variety of theories to explain phenomena, support decisions and predict outcomes. Nursing theories provide a perspective for current practice and generate testable hypotheses that influence the future of nursing. The findings of research are utilized by the professional nurse to improve the quality and effectiveness of nursing interventions. Research serves as the foundation for every course in the nursing curriculum. The dissemination of research through publications and technology require members of the department to develop skills in the use of information technology.

**Continued Personal and Professional Growth**

The nurse must continue to grow and develop. Life-long learning involves the constant process of identification of strengths and weaknesses as well as motivation to enhance one's practice through continued education and self-study.

With additional education and experience, baccalaureate graduates may specialize in either a practice area or functional role. Functional roles such as administration, consultation, research and teaching are designed to facilitate and support practice.

Revised: 08/19/04, 08/10/05, 08/10/06, 08/11/08, 07/10/09

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Updated: 7/31/09, 07/31/2011

### **Advanced Practice Definitions:**

**Advanced Practice Nursing:** The manifestation of “a high level of expertise in the assessment, diagnosis, and treatment of the complex responses of individuals, families, or communities to actual or potential health problems, prevention of illness and injury, maintenance of wellness, and provision of comfort. The advanced practice registered nurse has a master’s degree or doctoral education concentrating in a specific area of advanced nursing practice, had supervised practice during graduate education, and has ongoing clinical experiences. Advanced practice registered nurses continue to provide many of the same interventions used in basic nursing practice. The difference in this practice relates to a greater depth and breadth of knowledge, a greater degree of synthesis of data, and complexity of skills and interventions (AACN, 1996, pp. 2).” The four dominant titles of advanced practice in a direct care provider role are nurse practitioner, certified nurse anesthetist, certified nurse-midwife, and clinical nurse specialist (AACN, 1999). The graduate nursing program at Pittsburg State University prepares both the Nurse Practitioner and Clinical Nurse Specialist in Family Health.

**Clinical Nurse Specialist (CNS):** “The clinical nurse specialist is an expert clinician and client advocate in a particular specialty or subspecialty of nursing practice. The clinical nurse specialist provides direct client care, including assessing, diagnosing, planning, and prescribing pharmacologic and non-pharmacologic treatment of health problems, health promotion and prevention care within this specialized area of practice. In addition to direct practice, the sub-roles of the clinical nurse specialist role include education, research, and consultation. The clinical nurse specialist is involved in indirect practice activities with the goal of improving the quality of care and serves as a change agent (ANA, 1996, p3).” The CNS graduate nursing program at Pittsburg State University focuses on family health with functional areas in education or administration.

**Nurse Practitioner:** “The nurse practitioner is a skilled health care provider who utilizes critical judgement in the performance of comprehensive health assessments, differential diagnosis, and prescribing of pharmacologic and non-pharmacologic treatments in the direct management of acute and chronic illness and disease. Nurse practitioner practice promotes wellness and prevents illness and injury. Nurse practitioners function in various settings for individuals, families, and communities. This includes working autonomously and in interdisciplinary teams as resources and consultants. The role of this provider may include conducting research, providing education, and impacting public policy. The nurse practitioner may focus on a specific area of practice, e.g., family, geriatric, or pediatric, primary, or acute care (ANA, 1996, p4).” The graduate nursing program at Pittsburg State University prepares advanced practice nurses in the Family Nurse Practitioner (FNP) area of practice.

**Family Health Care:** For the graduate nursing program at Pittsburg State University, family health care is defined as health promotion, disease and injury prevention, and restoration of maximum wellness for families across the lifespan.

**Rural:** For the graduate nursing program at Pittsburg State University, rural is defined as a community or region with a population of less than 20,000 and/or more than 50 miles from a comprehensive research medical center. According to this definition, the four state area, including Pittsburg and extending for a 50 mile radius, would be considered rural.

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American Nurses Association (2004). Scope and Standards of Advanced Practice Registered Nursing. Author as publisher: Washington, DC. 1996 document contained within.

**MSN PROGRAM**

**Core Courses (18)**

- N712, Issues and Roles in Advanced Nursing Practice (3 hrs)
- N723, Client/Family Health: Theory, Assessment, Promotion (2 hrs)
- N724, Client/Family Health: Theory, Assessment, Promotion Practicum (2 hrs)(96)
- N800, Theories Related to Nursing Practice (2 hrs)
- N890/N891, Research Thesis/Problem (6 hrs) **MSN PROGRAM**

**Core Courses (18)**

- N712, Issues and Roles in Advanced Nursing Practice (3 hrs)
- N723, Client/Family Health: Theory, Assessment, Promotion (2 hrs)
- N724, Client/Family Health: Theory, Assessment, Promotion Practicum (2 hrs)(96)\*\*
- N800, Theories Related to Nursing Practice (2 hrs)
- N890/N891, Research Thesis/Problem (6 hrs)
- May substitute 8 hrs. of additional course work in concert with Option III requirements for N890/N891*
- N892, Research Methods in Nursing (2 hrs)
- N893, Nursing Research Seminar (1 hr)



**Advanced Practice Courses (9)**

- N803\*, Advanced Health Assessment (2 hrs)
- N804, Advanced Health Assessment Practicum (1 hr)(48)\*\*
- N809, Advanced Pathophysiology (3 hrs)
- N818\*, Advanced Pharmacology (3 hrs)



**CLINICAL NURSE SPECIALIST TRACK+**



**NURSE PRACTITIONER TRACK**

**Family Specialty (10)**

- N830, Family Process/Mgmt. of Acute Emergent Illness (1 hr)
- N831, Family Process/Mgmt. of Acute Emergent Illness Practicum (3 hrs)(144)\*\*
- N835, Family Process/Mgmt. of Chronic Illness (1 hr)
- N836, Family Process/Mgmt. of Chronic Illness Practicum (3 hrs)(144)\*\*
- N840, Mgmt. of Client/Family Within the Health Care System Practicum (2hrs)(96)\*\*

**FNP Specialty (18 hrs)**

- N806\*, Primary Care I: Mgmt. of Common Health Prob. (3 hrs)
- N807, Primary Care I: Mgmt. of Common Health Prob. Prac. (3 hrs)(144)\*\*
- N812\*, Primary Care II: Mgmt. of Complex Health Prob. (3 hrs)
- N813, Primary Care II: Mgmt. of Complex Health Prob. Prac. (3 hrs)(144)\*\*
- N828, Nurse Practitioner Preceptorship I (3 hrs)(144)\*\*
- N829, Nurse Practitioner Preceptorship II (3 hrs)(144)\*\*

**FNP Total 720 Direct Client/Patient clinical practicum hours, 45-47 credit hours**

**Administration Functional Area (8)**

- N760, Nursing & Hlth. Care System Mgmt. (2 hrs)
- N761, Nursing & Hlth. Care System Mgmt. Practicum (1 hr)(48)\*\*
- N865, Strategic Development (3 hrs)
- N866, Administration Practicum (2 hrs)(96)\*\*

**Education Functional Area (8)**

- N850, Curriculum Development (3 hrs.)
- N855, Teaching Strategies. (2 hrs)
- N854, Teaching Strategies Practicum (1 hr)(48)\*\*
- N856, Education Practicum (2 hrs)(96)\*\*

**CNS Total 528 Direct Client/Patient clinical practicum hours, 45-47 credit hours**

\*Courses taught by faculty of Kansas Advanced Practice Collaborative  
 +CNS courses alternate every other year.  
 \*\* Credit hours; Practicum hours included in Direct Patient/Patient clinical practicum hours

Approved by: NDO, October 29, 1999  
 KSBN, December 8, 1999  
 Revised 02/2008, 10/10/08, 08/09

**Pittsburg State University**  
**Department of Nursing**

Master of Science in Nursing Curriculum (45-47 credit hours)

<b>I. Common Core.....</b>	<b>18-20</b>
NURS 712 Issues and Roles in Advanced Nursing Practice.....	3
NURS 723 Client/Family Health: Theory, Assessment, Promotion .....	2
NURS 724 Client/Family Health: Theory, Assessment, Promotion Practicum .....	2
NURS 800 Theories Related to Nursing Practice .....	2
NURS 892 Research Methods in Nursing.....	2
NURS 893 Nursing Research Seminar .....	1
NURS 890 Research Thesis <i>or</i> .....	6
NURS 891 Research Problem <i>or</i> .....	6
Option III Functional Area.....	8
<b>II. Advanced Practice Core .....</b>	<b>9</b>
*NURS 803 Advanced Health Assessment.....	2
NURS 804 Advanced Health Assessment Practicum .....	1
NURS 809 Advanced Pathophysiology .....	3
*NURS 818 Advanced Pharmacology.....	3
<b>III. Area of Emphasis (from one of the following 2 curriculum tracks)</b>	
<b>A. Nurse Practitioner Track.....</b>	<b>18</b>
<i>Family Nurse Practitioner Specialty*</i>	
*NURS 806 Primary Care I: Management of Common Health Problems Throughout the Life Span.....	3
NURS 807 Primary Care I: Practicum: Management of Common Health Problems Throughout the Life Span.....	3
*NURS 812 Primary Care II: Management of Complex Health Problems Throughout the Life Span.....	3
NURS 813 Primary Care II Practicum: Management of Complex Health Problems Throughout the Life Span.....	3
NURS 828 Nurse Practitioner Preceptorship I.....	3
NURS 829 Nurse Practitioner Preceptorship II .....	3
<b>B. Clinical Nurse Specialty Track (includes specialty plus functional area)</b>	
<b>1. Family Specialty.....</b>	<b>10</b>
NURS 830 Family Process/Management of Acute Emergent Illness .....	1
NURS 831 Family Process/Management of Acute Emergent Illness Practicum .....	3
NURS 835 Family Process/Management of Chronic Illness .....	1
NURS 836 Family Process/Management of Chronic Illness Practicum .....	3
NURS 840 Management of Clients/Families Within the Health Care System Practicum .....	2

The Clinical Nurse Specialist Track includes a choice of one of the following functional areas with the Option I or Option II selection. The selection of Option III would necessitate the completion of both functional areas below.

Administration Functional Area.....	<b>8</b>
NURS 760 Nursing and Health Care System Management .....	2
NURS 761 Nursing and Health Care System Management Practicum.....	1
NURS 865 Strategic Development .....	3
NURS 866 Administration Practicum.....	2
Education Functional Area.....	<b>8</b>
NURS 850 Curriculum Development .....	3
NURS 855 Teaching Strategies.....	2
NURS 854 Teaching Strategies Practicum .....	1
NURS 856 Education Practicum.....	2

\* Pittsburg State University cooperates with the University of Kansas, Wichita State University, and Fort Hays State University to offer the Kansas Advanced Practice Collaborative curriculum.

## STANDARDS FOR MASTER OF SCIENCE IN NURSING GRADUATE PROGRAM

### PSU Nursing Code of Conduct

An important part of the nursing program is the development and maintenance of professional ethics and behavior. A professional manner is expected in all settings and includes one's approach to the setting. Ideally, a professional manner should be adopted when you are representing the PSU Department of Nursing as your behavior reflects on you, the nursing program, the nursing profession, and Pittsburg State University. We encourage you to help maintain standards of the profession by reporting violations of the code of conduct. It is recommended that the student make this report to the clinical instructor, course instructor, or chairperson.

*The member displays respect for human dignity and the uniqueness of an individual.*

- Members will follow confidentiality guidelines.
- Members will act in a professional manner when dealing with individuals.
- The member's interactions should reflect the intrinsic value of each person, regardless of nationality, race, color, age, gender, religion, ancestry, or disability.
- Members will be respectful of others and have the right to be treated with respect in return.

*The member assumes responsibility and accountability for professional development.*

- Members will demonstrate self-awareness by identifying own feelings, thoughts, and behaviors, and will interpret the basis for those feelings, thoughts, and behaviors.
- Members will come with a willingness to actively participate in the teaching/learning process.
- Members will be willing to examine biases and prejudices and be open to new ways of thinking.
- Members will be conscious of their comments and behaviors so as to avoid offending others.

*The members will maintain the integrity of the profession and protect the public image of the profession.*

- Members will follow established traditions of the Department of Nursing.
- Members will have positive regard for the PSU Nursing Uniform and the values and traditions it represents.
- In clinical settings, members will adopt and maintain a professional appearance. They will present with a clear mind and be neatly groomed in attire appropriate to the setting.

*The member will communicate with others in a direct and cordial manner.*

- Members will present concerns/questions to the person or persons involved to obtain information and to resolve problems in a timely manner.
- Members will utilize the established Academic Due Process for grievances.
- Members will follow the ANA Code for Nurses.

## American Nurses' Association Code of Ethics for Nurses

The American Nurses Association (ANA) *Code of Ethics for Nurses with Interpretive Statements* explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the *Code of Ethics* for Nurses is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics.

Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and trust that have accrued to nursing over the years and also the obligation to adhere to the profession's Code of Ethics. The *Code of Ethics* for Nurses was published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession. (ANA, 1995)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

American Nurses Association. Code of Ethics for Nurses. 1995, 2001, 2008

**Pittsburg State University Department of Nursing**  
**Advanced Practice Code of Ethics**

The PSU graduate nursing student follows the American Nurses Association Scope and Standards of Advanced Practice Registered Nursing of 1996 particularly concerning ethics.

“The advanced practice registered nurse makes ethical decisions and takes ethical actions. The advanced practice registered nurse acknowledges the client’s rights of self-determination, truthful disclosure, privacy, and confidentiality and respects the client’s dignity and cultural beliefs. She or he serves as an advocate for the client and is obliged to demonstrate nonjudgmental and non-discriminatory behaviors that are sensitive to client diversity. Advanced practice registered nurses work to facilitate client decision-making, promote ethical practice environments, and protect professional integrity.” (p. 5).

**Standard V. Ethics**

The advanced practice registered nurse integrates ethical principles and norms in all areas of practice.

1. The advanced practice registered nurse maintains a therapeutic and professional relationship and discusses the delineation of roles and parameters of the relationship with the client.
2. The advanced practice registered nurse informs the client of the risks, benefits, and outcomes of health care regimens.
3. The advanced practice registered nurse contributes to resolving the ethical problems or dilemmas of individuals or systems. (p. 19).

**The American Nurses Association**

Scope and Standards of Advanced Practice Registered Nursing (1996) is contained within the American Nurses Association Scope and Standards of Practice (2010 Edition).

**Dishonesty in Academic Work**

See University Catalog online:

<http://www.pittstate.edu/office/registrar/catalog/2009-2011/AcademicIntegrity.htm>

**Honesty Pledge**

Each student will be asked to sign an “Honesty Pledge” at the beginning of the fall semester that states:

*I pledge that all work that I submit online, in theory courses and/or clinical practicum will be mine and mine only unless designated in the course syllabi as a team effort.*

Noncompliance with this policy may result in disciplinary actions according to the Department of Nursing and/or Pittsburg State University Standards, including failure of course or dismissal from the program.

