Doctor of Nursing Practice Student Handbook
2019-2020

Irene Ransom Bradley School of Nursing
Pittsburg State University

Welcome to the Pittsburg State University
Irene Ransom Bradley School of Nursing
Doctor of Nursing Practice Program
2019-2020 DNP Student Handbook

A Message from the Director

As you begin your Doctor of Nursing Practice program, the faculty and I would like to extend you a warm welcome! We congratulate you on your decision to pursue a Doctor of Nursing Practice (DNP) degree in attainment of your personal and professional goals. The Irene Ransom Bradley School of Nursing is proud to offer the first rural based DNP program in Kansas. We also take pride in offering the DNP in preparation of advanced practice nurses in the role of a Family Nurse Practitioner. The program is approved by the Kansas State Board of Nursing and meets Higher Learning Commission standards. Pittsburg State University Irene Ransom Bradley School of Nursing is proud to announce that the CCNE Board of Commissioners acted at its meeting on April 25-27, 2017 to grant accreditation to the Doctor of Nursing Practice (DNP) program for 5 years, extending to June 30, 2022.

Our faculty and staff strive to instill in our students the PSU core values of "student-focused, excellence, by doing learn, diversity, community, innovation and sustainability". Nursing's vital role in serving individuals and populations in a variety of settings perpetuates the University's founding principle of "by doing learn". This handbook has been prepared to facilitate your success in the program with a primary purpose of informing you of the policies and procedures within the School