## **CURRICULUM, ACADEMIC REQUIREMENTS AND PROGRESSION**

### **Time Limit to Complete Degree**

Credits earned more than six years before the date of granting the degree cannot be counted to meet requirements for the degree unless they are validated by special examination or repeated. Examinations and grades for validated courses are given by the course instructor or departmental faculty.

### **Transfer and Waiver of Credit Policy**

Any transfer or waiver of graduate credit that applies to a degree must have the recommendation of the student's departmental advisor and the approval of the Dean of Continuing and Graduate Studies.

A maximum of nine semester hours of courses may be transferred from another accredited graduate school and applied to a program of study with the approval of the student's department. Only work graded B or higher may be transferred.

A maximum of nine semester credits from a completed graduate degree may be used as evidence for waiver of requirements in another graduate degree program. Decisions that requirements may be waived are based on evidence of past course work and/or experience. Waivers are of two types: 1) a requirement may be waived but total degree credit required may be the same; or 2) a requirement may be waived and the number of credits required may be reduced by that credit amount.

### **Validation of Previous Work**

Credits earned more than six years before the date of granting the degree cannot be counted to meet requirements for the degree unless they are validated by special examination or repeated. Examinations and grades for validated courses are given by the course instructor and must be filed in the Graduate Office.

Courses are eligible for validation only if they have been taken within a ten-year period from when the candidate's degree will be completed. Courses from other institutions may not be validated; therefore, transferable courses must be no more than six years old at the time of granting the degree.

### **Planning to Meet the Degree Requirements**

At the time of admission into a degree program, students should meet with their advisors to make a tentative plan for their entire degree program. Agreement upon courses to be transferred, waived, or validated should be made at that time. Specific courses and number of credit hours of graduate work taken in special graduate student status that are applicable to the degree should also be determined. Typically, no more than 12 credits taken in special graduate status will apply to a degree at Pittsburg State University. Once admitted, it is strongly recommended that students not engage in full-time employment. Students must be fully admitted to the MSN Program before taking nursing courses.

## **Graduate Nursing Program Progression Policy**

Students must maintain continuous enrollment in the MSN Program based upon their program plan of study. If a lapse of enrollment will occur, the Nursing Department must be **notified in writing**, to remain in good standing, and an appointment with student's advisor must be arranged to be granted a Leave of Absence. Students must meet with their graduate academic advisor prior to re-enrollment. Re-enrollment may be based on space available as determined by the Chair of the Department. Requests to return to study should be made per written letter.

A graduate nursing student must maintain an overall average of 3.0 GPA with no more than two Cs in 700 level and above course work in nursing taken as part of the BSN or MSN programs. A graduate nursing student earning a grade of "C" or below in more than two courses must submit a request to the faculty in order to be considered for readmission and repetition of the course. According to PSU policy only 6 hours may be repeated with no course repeated more than once.

## **Degree Plans and Enrollment Out of Sequence**

All students are to develop an initial degree plan with their assigned advisor. Degree plans that vary from the normal course sequence are to be submitted by the student in writing, with rationale for the variance, to the chairperson of the Nursing Department, who forwards it to the Masters of Science in Nursing (MSN) committee. The faculty must approve the altered degree plan.

## **Dismissal Due to Unsatisfactory Performance and Appeal Process**

The Dean of Continuing and Graduate Studies, after consultation with the departmental advisor, may terminate a student's graduate status because of unsatisfactory academic performance. This dismissal may be appealed to the Graduate Council.

## **Withdrawal from Classes**

It may be necessary for a student to withdraw from course work due to unforeseeable circumstances. It is the responsibility of the student to inform the Registrar's Office of the withdrawal in writing or the grade may be recorded as an F. The student is responsible to seek counsel from the academic advisor or Chairperson.

<http://www.pittstate.edu/office/registrar/catalog/2009-2011/EnrollmentPolicies.htm>

The student may request re-admission to departmental courses within a year of voluntary withdrawal. Re-enrollment may be based on space available as determined by the Chair of the Department.

## **Guidelines for Readings and Independent Study Courses**

1. The student must obtain permission of the instructor prior to enrollment.
2. Students should give an overall description of what they want to study, give rationale, objectives, and how they intend to be evaluated. The number of credits will be negotiated according to the amount of work involved. (i.e., for 3 hours credit, a paper would almost certainly be expected.)

There must be some product or project that will be graded.

### **Readings Course**

The main objective is to increase knowledge in a particular area. The student selects a focus for the reading. Some options for evaluation include:

1. Oral quizzing over content, as from Bib cards.
2. Critiques of literature.
3. Annotated Bibliography.
4. Paper that synthesizes findings from the reading sources; should include conclusions drawn.

### **Independent Study**

In preference to reading and/or writing a paper, the student may wish to carry out a problem solving or research oriented project. This would be a project that can't be done in a regular class. It is not intended as a clinical experience or observation unless the faculty member can supervise any intervention.

Some possibilities include:

1. Development of an assessment tool.
2. Preparation of a display or a publication.
3. Preparation of and carrying out a teaching project.

Independent projects differ from projects designed for taking a course for honors, in that honors content is more related to the course in which the student is enrolled.

### **Incomplete Grades**

The Department of Nursing requires those courses appearing on the graduate student's program of study to be complete before progressing in the program. Incomplete grades prevent the student from progressing in the program. An incomplete not removed within one year shall be regarded as a failure and the "I" grade will be changed to F and included in the computation of the student's GPA.

## **Student Success**

The [Office of Student Success](#) helps students establish and achieve their educational goals. Student Success programs assist in reaching desired levels of academic achievement, career development, planning, decision-making, and leadership development. We try to remove the roadblocks that historically may have prevented students from making the most out of their educational experiences.

<http://www.pittstate.edu/office/enrollment-management-student-success/about/index.dot>

## **Code of Student Rights and Responsibilities**

The Pittsburg State University Code of Student Rights and Responsibilities and other student information is available online at <http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/>

Revised: 8/11/08, 7/28/09

## **Steps for Resolving Academic Conflicts**

Steps for resolving academic conflicts are printed in the Academic/Activity Student Handbook. The planner available to all new students of the University through the Campus Activities Office. The first step in resolving any conflict is to first see the faculty member involved.

Added: 08/11/08

Revised: 08/04/10

Reviewed: 07/31/11

## Academic Due Process for Grievance

- PURPOSE:** The Academic Due Process Procedure is established to provide a mechanism for students to resolve their grievances.
- PROCESS:** Students who have complaints should submit their first written statement within the semester or the following semester of the stated complaint. After the written statement is submitted, each step of the process should be completed within a specified time period. Barring illness, vacations, off-contract periods, and attendance at events such as conferences, the time period would be 10 class days. The complainant should retain copies of each written statement
- STEP I:** The complainant will submit in writing to the instructor a dated statement. The statement will give the nature and the reason for the due process procedure. This statement will be submitted prior to making an appointment to discuss the course of action.
- STEP II:** The complainant will set up an appointment for informal conference with the instructor.
- STEP III:** If steps one and two are unsuccessful in resolving the concern, the complainant will prepare and present a written statement dealing with the problem to the departmental chair. A copy of this statement will be forwarded to the faculty member involved. The chair will attempt to resolve the complaint giving the interested parties ample opportunity to present their views.
- STEP IV:** If step three is unsuccessful, a written request will then be submitted and reviewed by the Departmental Due Process Committee. This committee will hear and examine all appropriate evidence and render an advisory opinion, which shall be available to both parties.
- STEP V:** If step four does not provide a basis for satisfactory resolution of the complaint, the complainant may appeal to the Dean of the College who will seek to resolve the complaint as is deemed appropriate.
- STEP VI:** If step five is unsuccessful, the complainant may appeal the matter to the Provost and Vice-President for Academic Affairs.

**Note:** Using the grievance process to challenge a course grade may only be done if the student believes that the grade was determined unfairly or discrimination was involved.

10/05/79; Revised, 10/12/79; Approved 10/19/79; Approved OEO 02/23/89;  
Reviewed: 03/10/95, 07/26/99, 08/17/00, 08/09/05, 08/10/06, 08/11/08, 08/04/09

Pittsburg State University  
Graduate School  
Plans of Study

Master's Program Options

There are three alternative experiences at the master's degree level.

Option I: Thesis

The student must present and defend a satisfactory thesis according to the Requirements and Guidelines for the Preparation of a Master's Thesis Manual. The thesis option requires a minimum of 30 credit hours, with no fewer than 15 hours in courses numbered 800-899 and at least 24 hours in courses numbered 700-899. Enrollment in and completion of 6 hours of NURS 890 Thesis course work is required.

Option II: Applied Research

The student will complete research related to a specific problem or will complete a specific advanced project. This option includes creative and aesthetic efforts such as performances, exhibits, or creative writing. The applied research option requires a minimum of 32 hours of coursework with no fewer than 15 semester hours in courses numbered 800-899 and at least 26 hours in courses numbered 700-899. Enrollment in and completion of 6 hours of NURS 891 Research Seminar course work is required.

Option III: Course Work

The student will complete course work that demonstrates evidence of advanced work in an area of concentration. MSN Students will enroll in a minimum of 8 additional hours numbered 700-899.

*Approved by the Graduate Council 4/13/05*

*Approved by NDO 3/14/08*

**MSN Check List for Option I, II, or III Completion**  
**PSU Department of Nursing**

- \_\_\_\_\_ 1. Consultation with Chair of Department of Nursing to review Option I, II, or III, committee member availability and IRB process if necessary.
- \_\_\_\_\_ 2. Selection of topic for Option I or II Research \_\_\_\_\_  
 \_\_\_\_\_
- \_\_\_\_\_ 3. Candidacy Form completed and signed off by Advisor, Student, and Chair
- \_\_\_\_\_ 4. Selection of Committee Chair (Option I, II, or III) \_\_\_\_\_
- \_\_\_\_\_ 5. Selection of Committee Members (Option I, II or III)  
 Member 1. \_\_\_\_\_  
 Member 2. \_\_\_\_\_  
 Member 3. \_\_\_\_\_ (Non Nursing Faculty)  
 Non Nursing Faculty Member not required for Option III
- \_\_\_\_\_ 6. Selection of Option III Course Work  
 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_
- \_\_\_\_\_ 7. Option I or II Proposal Defense Date \_\_\_\_\_
- \_\_\_\_\_ 8. Human Subject Approval: Department of Nursing \_\_\_\_\_  
 (Option I or II) PSU Graduate Studies \_\_\_\_\_
- \_\_\_\_\_ 9. Option I or II Poster Presentation – Complete by March 1<sup>st</sup>  
 PSU Graduate Colloquium \_\_\_\_\_  
 PSU Graduate Banquet \_\_\_\_\_  
 Dept. of Nursing Spring Conference \_\_\_\_\_
- \_\_\_\_\_ 10. Option I, II, or III Podium Presentation Date \_\_\_\_\_
- \_\_\_\_\_ 11. Completed Option I or II Research to Graduate Office \_\_\_\_\_

Please consult PSU website for complete and current Continuing and Graduate Studies information  
<http://www.pittstate.edu/office/graduate/index.dot>

**Pittsburg State University  
Department of Nursing  
Master of Science in Nursing**

**Permission and Acknowledgement to serve on Option I, II, or III Committee**

The following faculty members have given permission and acknowledged the commitment to serve on the Option I, II, or III Committee for the following MSN student after consultation with the Chair of the Department of Nursing.

Student: \_\_\_\_\_

Chair of Department of Nursing: \_\_\_\_\_  
Signature

Option Selected: \_\_\_\_\_

Faculty Acknowledgement:

Committee Advisor: \_\_\_\_\_  
Nursing Faculty Signature

Committee Member: \_\_\_\_\_  
Nursing Faculty Signature

Committee Member: \_\_\_\_\_  
Non Nursing Faculty Signature (Option III – optional)

**Option III Course Work:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

This form is to be completed and filed in student folder **prior to beginning** Option I, II, or III Process.

## **OPTION I AND II -THESIS/APPLIED RESEARCH PROBLEM**

A maximum of six hours in research courses may be applied toward a graduate degree. The research thesis/applied research problem is under the guidance of the thesis/applied research committee and directed by thesis/applied research problem chair. The courses proceed at a pace agreed upon by the student and their research committee Chair.

The majority of work on the student's thesis or applied research problem should be completed after completion of NURS 892/893 Research Methods in Nursing/Seminar in the summer semester.

The following are recommended deadlines for completion of thesis and applied research problem.

**For a May graduation**, it is recommended the student defend the thesis/applied research problem *prior to April 7* in order to meet the PSU Graduate School's *April* deadline.

**For a July graduation**, it is recommended the student defend the thesis/applied research problem *prior to July 7* in order to meet the PSU Graduate School's *July* deadline.

**For a December graduation**, it is recommended the student defend the thesis/applied research problem *prior to November 7* in order to meet the PSU Graduate School's *November* deadline.

- **For the exact PSU deadline dates refer to the PSU Academic Calendar**  
<http://www.pittstate.edu/calendar/>

## **Guideline for completion of your Research Thesis or Applied Research Problem**

It is recommended that you develop a detailed timeline with your committee Chair.

### Actions to be completed

1. Ask a nursing faculty member to serve as Chair of your research thesis or applied research problem
2. Discuss selection of research committee with Chair  
(2 within department (including committee chair and 1 faculty member from outside Nursing Department))
3. Ask additional committee members if they are willing to serve on your committee
4. Make an appointment with Department chair to receive approval of committee
5. Have committee members sign form agreeing to serve on your committee  
(Provide a copy of signed form for each member of your committee and department chairperson)
6. Meet with Chair for approval of topic
7. Enroll in 2 credit hours of 890 or 891 under committee Chair's line number (enrollment in hours may vary upon approval of chair)

8. Write Chapter I of research proposal (this should not be a draft, but rather a scholarly paper to the best of the student's ability). Students completing a Thesis should follow the formatting guidelines posted on the graduate school website. Any formatting not addressed on the website should follow APA guidelines. Students completing an applied research problem should follow APA guidelines
9. Submit to Chair for feedback (**numerous revisions of each research chapter may be necessary to achieve a polished scholarly research paper**)
10. Communicate with Chair via e-mail or make an appointment with Chair to discuss changes to Chapter I
11. Make recommended changes to Chapter I. Continue working on Chapter I until approved by Chair
12. Write Chapter II of research proposal (a literature review should have a **minimum of 20 references**)
13. Submit to Chair for feedback
14. Communicate with Chair via e-mail or make an appointments with Chair to discuss changes to Chapter II
15. Continue working on Chapter II until approval received from chair  
**It usually takes one semester of time dedicated to focused writing to complete Chapters I & II**
16. Enroll in 2 hours of N890 or N 891 under committee Chair (enrollment in hours may vary upon approval of chair)
17. Write Chapter III of research proposal and any self-developed instruments
18. Submit to committee Chair for approval
19. Communicate with Chair via e-mail or make an appointment with Chair to discuss changes to Chapter III
20. Make recommended changes to Chapter III and continue working on Chapter III until approved by Chair
21. Check meeting dates of department IRB committee in Master's Handbook
22. Prepare PowerPoint of research proposal for defense and submit to Chair for approval  
**It usually takes one semester of time dedicated to focused writing to complete Chapters III and to prepare and present oral defense of proposal**
23. Contact entire committee to establish date and time to present oral research proposal
24. After receiving approval from Chair send Chapters I, II, & III to committee at least **ONE week** before oral proposal presentation (confirm with committee receipt of paper, date and time of proposal defense)
25. Present oral proposal and make changes as recommended by committee
26. Complete forms for IRB and submit to Chair for approval (forms are located on Graduate School website). The department IRB will review your request for research and will send forms on to university IRB committee for approval
27. Confirmation of **IRB approval must be received for research prior to gathering any data**
28. Begin research or applied research problem (all details should be discussed with Chair prior to beginning data collection)
29. May need to meet with committee member with expertise in data analysis to discuss analysis plan
30. Enroll in 2 hours N890 or 891 under Chair's line number (enrollment in hours may vary upon approval of chair)
31. If completing Thesis check catalog and with graduate school for deadlines to meet graduation requirements
32. Complete data collection and begin analyzing data
33. Meet with Chair to discuss analysis and results

34. Write Chapter IV (If applied research problem this chapter should include data, results and discussion). If completing thesis Chapter IV includes data and results and Chapter V will include the discussion of study)
35. Submit to Chair for feedback
36. Communicate with Chair via e-mail or make an appointment with Chair to discuss changes to Chapter IV & V and receive approval of chapters
37. Complete table of contents, abstract page and references
38. Prepare PowerPoint for oral presentation thesis or applied research problem and submit to Chair for approval
39. Upon approval from Chair contact committee members to establish date and time for oral defense of thesis or applied research problem. Send final paper to committee at least **ONE week before research defense** (confirm with committee members receipt of paper, date and time of research defense)
40. Obtain watermark paper and prepare signature page for committee to sign (plan on one copy of paper for each committee member, one for nursing department, one for library and \_\_\_ personal copies) If completing a Thesis the graduate school will also require one copy. Bring signature pages to the oral presentation of your research
41. Present oral defense of research for committee, faculty, students and other interested individuals who may be in attendance
42. Be prepared to discuss and defend research and answer questions from committee or audience
43. At completion of presentation the student and all audience members will be asked to leave the room while the committee discusses your research and presentation. The committee may approve or ask for additional changes
44. Committee will call student back into the room and communicate the committee's recommendations
45. If approved the committee student should have signature pages signed by committee members
46. Complete all forms for Graduate School
47. Have paper bound per graduate school requirements if thesis or by nursing department requirements if applied research problem
48. Pay binding cost at library and bring receipt to department of nursing
49. Provide committee members with a bound copy when available

## **Additional Thesis Requirements**

Requirements and Guidelines for the Preparation of a Master's Thesis manual (which may be found under the Thesis Requirements and Guidelines link at <http://www.pittstate.edu/office/graduate/thesis.dot>) Students should consult this website for important information throughout the thesis process including forms and communications with the Pittsburg State University Graduate School to be completed for a thesis.

### **Protocol for Option I & II Oral Podium Presentation**

1. The final oral podium presentations of Option I & II is the student's finished research. The oral presentation will be scheduled with all committee members at a mutually acceptable time. When possible the scheduling of the oral defense of the research thesis or applied research problem shall be in accordance of the timeline published by the Department of Nursing.
2. Students should contact the office administrative assistance to schedule a time and room for their presentation.
3. Presenter should have all materials and technologies ready to begin prior to the scheduled time and Flash Drives with their PowerPoint and handouts, etc.
4. The student should be prepared to respond to questions related to their research or their applied research problem.
5. The student should be prepared to respond to questions related to the attainment of the program objectives through their research or applied research problem.
6. Attendees must include all committee members. All nursing faculty and graduate students shall be invited. Time, place, presenter and title of oral presentation shall be posted in the Department office and on the ANGEL communication website for a minimum of one week prior to the scheduled time of the presentation.
7. Presenter may also invite adult family members or friends, preceptors, or representatives from agencies that assisted with the research/applied research.
8. Those present should be attentive to the presentation and courteously leave cell phones, laptops, and other hand held devices outside of the room or turned off.
9. The oral presentation is to be conducted in a scholarly professional manner (business attire, speaking clearly, make eye contact with audience, and be time appropriate).

Revised: 07/31/11

### Podium Presentations – Option III (Additional Coursework)

Please familiarize yourself with all Option guidelines as outlined in the 2011-2012 Student Handbook Master of Science in Nursing Program. See pages **37-42**.

Specific podium presentation guidelines for Option III appear on pages **41** through **42** in the 2011-2012 Student Handbook Master of Science in Nursing Program. Please follow the guidelines.

Option III presentations must address in detail how the Option III coursework and learning experiences have specifically contributed to completion of the ten MSN program objectives:

- I. Integrate the nursing process, supported by a variety of theories, into advanced practice.
- II. Utilize advanced nursing standards and content from the sciences, humanities and nursing to promote health, prevent disease and provide quality care to persons/families/communities with emphasis in rural settings.
- III. Contribute to the advancement of the nursing profession through the knowledge of historical, political, social, economic, legal, cultural, and ethical aspects of health care.
- IV. Implement effective teaching-learning strategies designed to promote wellness of persons/families/communities.
- V. Demonstrate competence in advanced practice roles in meeting health needs of all populations with emphasis in rural settings.
- VI. Evaluate individual advanced practice nurse responsibility and accountability as it contributes to the improvement of the delivery of health care and the establishment of health policy.
- VII. Synthesize advanced practice nurse leadership and management principles in order to coordinate person/family care in all populations with emphasis in rural settings.
- VIII. Manage activities for planned change to facilitate adaptation of persons/families/communities.
- IX. Contribute to advanced nursing through managing research and information systems.
- X. Evaluate long-term and short-term personal and professional goals for advanced practice.

Meet with Option III Committee to determine if there are additions or variances in expectations for content of presentation required by them.

Oral podium presentations will be scheduled when committee is available. The scheduling shall be according to the timeline published by the department. The student may invite adult family members, friends, or preceptors.

Presentations should be conducted in accord with the standards included in the Evaluation of Podium Presentation appearing on page **43**. Professional attire is required.

Each student is allotted one hour for the presentation including questions, answers, and committee/faculty evaluation. The student should have all materials and technologies ready to begin prior to the scheduled time including handouts, flash drives, and other requirements.

One paper, spiral bound copy of the presentation is required. The copy should be provided to the chair of the Option III Committee for placement with all student Option I, II, and III bound products in the McPherson Research Room. This copy should be bound after the presentation is complete so that changes can be made if required by Committee. The bound copy must be received for progress to graduation.

Revised: 7/31/11

## Evaluation of Podium Presentation

Date \_\_\_\_\_

Circle One Option I – Thesis	Option II – Applied Research	Option III – Additional Course Work
---------------------------------	------------------------------	-------------------------------------

Student's Name: _____	Evaluator's Name _____
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Directions: On a scale of one (1) to ten (10) with 10 being the highest score, what would you score the student on each of the items listed? Please circle your response.

1. The graduate student presented in an organized style.									
1	2	3	4	5	6	7	8	9	10
2. The graduate student's statements and responses were accurate.									
1	2	3	4	5	6	7	8	9	10
3. The graduate student communicated clearly and concisely.									
1	2	3	4	5	6	7	8	9	10
4. There was evidence of depth and breadth of knowledge in the student's presentation and responses to questions.									
1	2	3	4	5	6	7	8	9	10
5. All questions were answered by the student in a professional manner.									
1	2	3	4	5	6	7	8	9	10
6. The student's use of handouts and/or technology enhanced the presentation.									
1	2	3	4	5	6	7	8	9	10
7. Evidenced integration of Essentials of Master's Education for Advanced Practice Nursing, Code of Ethics for Nurses and Scope and Standards of Advanced Practice Registered Nursing.									
1	2	3	4	5	6	7	8	9	10
8. The graduate student integrated ability to provide leadership in health care.									
1	2	3	4	5	6	7	8	9	10
9. Synthesis of research findings was evident.									
1	2	3	4	5	6	7	8	9	10
10. Evaluated both long and short term personal and professional goals for advanced practice.									
1	2	3	4	5	6	7	8	9	10

Total Score \_\_\_\_\_

*It is expected that student's will achieve an average rating of 70 or above by all faculty in attendance at the presentation. Average scores below 70 will result in a need to modify the presentation and schedule a repeat presentation at the next available published date which may be the next semester.*

## Evaluation of Written Comprehensive Exam

Date \_\_\_\_\_

Circle One

Option I – Thesis

Option II – Applied Research

Option III – Additional Course Work

Student's Name: \_\_\_\_\_ Evaluator's Name \_\_\_\_\_

Directions: On a scale of one (1) to ten (10) with 10 being the highest score, what would you score the student on each of the items listed? Please circle your response.

1. The graduate student responded in an organized style.

1	2	3	4	5	6	7	8	9	10

2. The graduate student's statements and responses were accurate.

1	2	3	4	5	6	7	8	9	10

3. The graduate student communicated clearly and concisely.

1	2	3	4	5	6	7	8	9	10

4. There was evidence of depth and breadth of knowledge in the student's written response to questions.

1	2	3	4	5	6	7	8	9	10

5. All questions were answered by the student in a professional manner.

1	2	3	4	5	6	7	8	9	10

6. The student's knowledge and use of outside information enhanced the written response.

1	2	3	4	5	6	7	8	9	10

7. Evidenced integration of Essentials of Master's Education for Advanced Practice Nursing, Code of Ethics for Nurses and Scope and Standards of Advanced Practice Registered Nursing.

1	2	3	4	5	6	7	8	9	10

8. The graduate student integrated evidence of leadership skills, such as collaboration.

1	2	3	4	5	6	7	8	9	10

9. Synthesis of research findings was evident in responses.

1	2	3	4	5	6	7	8	9	10

10. Utilized advanced nursing standards and content from the sciences, humanities, and nursing to promote health, prevent disease, and provide quality care to persons/families/communities with emphasis in rural settings.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Total Score \_\_\_\_\_

*It is expected that student's will achieve an average a rating of 70 or above by all faculty grading written comprehensive exam. Average scores below 70 will result in a need to retest at the next available published date which may be the next semester.*

SS4/1/08

### Criteria for MSN Portfolio

**Students will collect coursework throughout the MSN program to demonstrate the following criteria. This will be reviewed and documented with date and signature of the student's academic advisor at the end of each academic semester. Examples of this would be major papers, course assignments and involvement with volunteer/community organization. The student will be evaluated on the professional organization of the portfolio and accuracy of information.**

1. Integrate the nursing process, supported by a variety of theories, into advanced practice.
2. Utilize advanced nursing standards and content from the sciences, humanities, and nursing to promote health, prevent disease, and provide quality care to persons/families/communities with emphasis in rural settings.
3. Contribute to the advancement of the nursing profession through the knowledge of historical, political, social, economic, legal, cultural, and ethical aspects of health care.
4. Implement effective teaching-learning strategies designed to promote wellness of persons/families/communities.
5. Demonstrate competence in advanced practice roles in meeting health needs of all populations, with emphasis in rural settings.
6. Evaluate individual advanced practice nurse responsibility and accountability as it contributes to improvement of health policy (to include certification, licenses, etc.).
7. Synthesize advanced practice nurse leadership and management principles in order to coordinate person/family care in all populations with emphasis in rural settings.
8. Manage activities for planned change to facilitate adaption of persons/families/communities.
9. Contribute to advanced nursing through managing research and information systems.
10. Evaluate long-term and short-term personal and professional goals for advanced practice.
11. Documentation of community involvement (includes volunteer work, community organizations).
12. Information and references should be accurate and current.
13. Organization of portfolio (includes Title page, Table of Contents, Body & References in professional format with examples of coursework included).

# MSN Portfolio Review

*Students will collect coursework throughout the MSN program for inclusion in the portfolio. This will be reviewed and documented with date and signature of the student's academic advisor at the end of each academic semester. Examples of this would be major papers, course assignments and involvement with volunteer/community organization.*

<b>Semester of Study:</b> <b>Fall</b> <b>Spring</b> <b>Summer</b>	<b>Year:</b>
Student Signature	Date Reviewed
Academic Advisor Signature	Date Reviewed
<b>Semester of Study:</b> <b>Fall</b> <b>Spring</b> <b>Summer</b>	<b>Year:</b>
Student Signature	Date Reviewed
Academic Advisor Signature	Date Reviewed
<b>Semester of Study:</b> <b>Fall</b> <b>Spring</b> <b>Summer</b>	<b>Year:</b>
Student Signature	Date Reviewed
Academic Advisor Signature	Date Reviewed
<b>Semester of Study:</b> <b>Fall</b> <b>Spring</b> <b>Summer</b>	<b>Year:</b>
Student Signature	Date Reviewed
Academic Advisor Signature	Date Reviewed
<b>Semester of Study:</b> <b>Fall</b> <b>Spring</b> <b>Summer</b>	<b>Year:</b>
Student Signature	Date Reviewed
Academic Advisor Signature	Date Reviewed
<b><i>FINAL REVIEW</i></b>	
Student Signature	Date Reviewed
Academic Advisor Signature	Date Reviewed

## MSN Portfolio Suggestions

<b>MSN Course #</b>	<b>Suggested Papers, Activities, Clinical Papers</b>
<b>Common Core</b>	
NURS 712	Personal Goals paper with “Ideal” job description
NURS 723/724	Calgary Assessment, Teaching Project, Health Promotion Project
NURS 800	Concept Analysis, Nursing Theorist
NURS 892/893	Proposal, Research Critique
<b>Advance Practice Core</b>	
NURS 803/804	Health History documentation & dictation, Geriatric or Pediatric Assessment
NURS 809	
NURS 818	Homework Assignments(include 2)
<b>FNP track</b>	
NURS 806/807	SOAP notes (examples of common illness)
NURS 812/813	SOAP notes (examples of complex illness)
NURS 828	Grand Rounds Presentations, SOAP note with coding
NURS 829	Grand Rounds Presentations, SOAP note with coding
<b>CNS track</b>	
NURS 830/831	Major course project
NURS 835	Major course project
NURS 840/841	Major course project
<b>Ed Functional Area</b>	
NURS 850	Curriculum Development, Action Research
NURS 855/854	Critiques, Types of Teaching Strategies, Teaching Plan
NURS 856	Goals Teaching Project
NURS Evaluation	Methods of Evaluation
<b>Adm. Functional Area</b>	
NURS 760/761	To Be Determined
NURS 865	To Be Determined
NURS 866	To Be Determined

**Evaluation of MSN Portfolio**

<b>Criteria</b>	<b>Rating</b>			
	0	1	2	3
1. Integrate the nursing process, supported by a variety of theories, into advanced practice	0	1	2	3
2. Utilize advanced nursing standards and content from the sciences, humanities, and nursing to promote health, prevent disease, and provide quality care to persons/families/communities with emphasis in rural settings.	0	1	2	3
3. Contribute to the advancement of the nursing profession through the knowledge of historical, political, social, economic, legal, cultural, and ethical aspects of health care.	0	1	2	3
4. Implement effective teaching-learning strategies designed to promote wellness of persons/families/communities	0	1	2	3
5. Demonstrate competence in advanced practice roles in meeting health needs of all populations, with emphasis in rural settings.	0	1	2	3
6. Evaluate individual advanced practice nurse responsibility and accountability as it contributes to improvement of health policy (to include certification, licenses, etc.)	0	1	2	3
7. Synthesize advanced practice nurse leadership and management principles in order to coordinate person/family care in all populations with emphasis in rural settings.	0	1	2	3
8. Manage activities for planned change to facilitate adaption of persons/families/communities.	0	1	2	3
9. Contribute to advanced nursing through managing research and information systems	0	1	2	3
10. Evaluate long-term and short-term personal and professional goals for advanced practice	0	1	2	3
11. Documentation of community involvement.(includes volunteer work, community organizations).	0	1	2	3
12. Accuracy of information with references included(current and professional).	0	1	2	3
13. Organization of portfolio (includes Title page, Table of Contents, Body & References in professional format with examples of coursework included).	0	1	2	3

Options I, II, and III

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 Committee Advisor/Date

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 Committee Member/Date

SS4/1/2008

## AWARDS/HONORS

### **Sigma Theta Tau International Honor Society of Nursing**

Invitation to membership in Sigma Theta Tau International, the honor society of nursing, is extended to eligible PSU nursing students in the spring semester. Sigma Theta Tau International has a membership of over 120,000 in 90 countries with chapters in 523 colleges and universities including PSU's own Gamma Upsilon Chapter. Membership criteria for Undergraduate Nurse Students includes: ranking in the upper 35th percentile of the graduating class, having at least a GPA of 3.0, having completed at least half of the nursing curriculum, and having met the expectation of academic integrity. Registered Nurse Students completing a baccalaureate degree are eligible for invitation to Sigma Theta Tau if they meet the following criteria: rank in the upper 35th percentile of the graduating class, have at least a 3.0 GPA, have completed 12 credit hours at the current school, have completed half of the nursing curriculum, and meet the expectation of academic integrity. Graduate Nurse Students (Master's) are eligible for invitation to Sigma Theta Tau if they: have at least a GPA of 3.5 with completion of at least one fourth of the nursing curriculum and meet the expectation of academic integrity. RN's holding a current license and a baccalaureate degree in nursing or other field who have demonstrated achievement in nursing may also be eligible candidates under the category of Nurse Leaders.

The organization's faculty counselors forward names of students who meet membership criteria to the Eligibility Committee and the Chapter Board of Directors. Students desiring to be considered for membership and meeting eligibility requirements are to complete the Authorization to Review Student's Records Form and bring the signed form to the nursing department office. Members of the chapter then recommend candidates for membership. Each candidate assumes responsibility for completing the required online application forms and fees. Induction of new members is held in the spring semester. Further information about the organization and its benefits is available from PSU Nursing Department faculty and at [www.nursingsociety.org](http://www.nursingsociety.org)

### **PSU Continuing and Graduate Studies**

Thesis/Applied Research projects are submitted to the PSU Graduate Council for selection and reviewed for Outstanding Thesis and Outstanding Applied Research. Thesis/Applied Research should be completed and submitted to the PSU Graduate Council in early March to be considered.

## Department Academic Honors

Recognition for Teaching, Scholarship, Research and Service are presented to students at the PSU Graduate Banquet. The awards are based upon graduate student excellence and performance in the specific area. Graduate students are nominated by graduate faculty and voted upon by the MSN Committee.

### Criteria for MSN Graduate Teaching Award

1. Graduate student in final year of program of study
2. Demonstrated excellence in nursing education as a PSU graduate assistant or part-time faculty member. Student evaluations and lead instructor evaluation will document excellence.
3. Completion of Educational Functional area.

### Criteria for MSN Graduate Scholarship Award

1. Graduate student in final year of program of study
2. Demonstrated outstanding scholarship ability by
  - a. thesis/applied research submitted for PSU Outstanding Thesis/ Applied Research
  - b. article submitted for publication
  - c. thesis/applied research submitted as poster presentation
  - d. recommendation of thesis/applied research committee

### Criteria for MSN Graduate Research Award

1. Graduate student in final year of program of study
2. Demonstrated outstanding research ability by
  - a. thesis/applied research conducted as part of a larger research study
  - b. article submitted for publication in research journal
  - c. thesis/applied research submitted as poster presentation locally, regionally, or nationally

### Criteria for MSN Graduate Service Award

1. Graduate student in final year of program of study
2. Demonstration of outstanding service to
  - a. Department of Nursing
  - b. Pittsburg State University
  - c. Community
  - d. State
  - e. U.S.

## STUDENT ORGANIZATIONS

### Graduate Student Nurses' Organization

The Graduate Student Nurses' Organization has been founded to: a) foster graduate education; b) assist the student in the development of the whole person, and his/her professional role; c) promote and encourage participation in interdisciplinary activities; d) provide educational programs for nurses and the community; e) collaborate with other health care professionals, institutions and the consumer to improve understanding of wellness; f) serve as advocate to the community and to families for health promotion; and, g) promote understanding of the role of the Advanced Practice Nurse.

All students admitted to the graduate-nursing program at Pittsburg State University are members of the Graduate Student Nurses' Organization. There are no membership dues. All active members shall be able to hold office and vote. There are at least two meetings per academic year.

### Nurses Christian Fellowship (NCF)

A part of intervarsity Christian Fellowship, Nurses Christian Fellowship is a non-denominational organization that encourages nurses and nursing students to consider the total patient/client in their nursing practice. The national director and Kansas staff director, work with local chapter facilitators to plan activities. At PSU, the chapter currently meets twice a month. Meeting dates are confirmed at the organizational meeting held at the beginning of each semester, and are coordinated so they do not conflict with other scheduled activities.

Chapter meetings are planned to include Bible studies, discussions, or guest speakers that focus on assessing and diagnosing patient's/client's spiritual needs, planning, and implementing care who meets those needs, and evaluating the outcomes. Members share experiences and fellowship over lunch during meetings. There are also statewide and national conferences offered annually. NCF participates in service activities. There are no local dues. Members may subscribe to the *Journal of Christian Nursing*.

Student organizations are eligible for partial funding to support activities through PSU student fees, which are awarded by Student Government on a competitive basis. Examples of activities that received partial funding for baccalaureate and graduate students are: Transcultural nursing experiences in Juarez, Mexico during semester break; advanced practice (graduate) at the Indian Nation Family Health Clinic in Miami, Oklahoma; and Spring Research Day (graduate).

## FINANCIAL ASSISTANCE AND SCHOLARSHIPS

### Nursing Scholarships

The Department of Nursing awards a number of scholarships each year. Criteria for scholarships may include academic achievement, proven leadership ability, and participation in the nursing profession. Application forms are distributed by various means or may be obtained from the Department Secretary. A completed FAFSA form must be on file at the Office of Student Financial Assistance to be eligible for nursing scholarships.

Graduate Nursing Student Scholarships regularly available through the Department of Nursing include:

<u>Name</u>	<u>Criteria</u>
Charles Alexander Scholarship	Graduate nursing student, restrictions may apply.
Margaret Wood Scholarship	Available to undergraduate and graduate students. Criteria to be determined.

### USDHHS Advanced Education Nursing Traineeship Grant

- Admission to PSU School of Graduate studies and to Department of Nursing MSN program unconditionally by August 15<sup>th</sup> for fall semester. Enrolled at the Institution in a Masters nursing program, a combined RN to MSN degree program , a post-nursing Master's certificate program, or a doctoral program and be:
  - 1) enrolled full-time or part-time in an advanced education nursing program for preparation as a nurse practitioner, clinical nurse specialist, nurse administrator, nurse educator, or "other" nurse specialty determined by the Secretary to require advanced education, however-
    - a. part-time students must be enrolled in the last 12 months of study prior to graduation from the advanced education nursing program.
  - 2) pursuing a Master's degree a combined RN to Master's degree (enrolled in the graduate component of the degree), or post-nursing Master's certificate.
  - 3) a citizen of the United States, a non-citizen national, or foreign national who possesses a visa permitting permanent residence in the United States (Individuals on temporary or student visas are NOT eligible to receive AENT support.); and
  - 4) eligible for national nursing certification in the nursing specialty or field of study (as applicable) following graduation.

### **Nurse Educator Service Scholarships**

The Nurse Educator Service Scholarship Program was enacted during the 2007 Legislative Session and allocates funding on an annual basis to Kansas university master's programs to award through a student application process graduate level nursing student scholarships. Agreement to teach in a nurse education program at a Kansas postsecondary institution is a required commitment. For more information please contact Ms. Peggy Totman, Department of Nursing.

### **Additional Sources for Financial Assistance**

Nurse Professional Traineeship Grants for Graduate Nursing Students - availability may vary.

U.S. Army ROTC for Nursing - pays tuition, fees, books, uniforms, and a monthly stipend during the academic year. See Military Science Chair.

Other opportunities for scholarships and grants come periodically from various clinical professional organizations and other sources.

Financial aid information may be obtained through the PSU Office of Student Financial Assistance.  
[http://www.pittstate.edu/office/financial\\_aid/index.dot](http://www.pittstate.edu/office/financial_aid/index.dot)

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Revised 07/12/96, 08/11/97, 08/18/98, 07/28/99, 01/28/00, 08/17/00, 06/26/03, 08/04/03, 08/17/04, 08/09/05, 08/10/06, 08/11/08, 08/04/09

## DEPARTMENTAL POLICIES FOR GRADUATE NURSING MAJORS

### Documentation of Learning Outcomes

Graduate students are given an entrance and exit evaluation per standardized testing for critical thinking. Scores are evaluated for program effectiveness and student development. It is a requirement of the program. Students bear the responsibility for all costs associated with testing.

### Educational Data

Data from student performance is used for course, curriculum, and program evaluation. No individual names are linked to the data, which is tabulated only as group information. Students sign a form, after explanation, giving the department permission to use their information for departmental evaluation purposes.

### Learning Resources in McPherson

The learning environment afforded students in McPherson is most conducive to enhancing knowledge and utilizing educational tools for success. The Health Simulation Center and Learning Resource Center (HSC/LRC) together with the video-capable health assessment rooms are key resources. Classrooms are equipped with smart technologies. Computer-assisted instruction, up-to-date media and learning packages, high fidelity simulators, and other learning technologies are regularly used in the program and available for student use. Ample equipment and supplies for practice of psychomotor skills, individual use laptop computers, books, DVDs, and other resources are available. Faculty/staff coverage of both day and evening study hours is a norm. Hours are posted at the Center entrance. The HSC/LRC has comfortable seating, donated texts and other resources. Students have desktop computers, scanners, printers, paper, and office supplies available to them. Unscheduled classrooms can be utilized by students for quiet study.

### Learning Resources on Campus

PSU has a full complement of learning resources available to its students. Academic advisors and course faculty can help student's access resources in accord with their unique needs.

### Recording Release for Use by Students

**Taping, Video-Recording, Photographing, or Documenting utilizing other technologies in class, clinical or in the conduct of Department of Nursing classes/clinical experiences/interactions/business/activities within the confines of McPherson Hall, assigned clinical areas off campus or department of nursing functions on or off campus must be only with the express written permission of the faculty/staff/students/employees/clients/others being taped, video-recorded, photographed, or documented utilizing other technologies. This is an expectation for student professional conduct and of clinical agencies that we contract with as a university. Any violation of this policy and/or use of taping, video-recording, photographing or documenting utilizing other technologies whether originating from you or others may be grounds for dismissal from a course, clinical experience or the program. Some violations may be a violation of federal law including HIPAA or FERPA.**

*Please Note: When asked to tape, for a course by the course faculty, a Department of Nursing Recording Release form must be signed by appropriate individual(s) and submitted to faculty prior to recording.*



# PITTSBURG STATE UNIVERSITY

Department of Nursing  
Recording Release

Please check all applicable items.

Permission is hereby granted to authorized personnel of Pittsburg State University to record my and/or my dependents:

- family interview by a nursing student regarding health issues  
 teaching session with nursing student  
 lecture  
 demonstration  
 physical assessment                       other \_\_\_\_\_

Any uses of this recording other than those listed in the following statements of "Purpose" and "Conditions" are prohibited. Duplication and/or distribution in any form are expressly forbidden unless permission for same and the conditions under which same may be done are detailed below.

Purpose:             Self/Peer/Instructor Evaluation  
                           Individual/Class Presentation  
                           Other (state): \_\_\_\_\_

Conditions for use:  
 To be erased after two years. Video will be stored in a locked storage area until erased.  
 To be retained in library  
 Other (state): \_\_\_\_\_ to make copies \_\_\_\_\_

Print Name of client(s) including any dependents. Each parent and/or person over 18 provide a signature and parent or guardian sign for each dependent. If signing for a dependent indicate the relationship.

Printed names of client(s)	Signatures
_____	<b>X</b> _____
_____	<b>X</b> _____
_____	<b>X</b> _____
_____	<b>X</b> _____
_____	<b>X</b> _____

\_\_\_\_\_  
 Student name  
 Date \_\_\_\_\_

### **Access to Departmental Student Records**

All information collected, assembled or maintained in an official department file by the Pittsburg State University Nursing Department concerning an individual student is available to that student under the supervision of faculty or departmental administrative assistant. Students may request copies of materials contained in that file. Please ask the department administrative assistant for the rate assessed for making copies. Request for access must be in writing addressed to the Chair.

### **Privacy Issues**

It is your responsibility to report in writing to the Chair of the Department and to individual course faculty any privacy issues that you have designated with the University immediately so that necessary accommodations can be made.

### **Posting of Grades by Faculty**

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation of FERPA. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

Another method used to notify students of their final or other grades by faculty prior to official institutional notification is to have any interested students supply the instructor with a self-addressed, stamped envelope. The instructor then uses these envelopes to mail the student their grades when determined. *Family Education Rights and Privacy Act of 1974.*

<http://www.pittstate.edu/office/registrar/ferpa.dot>

### **Standards for Written Work**

Standards for written work will be covered in the syllabus for each class. Each instructor will specify his/her expectations and requirements. If there is a question, the student is responsible for clarifying the instructor's expectation with that instructor.

### **Absence from Examination**

Students are expected to take examinations on the scheduled dates and times. The policy for absences will be addressed in the course syllabus of each nursing course.

### **Class Attendance/Class Absence**

Absences due to serious health issues of students will be considered on an individual basis. Absence without notification from clinical experience is an unsatisfactory behavior that may result in dismissal from the course.

For university and course policy see the University Catalog and Course Syllabus

<http://www.pittstate.edu/office/registrar/catalog/2009-2011/StudentRightsandResponsibilities.htm>

### **Attendance at Annual MSN Orientation**

An annual MSN orientation is held each fall, students are required to attend this orientation.

### **National Institute of Health Online Training (NIH)**

MSN students complete the NIH online training (Protecting Human Research Participants). After completion of the online training the certificate of completion needs to be submitted to the office for your student file. Click on link for training <http://phrp.nihtraining.com/users/login.php>

### **Materials Costs**

Students are required to pay a per semester materials cost to help defray the costs of student learning supplies available to all clinical nursing majors in the HSC/LRC.

### **Standardized Testing Cost/TYPHON Cost**

MSN students take (at their own cost) critical thinking testing. A pre test is administered as part of the application process and a post test is administered at the end of the program. The pre test cost is collected as part of the application fees, the post test fee is collected in the last semester before graduation.

All students are required to register for and utilize TYPHON, the clinical hour tracking software used to track clinical hours throughout the program for national certification. Software cost is \$75.00 for the time you are enrolled in nursing courses in the Master of Science in nursing degree program. After you have been added to the student list you will receive an e-mail with login information and instructions on how to pay for the software.

**This form is required to be submitted by students requesting reference letters from nursing faculty.**

### **Reference Authorization & Release**

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ of  
Pittsburg State University, to be a reference (hereinafter the "Reference") on my behalf as I undergo  
my search to find and secure (Circle one):

- a. Employment while a student
- b. Post-graduate employment
- c. Graduate school admissions
- d. Other – Please Specify \_\_\_\_\_

I further authorize Reference to release any and all information, in writing or orally, including but not limited to all educational records (broadly defined), personal information, and Reference's personal opinions that may, however slightly, be relevant to any person or entity which the Reference reasonably believes, in his/her sole discretion, is potentially interested in fulfilling my above search. I hereby acknowledge that such released information may be detrimental to my search but authorize its release notwithstanding and release Reference and Pittsburg State University from any and all liability resulting from any released information that may be or is detrimental to my search.

Finally, I request that all such releases be (Circle one):

- a. Confidential – myself being unaware of the contents of such release
- b. Non-Confidential – The contents of such release known to me either by Reference's oral acknowledgment or written notification/carbon copy

I understand that this release is valid until subsequently revoked. I understand that this authorization is revocable at anytime and agree to make any such revocation in writing hand delivered, faxed, emailed, or mailed first class to Reference.

\_\_\_\_\_  
Print Name Student ID #

\_\_\_\_\_  
Signature Date

## **Communications Policy**

The Nursing Department and faculty communicate with students utilizing any of the following: standard mail, telephone, GUS associated e-mail and PSU student \*ANGEL Community Groups. Each student is required to maintain a current address with the department. Students are responsible for updating their e-mail address on GUS, in order to receive messages from the department. Confidential materials for individual students will be held at the administrative specialist desk in McPherson Hall or will be sent to the student's permanent address with signature required upon receipt.

**\*ANGEL is a web-based course management and collaboration portal that enables educators to manage course materials and to communicate quickly, easily, and effectively with their students. ANGEL can be used to complement a traditional course or for distance learning.**

## **Gorilla Geeks**

The Gorilla Geeks Help Desk assists students with various technology needs essential for successful university studies in today's world. Offering a single point of contact for services offered through the Office of Information Services.

Some of the student/faculty/staff services include:

- Help with GUS and Gus PINs
- Assistance with PSU email accounts
- Assistance with other campus system problems
- Support of the campus wireless network
- Assistance with educational software packages used on campus including Microsoft OS, Office applications, basic ANGEL support and other campus applications
- Basic help with computer hardware or software problems (a modest charge may be incurred)
- Wireless connectivity issues
- Assist in configuring new GusPINs

Gorilla Geeks Website: <http://www.pittstate.edu/office/gorilla-geeks/index.dot>

## Ethics for Computer Use

### I. Statement of User Responsibility:

- An authorized user must be currently enrolled in or employed by Pittsburg State University.
- PSU Computing Resources may be used in manners consistent with the appropriate usage definition given in Section II. An authorized user may utilize computer accounts created for general academic use or accounts which have been created specifically for him/her and to which he/she has been assigned ownership rights by the PSU Office of Information Services.
- System users are responsible for maintaining the secrecy of their account passwords. Suspected compromise of account passwords or unauthorized usage of user accounts should be reported to the supervisor of the appropriate laboratory or the director of the Office of Information Services.

### II. Valid Uses of Computer Resources and Examples of Misuse:

- Valid uses of computer resources include instructional or course activities and requirements, faculty research and professional services, and administrative support.
- Unauthorized copying, sending, or receiving of copyrighted files is strictly prohibited.
- It is a violation of Pittsburg State University policy to use the computer for promoting outside business interests. Computing resources shall not be used for private consulting or personal gain.
- It is in violation of Pittsburg State University policy to send unsolicited, annoying, or obscene messages or mail.
- It is inappropriate to examine, or attempt to examine, another computer user's files or mail without permission.
- Game playing on Pittsburg State University owned equipment is on a resource available basis. If another user needs resources for a valid use (see II A above) then the user playing a game must end the game and surrender said resources. This includes MUD's, MUCK's, Personal Computer games, etc.
- Fraudulent use of computer accounts, networks, mail services, or other resources is a serious violation. Kansas State Law (Section 21-3755) makes unauthorized access and interference with computer systems, computer data, and other computer users illegal.

### III. Possible Sanctions for Misuse:

- The Office of Information Services monitors the use of the computer system and will contact anyone discovered to be hindering normal operations. It is not appropriate to use any computer resources in ways that are detrimental to the normal operation of any computer system or its users.
- Upon detection of an alleged violation, the Office of Information Services will disable the account and turn all pertinent information over to the appropriate university, local, state, or federal authorities.

## **Student Participation in Faculty and Committee Meetings**

The graduate students elect in accord with NDO Bylaws, members to represent them at Nursing Department Organization meetings. The elected student(s) is expected to attend every meeting and is granted voting privileges. The student(s) is to act as a liaison to the graduate students, but is also expected to maintain confidentiality of the discussions if requested to do so by the Chair of the Nursing Department. Student representative(s) will be excluded from discussions concerning individual students. Graduate Students are also asked to volunteer to serve on the MSN Committee, the CERN (Continuing Education and Resources for Nursing), and the Curriculum Committee, and to bring student concerns to the committee. Again the student is to act as a liaison to the graduate students.

## **Acceptance of Gifts**

According to the Pittsburg State University Handbook, "University policy prohibits the acceptance of gifts by faculty members and employees from enrolled students." Nursing Department faculty appreciates the thoughtfulness of students and the feelings of gratitude, which inspire the desire to give gifts to teachers. Verbal or written expressions of gratitude from students are appropriate instead of giving gifts. Additionally, acceptance of gifts by students from clients and/or their families is prohibited.

## **Student Employment Policy**

Fully employed persons should discuss with their advisor the demands of employment and the requirements of graduate study and limit the credit hour load accordingly. It is strongly recommended that students not engage in full-time employment.

Information regarding opportunities for local/campus employment is available at the office of student employment: Career Services <http://www.pittstate.edu/office/careers/>

## **Graduate Assistantships**

Pittsburg State University offers graduate assistantships in most academic departments and some administrative departments. Assistantships are available as teaching, administrative and research. Students interested in applying for an assistantship must contact each department they are interested in working for to complete an application.

### **Requirements for Appointment**

- All graduate assistants must be admitted to a graduate degree program and be up to date with Graduate School requirements.
- Full-time graduate assistants must enroll in and complete at least 9 hours of graduate credit each semester of the appointment, with at least 6 hours at the 700-800 level. These 9 hours must appear on the student's candidacy plan as legislated by the department. Students who have foundation course requirements should check with the Graduate Office for clarification of eligibility.
- Part-time graduate assistants must enroll in and complete at least 6 hours of graduate credit each semester of the appointment, all of which must be at the 700-800 level. These 6 hours must appear on the student's candidacy plan.
- International students must have approval to work in the US.

- International teaching assistants must have earned a score of at least 22 on the speaking portion of the TOEFL.
- Individual departments may have other specific requirements.

### **Graduate Assistant Policy** (Policy for Appointing Students to Graduate Assistantships)

Graduate students hired as graduate teaching, research, or administrative assistants must be admitted to the Graduate School, a graduate degree program and have earned a bachelor's degree. For academic year appointments, students must be enrolled in at least six hours of graduate credit course work at the 700 or 800 level that are required for the degree and will be on the student's candidacy. Students with summer assistantship appointments must either be enrolled in at least three hours of required graduate course work during the summer or pre-enrolled for the required hours of enrollment for the fall semester.

Students appointed to an assistantship may be enrolled in no more than 12 hours of course work during the fall or spring semesters. Individual departments may have a policy that reduces the maximum number of hours the student can be enrolled in for a semester. Departments may submit a request to the Graduate School to allow a student to exceed the maximum number of allowed credit hours of enrollment. Students with academic year full-time teaching assistant appointments will receive summer tuition waivers for up to six hours of required graduate course work.

International students are required to be enrolled in a minimum of nine credit hours with at least six hours of graduate credit course work at the 700 or 800 level that are required for the degree and will be on the student's candidacy. Students whose first language is not English or are classified as an International Student must meet the Kansas Board of Regents and the Pittsburg State University policies on Spoken English Language Competency of Graduate Teaching Assistants.

During the academic year, students hired as full time graduate teaching assistants cannot work additional hours or be employed in other campus positions. Appointments as a student worker can be allowed for one-time special events that do not go beyond a maximum of two-days and 12 hours with permission of the Graduate Office. Students on assistantships can work as student workers for up to 40 hours a week during the time between semesters or during the summer.

**Approved by the Provost Leadership Council 3/15/11**

### **Student Crisis Response Procedure**

Full copy of response procedure can be located at:

<http://www.pittstate.edu/office/president/policies.dot>

General Emergency Procedures are on the Pittsburg State website and should be reviewed by all students: <http://www.pittstate.edu/info/safety/>

### **Purpose**

Included in the responsibilities of Campus Life and Auxiliary Enrollment Services is the coordination of the university response to significant crisis situations involving Pittsburg State University students, whether on campus or in the community. This response procedure is developed for implementation in the event of the death of or severe injury to a student, or other disaster, natural or otherwise.

This procedure is intended to:

- assist those involved in dealing with the crisis to respond appropriately,
- provide coordination with external individuals and agencies,
- provide communication within the university community,
- assist in post-crisis support and resolution.

### Implementation Steps

In the event of a student crisis, any individual first to respond must contact emergency personnel (University Police) by dialing 911.

- University Police officers are in charge at the scene of the incident until all appropriate actions have been taken.
- Every effort should be made to preserve the scene of the incident exactly as discovered.

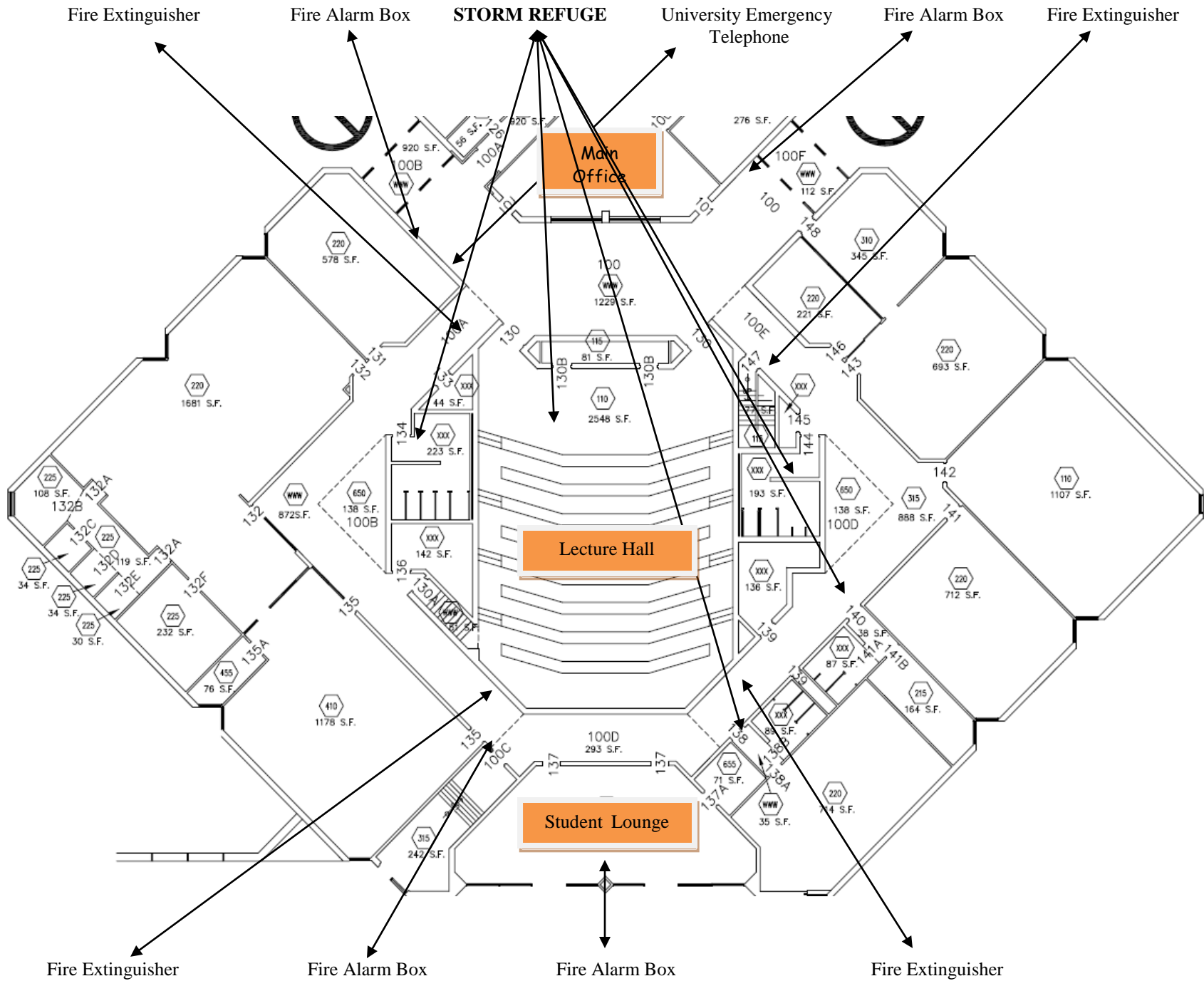
### **Severe Weather Emergency Plan**

In an effort to better protect students, faculty, staff and visitors in the event of severe weather, the university has updated its Severe Weather Emergency Plan and identified storm refuge areas across campus. The update to the plan includes a requirement that ALL activities cease when a tornado warning is declared stating, “All activities occurring within buildings or university grounds will cease immediately and remain suspended until such time as the tornado warning has ended.”

Signage designating STORM REFUGE AREAS (black background with white lettering) are installed in all campus buildings. The updated severe weather emergency plan, with additional information and detailed instructions, may be found at

<http://www.pittstate.edu/office/president/policies/severe-weather-emergency-plan.dot>

The map of McPherson Hall (next page) identifies the location of Fire Extinguishers, Fire Alarm Boxes, Storm Refuge Areas, and the University Emergency Telephone.



## **Student Health and Counseling Services**

Health care is the financial responsibility of the student. It is recommended that students carry personal health insurance. Health insurance is available through the University at a reasonable cost. Health services, including mental health and counseling, are available at the Student Health Center, 1801 S. Broadway, 235-4452. The Health Center is open Monday through Friday, 8:00 a.m. until 4:00 p.m. A physician and/or nurse practitioner is on duty at the Student Health Center.

## **Personal Injury Policy**

Students reporting personal injuries, aberrant needle sticks to their person, or skin contact with body substance fluids shall be treated according to the policies of the agency in which the injury occurs. The Department of Nursing cannot for any reason assume the costs of health care treatment for any individual student. It is highly recommended that individuals carry personal health insurance (see *Student Health and Counseling Services and Health Insurance* above). If you become ill or are injured in a clinical setting, you will be responsible for your personal health costs. Health care agencies cannot be expected to assume costs of health care treatment for individual students. With any incident, the agency (where incident occurred) investigative report will be completed and photo copied and sent to the Student Health Center for follow up and record keeping.

## **Needles safety/Needle stick protocol**

To ensure the safety of students using practice needles in the department skills lab, every needle used in the department will be uncapped by the student using the needle. There will be no recycled needles used in the department skills lab and after using a needle they will be deposited in the sharps container. (Please review Personal Injury Policy above). R: 07/30/09

## **Health Information Privacy Policy (HIPAA)**

***Compliance with HIPAA.*** All students will maintain confidentiality of all Protected Health Information he/she receives or creates from, for, or on behalf of the clinical component of nursing courses. All clients are protected by the HIPAA Privacy Rules. All students will sign confidentiality agreements and will acknowledge and agree that any use or disclosure of all Protected Health Information that he/she makes shall, at all times, be made in compliance with the Policies and Procedures and all applicable state and federal laws, including without limitation, HIPAA and the Privacy Rules.

## **Arrests and/or Convictions**

The PSU nursing program requires students to

1. Notify the Department of Nursing in writing of his or her arrest/conviction for any crime, misdemeanor, and/or felony not later than one class/clinical day after such arrest/conviction. Failure to notify the department within one day may result in dismissal.
2. Student may be suspended until the legal issue is resolved.
3. Continuance in the Department of Nursing will be individually evaluated and will be at the sole discretion of the Pittsburg State University Department of Nursing.

## **Disciplinary Policy**

***The Pittsburg State University nursing program requires applicants and admitted clinical nursing students to:***

Notify the Department of Nursing in writing of any disciplinary action against ALL licenses, certifications and/or registrations as well as disciplinary action by a state board or governmental agency. (Some examples are): Driver's License; Fishing License; Hunting License; Day Care License; Nursing Home Administrator License; Nursing License in Kansas or another state; CNA/CMA/HHA certification; School Teacher certification; Dishonorable discharge and/or other than honorable discharge from any branch of the military, disciplinary sanction from any branch of the military.

If disciplinary action has ever been taken against your driver's license or other license, registration or certification, in Kansas or any other state, (for any reason), you are required to provide an explanatory letter regarding the disciplinary action (s) taken against your driver's license or other license, registration or certification.. Your letter should include the following for each disciplinary action: Circumstances leading up to the disciplinary action; date of the disciplinary action; actual disciplinary action; current status of the disciplinary action. The applicant may be required to provide certified/dated copies of disciplinary documents.

**Failure to notify the department on the application or within one day after admission, if a new action since application, may result in dismissal or suspension until the legal issue is resolved.** Continuance in the major will be individually evaluated and will be at the sole discretion of the Pittsburg State University Department of Nursing.

**NOTE: The Kansas State Board of Nursing and other state nursing boards have specific procedures for reporting disciplinary action on nursing applications (initial, reinstatement and endorsement.) The procedures are accessible by contacting the respective boards.**

## **Policy on Prevention of Alcohol and Drug Abuse**

<http://www.pittstate.edu/office/president/policies.dot>

*Scroll down to University Policies – General*

## **Nursing Department Substance Abuse and Drug Testing**

### **Policy**

It is the policy of the Department of Nursing to provide a learning environment, which is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that students perform their duties without the presence of illegal drugs, alcohol, or inappropriate legal drugs in their systems.

The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student is prohibited. Arriving at McPherson or other school related locations, while under the influence of an illegal drug is prohibited. The Department of Nursing prohibits the use or abuse of such drugs. The objective of this policy is to ensure a safe, healthy and work efficient environment for students and the general public. The faculty and staff of the Department of Nursing will utilize every reasonable measure to maintain a drug and alcohol free environment.

### **Definitions**

#### **Illegal Drugs**

Illegal drugs, for purposes of this policy, include but are not limited to; narcotics; hallucinogens; depressants; stimulants; other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state, and controlled medication not prescribed for current personal treatment by a licensed medical professional.

### **Medication or Prescribed Drugs**

Medication or prescribed drugs, for purposes of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

### **Practices**

In order to meet the objectives of this policy, the Department of Nursing will provide all students with information about the effects of alcohol and other drugs through educational efforts and the availability of information about counseling services through the Student Health Center. Additionally, the Department of Nursing will educate and train faculty/staff to identify problems and symptoms of drug and alcohol abuse to meet the objective of this policy.

Any student who is found to use, sell, possess, or distribute any illegal drug, either **on or off** PSU premises, will be subject to disciplinary action. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency for additional investigation and appropriate action. Being arrested or charged with illegal possession, use, or distribution can subject a student to disciplinary action.

Students shall notify their instructor when taking prescribed medication, which could adversely affect their performance. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of their job duties, the student must obtain a release to return to school and the clinical setting from the prescribing health care professional. Specifically, the prescribing professional must assure that the student is able to perform in a clinical setting. If a release cannot be obtained, the student may be suspended from clinical. Students are advised to check with a health care provider when taking

any over-the-counter medication to determine if the medication may cause or give the appearance of causing side effects, which might hinder the safe and efficient performance of their duties. It is the student's responsibility to exercise conscientious judgment when considering whether they can properly function in their role as a nursing student.

### **Drug/Alcohol Testing Program**

In order to effectively meet the objectives of this policy, the Department of Nursing recognizes the need to implement a Drug and Alcohol Testing Policy to include the following:

#### **Notification**

The Drug and Alcohol Testing Policy for students will be implemented on August 1, 1997. Students will be subject to Reasonable Suspicion Testing.

#### **Consents**

All students entering the Nursing program must sign a Drug/Alcohol Testing Student Acknowledgment Form in order to continue in the program.

Refusal to read and sign the Student Acknowledgment Form, refusal to submit to Drug and/or Alcohol Screening, possession of a specimen altering device, or submitting altered or substituted specimen will automatically disqualify an individual for admission and/or continuance in the nursing program.

#### **Reasonable Suspicion Testing**

Faculty/staff who observe behavior or performance problems (or other evidence) of any student which could have an adverse effect on his or her personal safety or performance and reasonably suspects such behavior and performance to be the result of use of alcohol or other drugs, shall immediately notify the department chair.

*IMMUNITY FROM CIVIL LIABILITY:* By law (KSA 65-4926), any person making a report, in good faith, shall not be liable in a civil action for damages arising from reporting.

The following shall serve as examples of behavior which can form reasonable suspicion: changes in attitude or performance level, disorientation, mood swings, slurred speech, odor of alcohol on breath, unexplained disappearances while on duty, confusion or lapses in memory, excessive absences and/or tardiness, or imprudent judgment under the set of circumstances. (This list is for reference and is not intended to be complete).

**The chair of the Department of Nursing must authorize Reasonable Suspicion Testing on a student before a test is administered. In the absence of the chair, the vice chair may authorize a test. No Reasonable Suspicion Test will be administered without the written authorization of the chair or the vice chair.**

No advance notice to the student is required to conduct for reasonable suspicion testing. Tests may be performed on blood, urine, or breath.

## **Incident/Post-Accident Testing**

The Department of Nursing may conduct a drug and alcohol-screening test immediately after an accident or incident to either confirm or refute drug or alcohol use as a possible cause. Incident/Post-Accident Testing may apply to both the injured and/or those individuals affecting the accident or incident.

**The chair or the vice chair must authorize Incident/Post-Accident Testing on a student before a test is administered.**

## **Confirmation Test**

A confirmation test will be conducted on every positive test result. Within the intent of this policy, a confirmation test is a test conducted with greater sensitivity to the identification and level of any drug present in the same sample originally provided by the student. (Alcohol levels will be deemed "positive" when greater than 0%).

## **Peer Reporting**

Should a student suspect or observe suspicious behaviors in others, this should be reported to either an instructor or the chair. Every effort will be made to maintain confidentiality in peer reporting, however, in some circumstances confidentiality may not be assured.

## **Confidentiality**

Test results and information obtained during testing will be held in confidence and treated as medical information. If a student tests positive and corrective action is required, only those personnel with a need to know will be provided access to the test information.

## **Testing Procedures – Reasonable Suspicion and Post-Accident**

If a student's test result is confirmed to be positive through a confirmation test, the testing laboratory will notify the chair of the Department of Nursing.

The chair will notify the student who must then contact a counselor within 24 hours after receiving notification of a positive test result.

The Nursing Department Organization will jointly evaluate the positive test result and the surrounding circumstances and determine whether to allow the student to remain at school/clinical or be subject to disciplinary action.

Referral for counseling/rehabilitation is considered a "last chance" for the student to rehabilitate themselves. If the student reverts to the use of illegal drugs or alcohol, the student will be subject to dismissal.

Participation in counseling, however, does not preclude appropriate action by the Department of Nursing when work performance is impaired during or after receiving counseling/rehabilitation.

## **Refusal to Test**

Refusal to consent to a substance abuse test will result in dismissal.

## **Relapse by Student**

Any student who is rehabilitated must remain alcohol or drug free (To include those rehabilitated prior to admission to the PSU Nursing Program). Any relapse by a student will be considered a violation of this policy and the student will be subject to dismissal.

## **Disciplinary Action**

The Department of Nursing reserves the right to subject any student found to be in violation of the Substance Abuse and Drug Testing Policy to disciplinary action up to and including immediate dismissal.

## **Faculty/Staff Responsibility**

Every faculty/staff member working for the Department of Nursing of PSU is required to ensure a safe and effective work environment for student/patient through awareness, education, and appropriate training in recognition of alcohol and other drug issues. Faculty/staff will be subject to disciplinary action if the Substance Abuse and Drug Testing Policy is not personally supported in principle and practice. It is part of professional obligation to report unsafe practice according to ANA code of ethics.

## **Referral of Questions**

Questions concerning this policy should be directed to the chair of the Department of Nursing.

## **Drug-Free Workplace Policy**

As a condition of their continuing status in the nursing program, students will:

1. Abide by the terms of this policy; and
2. Notify the Department of Nursing in writing of his or her arrest/conviction for any drug or drug related crime not later than one class/clinical day after such arrest/conviction. Failure to notify the department within one day may result in dismissal.
3. Student may be suspended until the legal issue is resolved.

When required, the Department of Nursing will notify the appropriate Federal Agency, in writing within ten calendar days after receiving such notice from student and will impose one of the following actions within 30 calendar days of receiving such notice with respect to any student who is so convicted.

1. Take appropriate action against such student, up to and including dismissal: or
2. Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program.

NDO 04/24/97

Revised with the advice of PSU attorney 08/2004, 08/2005

**Policy for Professional Assistance Program Referrals in States of R.N. Licensure**

As a condition of continuing status in the clinical or practicum portion of the nursing program, students will:

1. Abide by the Department of Nursing Substance Abuse and Drug Testing Policy
2. Notify the Department of Nursing in writing of his or her referral to the Professional Assistance Program. Failure to notify the department within 24 hours may result in dismissal.
3. Students may not participate in clinical or practicum experiences until a written copy of the formal diversion agreement is provided to the Department of Nursing, Pittsburg State University.
4. The agreement will be reviewed for potential implications of continued participation in nursing clinical experience(s) or practicum experiences.
5. The Department of Nursing reserves the right to exert sole discretion in all matters of continuance in the nursing program.

## **Nursing Department Violence and Abuse Policy**

(See University Work Place Violence at <http://www.pittstate.edu/office/president/policies/workplace-violence-policy.dot>)

Individuals with felonies against persons will be denied admission to all PSU nursing programs. Kansas State Board of Nursing will also deny any prelicensure student with felonies against persons permission to take the NCLEX–RN exam and will also deny advanced practice recognition.

The PSU nursing program requires students to

1. Notify the Department of Nursing in writing of his or her arrest/conviction for any crime against a person not later than one class/clinical day after such arrest/conviction. Failure to notify the department within one day may result in dismissal.
2. Student may be suspended until the legal issue is resolved.
3. Continuance in the major will be individually evaluated and will be the sole discretion of the Pittsburg State University Department of Nursing.

## **McPherson Hall-Food and Drinks**

Food and drinks, with the exception of bottled water, are not allowed in carpeted areas. All food and drinks are banned from the computer areas in Student Computer Testing lab (Room 135) and the Student Library (Room 131).

## **Faculty Office Hours**

Faculty members are scheduled for five clock hours of office time each week to be available to students. Faculty members post office hours on or near their door. Students are encouraged to make appointments to meet with faculty during office hours to avoid private discussions in the hallways or as faculty are on their way to class periods.

Added: 08/11/08

## **MSN CLINICAL EXPERIENCE**

### **Advanced Cardiac Life Saving (ACLS) Policy**

ACLS certification is required of all graduate nursing students prior to enrollment in FNP or CNS clinical courses. The Health Care Provider (HCP) course of CPR offered by the American Heart Association or the Red Cross equivalency will meet this requirement. This course covers care for infants, children, and adults. ACLS certification is required to be kept current throughout the program.

### **Basic Life Support (BLS) Policy**

BLS certification is required for admission to the MSN program. Certification must be kept current throughout enrollment in the Common Core and Advanced Practice Core courses. The Health Care Provider (HCP) course of CPR offered by the American Heart Association or the Red Cross equivalency will meet this requirement. This course covers care for infants, children, and adults.

### **Registered Nursing License**

Graduate nursing students are required to be licensed in the State of Kansas as well as any additional state in which clinical experience occurs. License(s) are required prior to any clinical experience and will be maintained until the student completes the MSN program.

### **Health Form**

A health form is required of students for admission to the graduate nursing program. Contracts with clinical agencies are contingent on students meeting the agencies' health policies in addition to other requirements. The health form must be completed with documentation attached before students will be allowed to begin graduate nursing courses.

### **Annual Tuberculin Screening**

All MSN students are required to document an annual TB screening.

### **Liability Insurance**

All students are required to carry student liability insurance. The Department of Nursing has a blanket liability policy which students are endorsed to after payment. Cash, check, money order, or cashier's check must be submitted before the student will be permitted in the clinical areas RN and MSN students are also required to be endorsed to the blanket policy. This insurance does not provide any personal health insurance coverage.

### **Dress Code (Clinical Assignments)**

Rationale for Dress Code:

1. Identify as Pittsburg State University students.
2. Professional appearance.
3. Compliance with dress codes of clinical agencies.
4. Client safety.

It is the policy of this department that students who are employed should not wear their uniforms with patches to their jobs. These symbols signify that you are operating as a graduate student nurse under the supervision and guidance of an instructor of Pittsburg State University.

R: 03/10/95, 07/30/09

Uniform:

MSN graduate student will dress professionally and appropriately when in the clinical setting. If scrubs are worn in the clinical site, the MSN student must wear the official crimson scrub set or crimson skirt with scrub top, cap (optional), nude or white hose or white socks, white shoes, and white lab coat. The entire uniform, including shoes, must be clean and neat in appearance. Crew-necked shirts, **white** only, worn under uniform/scrubs must not be visible except around the neckline, and must be tucked in at the waist; exception is made for long sleeved shirts. A White T-Shirt (tucked in) is required under the scrub top if skin and undergarments show when bending over. Shoes must be white leather shoes with a full or secure heel and with minimal logo color or Croc<sup>®</sup> shoes (white only) with no holes and with the student wearing the heel (back) strap in place across the heel of the foot. Clogs/sandals are not permitted. Open-toed shoes are not permitted. Shoe strings should be white and of moderate length. Canvas shoes are not acceptable.

Students should purchase at least one complete uniform. Identification badges must be worn. The PSU Nursing patch should be worn on the lab coat and scrub top. The patch is worn on the left sleeve of the scrub top and the left sleeve of the jacket. (Approved NDO 09/14/07)

Lab Coats: The PSU Nursing patch should be worn on the lab coat. The patch is worn on the left sleeve of the lab coat. Whenever the official white lab coat is worn, the PSU official identification badge must be worn on it. PSU Identification badges in accordance with hospital and community agency policies must be worn at all times where they can clearly be read by all who interact with students.

Additional Guidelines:

- Specialty units may require different attire and this is addressed in course syllabi, i.e. Psych/Mental Health units.
- The only jacket permitted is the approved white Lab Coat, or Hospital provided attire.
- Hair is to be well groomed, clean in appearance, and worn back away from the face at all times while working with clients and fastened to prevent hair from falling forward. Extreme hairstyles will not be permitted in clinical settings. Examples of extreme hairstyles may include, but are not limited to, Mohawk, reverse Mohawk, and atypical hair color. Only functional hair bows, bands, or clips will be permitted in the clinical setting.
- Hair, beards, and sideburns must be clean and neatly groomed.
- Perfumes, colognes, and after shaves should not be worn, as this could be an irritant to client(s), visitors, and other staff members.
- Jewelry permitted includes wedding bands without protruding sets, watches, small pierced post earrings and no more than two earrings per ear.
- Visible body piercing jewelry is prohibited. The wearing of jewelry in eyebrow, nose, lip, and/or tongue is prohibited.
- Clinical assignments may restrict the wearing of jewelry, including the amount and/or style, for safety, and other reasons.
- Tattoos must be covered.
- Nails must be short and clean. Polish, if worn, should be a neutral or light color and without ornaments, cracks or chips. Artificial nails are prohibited in the clinical setting.
- Gum chewing is not permitted in clinical areas.
- No Cell Phones in clinical areas.

Approved by NDO 3/31/00, Approved by NDO 2/27/04, 08/09/05, 07/23/07, 07/31/09, 6/21/10

## **MSN Clinical Preceptors**

Preceptors are only used in the Master's of Science Program. The clinical preceptorship is a clinical experience that allows students the opportunity to apply knowledge gained in the didactic portion of the program to patient care management or educational setting. Practice in the clinical setting provides Pittsburg State Students with the opportunity to observe and actively participate in the delivery of health care and to incorporate advanced practice concepts. Preceptors actively practicing in clinical settings are qualified to facilitate the development of students in the advanced practice role. The clinical preceptor submits a curriculum vita which includes biographical information, professional preparation, and licensure. The preceptor's qualifications are reviewed by the appropriate course coordinator and the Kansas State Board of Nursing. Qualifications of preceptors must include the following:

- ARNP Nurses
- Masters in Nursing from an accredited university
- Current RN license in state where students will engage in clinical experience
- Authorized to practice as advanced practice nurses in the state where they practice
- Practicing in advanced nursing role
- Physicians
- Doctor of Medicine or Osteopathy from an accredited university
- Currently licensed and practicing
- Area of practice must be relevant to the education clinical practice component
- Able to provide supervision, teaching and evaluation of students for achievement of clinical course objectives and learning needs
- Able to facilitate active participation of students in the delivery of health care
- Committed to the concepts of advanced practice nursing

All preceptors sign contacts acknowledging willingness to serve as a preceptor. Each preceptor receives a preceptor packet which includes the mission statement, program goals and objectives, student clinical evaluations forms, standards for advanced practice, preceptor performance expectations, course syllabi and additional relevant information.

### **WEBSITES TO BE INCLUDED ON PRECEPTOR LINK:**

Arkansas State Board of Nursing: <http://www.arsbn.arkansas.gov/advPractice/Pages/default.aspx>

Kansas State Board of Nursing: <http://www.ksbn.org/npa/npa.pdf>

Kansas Advanced Practice Site: <http://www.ksbn.org/npatoc.htm#>

Oklahoma State Board of Nursing: <http://www.ok.gov/nursing/practice.html>

Missouri State Board of Nursing: <http://pr.mo.gov/nursing-advanced-practice-nurse.asp>

### **ADDITIONAL LINKS:**

American Association of Nurse Practitioners: <http://www.aanp.org/AANPCMS2>

American Nurses Association: <http://www.nursingworld.org/EspeciallyForYou/AdvancedPracticeNursing.aspx>

National Association of Clinical Nurse Specialists: <http://www.nacns.org/>

**CLINICAL FACILITY AND PRECEPTOR INFORMATION FORM****FOR DEPARTMENT OF NURSING CONTRACT FILE**

**(This form must be completed by the student and approved by the instructor before agreement can be initiated.)**

STUDENT NAME: \_\_\_\_\_

NAME OF PRECEPTOR: \_\_\_\_\_

NAME OF FACILITY: \_\_\_\_\_

ADDRESS OF PRECEPTOR/FACILITY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Facility Administrator: \_\_\_\_\_

Name of collaborating physician: \_\_\_\_\_

Name of faculty member requesting facility/preceptor: \_\_\_\_\_

Designation of level of students who will be using facility:

\_\_\_\_\_ RN \_\_\_\_\_ MSN \_\_\_\_\_ FNP \_\_\_\_\_ BSN \_\_\_\_\_ Other

\*Preceptor State License No.: \_\_\_\_\_ State \_\_\_\_\_

**\*Notation: Preceptor and student must be licensed in state of clinical experience.**

**All individual preceptors must submit a curriculum vitae (resume).**

Students do not write below this line: \_\_\_\_\_

Date Submitted to department: \_\_\_\_\_

Approved by: \_\_\_\_\_

Instructor Signature

**Pittsburg State University  
Department of Nursing  
Master of Science in Nursing  
Preceptor Evaluation of Clinical Performance**

Name \_\_\_\_\_  
Course \_\_\_\_\_

Semester Evaluation Pittsburg State University

	Not Obs.	U Sat.	Sat.	Above Sat.	High Sat.
<b><u>I. PSU/MSN Program Objectives</u></b>					
<u>1. Integrate the nursing process, supported by a variety of theories, into advanced practice.</u>					
<u>2. Utilize advanced nursing standards and content from the sciences, humanities, and nursing to promote health, prevent disease, and provide quality care to persons/families/communities with emphasis in rural settings.</u>					
<u>3. Contribute to the advancement of the nursing profession through the knowledge of historical, political, social, economic, legal, cultural, and ethical aspects of health care.</u>					
<u>4. Implement effective teaching-learning strategies designed to promote wellness of persons/families/communities.</u>					
<u>5. Demonstrate competence in advanced practice roles in meeting health needs of all populations, with emphasis in rural settings.</u>					
<u>6. Evaluate individual advanced practice nurse responsibility and accountability as it contributes to the improvement of the delivery of health care and the establishment of health policy.</u>					
<u>7. Synthesize advanced practice nurse leadership and management principles in order to coordinate person/family care in all populations with emphasis in rural settings.</u>					
<u>8. Manage activities for planned change to facilitate adaption of persons/families/communities.</u>					
<u>9. Contribute to advanced nursing through research and information systems.</u>					
<u>10. Evaluate long-term and short-term personal and professional goals for advanced practice.</u>					

Note: Not Obs. = Not Observed, U. Sat = Unsatisfactory, Sat. = Satisfactory, Above Sat. = Above Satisfactory, High Sat. = Highly Satisfactory

Name \_\_\_\_\_

Course Name \_\_\_\_\_

<b>Client/Patient</b>	<b>Not Obs.</b>	<b>U Sat.</b>	<b>Sat.</b>	<b>Above Sat.</b>	<b>High Sat.</b>
<b><u>I. Assessment Skills: History, Psychosocial, Physical, Laboratory</u></b>					
<u>1. Obtain complete information and comprehensive history of general health status, previous health status, and current health status.</u>					
<u>1a. Adapt health history to special patients and clinical situations.</u>					
<u>1b. Directs interview appropriately.</u>					
<u>2. Obtain a complete and comprehensive history of family health, self-care practices, occupation and social practices.</u>					
<u>3. Obtain a complete and comprehensive history of client development, psychosocial status, coping behaviors and cultural or ethnic attitudes or beliefs.</u>					
<u>4. Skillfully observes the client and correctly applies physical assessment techniques to assessment.</u>					
<u>4a. Confidence in ability to handle equipment.</u>					
<u>4b. Organization of physical examination.</u>					
<u>4c. Completeness of examination.</u>					
<u>4d. Skill in using techniques of inspection, palpation, percussion, auscultation.</u>					
<u>4e. Ability to identify abnormal findings.</u>					
<u>5. Appropriately includes specific physical exam techniques for each system or region.</u>					
<u>6. Appropriately utilizes and collects laboratory tests during patient assessment.</u>					

Note: Not Obs. = Not Observed, U. Sat = Unsatisfactory, Sat. = Satisfactory, Above Sat. = Above Satisfactory, High Sat. = Highly Satisfactory

Name \_\_\_\_\_

Course Name \_\_\_\_\_

<b>Client/Patient</b>	<b>Not Obs.</b>	<b>U Sat.</b>	<b>Sat.</b>	<b>Above Sat.</b>	<b>High Sat.</b>
<b>II. Assessment/Diagnosis</b>					
1. Able to generate hypotheses about probable diagnoses based upon findings.					
2. Correctly identifies the client's health, developmental and psychosocial problems in the problem list.					
3. Correctly interprets the pertinent lab data or other objective data.					
<b>III. Management/Planning</b>					
1. Appropriately plans primary care for individual patients and families.					
1a. Apply knowledge of cultural and family/support variables in planning care.					
1b. Utilize knowledge of normal growth and development, personality, and mental status in assessment and planning of nursing care.					
1c. Plan integrates principles of health maintenance and promotion as well as illness.					
1d. Evidence of long-range planning involving appropriate disciplines given the usual trajectory of the illness or health supervision.					
2. Utilize other resources in planning and providing health care, either through consultation or referral.					
3a. Use texts and other resources in the clinic setting to maximize clinical learning.					
3b. Integrate Families theories into the management of the client/family/communities with special emphasis on rural settings.					
3c. Integrate the client/family/community's resources to direct the individual/family/community's health care.					
3d. Synthesize the health care policies influencing the individual/family/community's health with special emphasis on rural settings.					

Name \_\_\_\_\_

Course Name \_\_\_\_\_

<b>Client/Patient</b>	<b>Not Obs.</b>	<b>U Sat.</b>	<b>Sat.</b>	<b>Above Sat.</b>	<b>High Sat.</b>
4. <u>Integrate the legal and ethical influences of the individual/family/community's health status.</u>					
<b>IV. Documentation and Evaluation</b>					
1. <u>Able to generate hypotheses about probable diagnoses based upon findings.</u>					
2. <u>Records are logical, sequential, clear and concise.</u>					
3. <u>Records contain information necessary to describe the patient situation.</u>					
4. <u>Efficient organization of time spent with patient and family.</u>					
5. <u>Efficient organization of time spent in the clinical setting.</u>					
<b>V. Overall Ability, Safety, and Competence</b>					
1. <u>Exhibit appropriate concern for the client and family.</u>					
2. <u>Involve the client and family in the assessment and management of health status.</u>					
3. <u>Responsible and professional in manner, deportment, appearance, and clinical practice.</u>					
4. <u>Work independently with the preceptor, peers, and resource personnel.</u>					
5. <u>Apply problem-solving process to ongoing self-evaluation, preceptor, patient, and family interactions.</u>					

Preceptor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Evaluation of Clinical Performance**

The graduate student is evaluated collaboratively by the preceptor and the faculty for the clinical course.

Infringement of any of the rules and regulations of the clinical site in which the student is assigned is considered unprofessional conduct and constitutes unsatisfactory clinical performance. A letter grade will be recorded when the clinical performance is passing and the clinical requirements fulfilled.

### **Explanation of Special Observational Trips**

This will be addressed in the course syllabus. The faculty will schedule the event in the course syllabus. Each student is expected to participate since it is a class requirement. In the event a student is unable to participate in a scheduled event, it is the student's responsibility to communicate with the faculty to arrive at a mutually agreed alternative activity.

### **Absence from Clinical Assignments**

This will be addressed in each clinical course syllabus. The graduate student must complete the required total number of clinical hours for advanced practice and national certification eligibility. The required number of clinical hours for individual courses will be stated in the each clinical course syllabus.

Students are to notify the instructor and the clinical site of any absences. ***Absence without notification from clinical experience is an unsatisfactory behavior that may result in dismissal from the course.***

### **Human Immunodeficiency Virus (HIV) Policy**

In response to the Center for Disease Control and Prevention recommendations, the Department of Nursing of Pittsburg State University has developed an educational program regarding potential HIV and Body Substance exposure. All students, faculty, and appropriate staff of the Department of Nursing must demonstrate knowledge of potential risks of exposure.

## HSC/LRC Policies

### I. Laboratory Hours

Laboratory hours will be determined by the semester's classes and will be prominently posted near the entrance. The Health Simulation Center and Learning Resources Center area will be open only when there are lab personnel (instructor, lab coordinator, or student employee) present.

### II. Available Resources

Computers are available for student use in the student library study area (Room 131). There are an additional fifteen laptops that can be checked out in the office (Room 101) for use in McPherson Hall. These computers may not be removed from the building and must be checked back in by 4:30 PM unless the students has made arrangements with a faculty member who will take responsibility for checking in the computer. When you check out a computer you are responsible to return the laptop in working condition. Computer-assisted instructional units are also available for independent use in the student library study area. Other resources that may be utilized and/or checked out include selected periodicals, texts, videos, filmstrips, B/P cuffs, otoscopes, ophthalmoscopes, and neuro exam kits.

Scanners are available during lab hours for student use in room 131.

Daily issues of the local newspaper, The Morning Sun, and the national newspaper, USA Today, are available along with the University newspaper, The Collegio, in Room 101 of McPherson Hall

### III. HSC/LRC Equipment

1. Equipment may be checked out only during established HSC/LRC hours. The student must sign his/her name, student ID number; item(s) checked out and date when removing equipment from storage. **If the equipment is not returned or returned in working order the individual student that signed for the equipment will be responsible to replace the equipment at the current replacement cost.** Holds will be placed on your transcript until you have taken care of this issue.
2. All equipment must be returned within 24 hours (unless prior arrangement is made with the instructor or LRC Coordinator).
3. **All equipment checked out during the semester must be returned by Monday of finals week for end of semester inventory.**

### IV. Check out Policy for Books and Periodicals

1. Shelved textbooks may be checked out for 3 days
2. Reserve books (those requested by instructors and used in their class work) may not be checked out nor removed from the HSC/LRC unless authorized by instructor.
3. HSC/LRC Coordinator and/or course faculty or Chair will contact any person failing

to return borrowed material in allotted time as appropriate.

4. The following **may not** be checked out from the Lab
  - a. PDRs (latest issue)
  - b. All books on the Reserve Shelf
  - c. Handouts submitted by instructors for class work, unless otherwise specified by the instructor.
  - d. Video/CAI media

### **Transportation Policy**

Each student is responsible for providing his/her own transportation to and from the clinical setting. Students should "car pool" as much as possible. Adequate coverage of car accident insurance must be maintained and is the personal responsibility of the student.

### **Inclement Weather**

<http://www.pittstate.edu/office/president/policies/severe-weather-emergency-plan.dot>

Each instructor will describe the system of communication to be used between instructor and student in case of inclement weather, in the class syllabus. If there is a question, the student should get in touch with the clinical instructor to find out what decision has been made. In the event that the University cancels classes, clinical laboratory classes will be cancelled also. If the instructor has determined that it is too hazardous to travel, students will be notified by the predetermined method. Ultimately, each student must make the final decision about their personal safety in travel.

### **University Policies**

All Pittsburg State University Policies may be found in the University Catalog, which may be obtained from the PSU Admission Office or online at [www.pittstate.edu](http://www.pittstate.edu). Each student should have a hard copy of the University Catalog covering his or her enrollment at Pittsburg State University. Workplace Violence Policy, Protected Health Information Policy, and the Crisis Management Plan and Procedures can be located online at <http://www.pittstate.edu/office/president/policies.dot>

### **Special Concerns**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the Director of Student Accommodations at 620-235-4309 or the Student Health Center, 1801 S. Broadway to make necessary accommodations. For information regarding The Center for Student Accommodations click on this link: <http://www.pittstate.edu/office/counseling/center-for-student-accommodations.dot>

The Pittsburg State University Student Handbook/Academic Planner, Master of Science in Nursing Handbook, MSN Departmental Booklet, Pittsburg State University Code of Student Rights and Responsibilities, Pittsburg State University Continuing and Graduate Studies, and University Catalog should be utilized by the student in determining policies and procedures to follow.

All Pittsburg State University Policies may be found in the University Catalog, which may be obtained from the PSU Admission Office or online at [www.pittstate.edu](http://www.pittstate.edu). Each student should have a hard copy of the University Catalog covering his or her enrollment at Pittsburg State University.

The Workplace Violence Policy and the Protected Health Information Policy are located online at <http://www.pittstate.edu/office/president/policies.dot>

Any student found in violation of any of the policies will be subject to disciplinary action which may include written or verbal warning, suspension or dismissal from the nursing program.

SS 08/15/04, 08/09/05, 08/10/06, 08/11/08, 07/31/09

**The Department of Nursing reserves the right to make changes and to correct handbook errors if necessary. Students will be notified using the Communications Policy on page 58 of this Handbook.**

Pittsburg State University Graduate School

Thesis Guide

Requirements and Guidelines  
For the Preparation of a Master's Thesis

Approved by the Graduate Council  
April 13, 2005

## Introduction

The Master's level graduate programs are structured to build on the knowledge and skill gained in a baccalaureate degree program. At the graduate level, students are expected to learn a mode of scholarly inquiry and to demonstrate their ability to conduct independent research. Because graduate education requires incorporation of a strong component of scholarly inquiry, the thesis, advanced practice, scholarly seminars, and creative activities provide a central scholarly core in a graduate program. The Graduate Council expects all graduate study to be conducted according to the highest professional standards and to provide knowledgeable contributions to the respective disciplines.

### Policies Governing Writing a Thesis

#### Option I: Thesis

Students who select Option I, the Thesis option, are required to satisfactorily complete a minimum of 30 hours beyond the baccalaureate degree and to write and defend the thesis before the Graduate Faculty. All members of the thesis committee must sign the approval page of the thesis before it is considered approved.

The thesis must demonstrate the student's ability to clearly define a significant problem, conduct a complete and thorough investigation, organize and logically present data and to be able to draw defensible conclusions.

In the visual or performing arts, a master's thesis may take the form of a recital, concert, art exhibition, composition, play, audio/visual production, or other creative endeavor prepared according to departmental or program guidelines and approved by the Dean of Graduate School.

#### Thesis Manual

Each student is expected to use the PSU Thesis Manual as a guideline for the layout and design of the thesis. The thesis manual is available at the Office of Continuing and Graduate Studies web site: <http://www.pittstate.edu/dotAsset/49761.pdf>. The PSU Thesis Manual is considered the first authority for the technical aspects of the thesis. The thesis style selected by each department or program is the first authority on thesis format. Any department or program upon presenting a written copy of its planned program of deviation to the Dean of the Graduate School may make departures from the recommended style or format.

#### Thesis Steps/Forms

The steps/forms for the student completing a thesis are available on-line within GUS. After logging into GUS and selecting Graduate School from the menu, select Candidacy from the menu bar on the left. The Thesis Steps link has four screens including the Thesis Committee, Thesis/Research Proposal, Thesis Review, and Submission of Thesis for Publication. 3

### Thesis Committee

Prior to the start of the thesis, each student is responsible for establishing a Thesis Committee. The thesis advisor acts as the chair of the committee and must have the designation of Graduate Teaching Faculty and may or may not be the student's academic advisor. In cooperation with the thesis advisor, the student must establish the committee of at least two other members, one of which is outside of the department from which the student is earning the degree. Once decided, the committee members should be listed for approval on the Thesis Committee online form, found online in the Graduate System.

### Thesis Proposal

Each student is required to submit a thesis proposal for the review and approval from their thesis committee. This proposal should be attached on the Thesis/Research Proposal online form. It is the student's responsibility to ensure that their committee members approve the proposal online.

### Research Involving Human Subjects

Federal policy requires that all research involving human subjects be approved by an Institutional Review Board to ensure that the rights and welfare of human subjects are properly protected. The Committee for the Protection of Human Research Subjects, designated by the Graduate Dean, must review all research dealing with human subjects conducted by Pittsburg State University faculty, staff, or students. The researcher is required to complete the Application for Initial Review of Research Using Human Subjects prior to any research being conducted. A copy of the approved application from the Committee must be submitted along with the draft of thesis to the Office of Continuing and Graduate Studies. All information and forms can be found at the following web site: <http://www.pittstate.edu/cgs/ResearchGrants/>.

### Thesis Review

The student is responsible for submitting a draft copy to the Office of Continuing and Graduate Studies no later than three weeks prior to the semester deadline for the submission of the final copy of the thesis. The Thesis Review online form should be printed and submitted along with the draft. The thesis will be evaluated for the layout and design of the document in accordance with the Thesis Manual. The thesis will be reviewed within five working days and can be picked up by the student at that time. It is expected that the student will make all corrections as indicated on the draft, prior to the submission of the thesis for binding. Theses will not be submitted for binding until all corrections are made.

### Publication and Binding Fees

Each student must pay to have at least four copies of the thesis bound. Two copies are for Axe Library, one copy is for the department and one copy will be returned to the student by the department. It is recommended that the student have additional copies bound. The student must complete, print and submit the Submission of Thesis for Publication online form with the copies of the thesis to be bound, as well as the required payment for binding. All copies of the thesis to be bound must be complete and enough CDs, tapes, etc. must be included for every copy.

## Roles and Responsibilities

### Student

The student selects Option I (thesis) during the completion of the student's plan of study or candidacy. The student is responsible for selecting a thesis advisor and a thesis topic. Once the thesis advisor has accepted the role, the student works with the advisor to establish a thesis committee. The student is responsible for completing the online steps/forms for their thesis, found under Thesis Steps on the Candidacy screen in the Graduate System in Gus. The student is also responsible for obtaining all signatures/approvals for each step/form.

### Thesis Advisor

The thesis advisor is selected by the student, but must hold rank as Graduate Teaching Faculty at Pittsburg State University. The thesis advisor should be familiar with the student's work and should be in a field relevant to the topic of the thesis. When selecting the advisor, the student should be able to discuss possible topics of interest for the thesis as well as a tentative schedule for completion. The potential advisor must be able to commit the necessary time for guidance and be available during the semester the thesis will be submitted for approval. The thesis advisor provides advice and direction to the student on all matters relating to the thesis. The thesis advisor is the chair of the thesis committee and in consultation with the student, recommends committee members for the thesis committee. The advisor approves the thesis proposal when required by the thesis committee or department. The advisor and the student complete and submit the Application for Initial Review of Research Using Human Subjects form prior to any research being conducted. The advisor coordinates the thesis defense and submits the results on the student's petition page online in the Graduate System.

### Thesis Committee

The student selects the faculty thesis committee, with recommendations by the Thesis Advisor. Depending upon the department, either the thesis advisor or the faculty thesis committee approves the student's thesis proposal. The thesis committee makes recommendations and suggestions to the student on thesis content and format. The thesis committee conducts the thesis defense under the guidance of the thesis advisor and accepts or rejects the thesis. All members of the faculty thesis committee must sign all copies of the approval page of the approved thesis before the thesis and grade can be submitted to the Office of Continuing and Graduate Studies.

### Departmental Chair or Program Coordinator

Each degree program establishes, with their own Graduate Faculty, the discipline-specific thesis style and format guidelines in accordance with their departmental policies and procedures. Any deviations from the Pittsburg State University Thesis Manual must be submitted in writing to the Graduate Dean for approval. The faculty will also determine if a program coordinator or departmental chair will be the final authority on departmental decisions and approvals concerning student theses. This individual then approves the Thesis Committee online.

### Graduate School Dean

The Dean of the Graduate School approves the thesis advisor and thesis committee in accordance with the Constitution and By-laws of the Graduate Faculty. The Dean also serves as the final authority for approval of the style and format of the thesis and establishes the calendar of timelines for all forms and the final thesis to be submitted. The Dean of the Graduate School will also act as a mediator if the faculty thesis committee cannot come to an agreement on the acceptance of a thesis. 6

## Steps in Completing a Master's Thesis

\*\*All forms are found in the Graduate System in Gus under Thesis Steps on the Candidacy screen.

### **The Graduate Student must:**

- have Candidacy for Option I completed and approved.
- obtain and review a copy of the Pittsburg State University Thesis Manual, found at the Graduate School web site.
- select a Thesis Advisor.
- in consultation with the Thesis Advisor, complete the Thesis Committee and Thesis/Research Proposal online forms.
- verify the approval of the Thesis Committee members to proceed with the thesis. Committee members must approve the Thesis Proposal on the Thesis/Research Proposal online form. The student should speak with any member who has not yet approved the proposal online.
- complete the Application for Initial Review of Research Using Human Subjects prior to any research being conducted, if applicable.
- continue to work on writing the thesis in coordination with the Thesis Advisor.
- submit a draft of the thesis to each member of the Thesis Committee and to the Office of Continuing and Graduate Studies prior to the Final day for first draft of thesis, including a copy of the approved Application for Initial Review of Research Using Human Subjects and the online Thesis Review form.
- in consultation with the Thesis Advisor, schedule a meeting with the Thesis Committee for the defense of the thesis.
- review with the Thesis Advisor the expectations for defending the thesis.
- at the conclusion of the defense, obtain signatures on all of the Approval Pages (one for each copy of the thesis to be bound). Each copy submitted for binding must have original signatures of the committee in black ink.
- make any corrections/additions to the thesis.
- submit all copies of the thesis to be bound, along with the Submission of Thesis for Publication online form and the appropriate payment, to the Office of Continuing and Graduate Studies before the Final Day for submission of Thesis as listed in the University Calendar.
- every thesis copy must be identical.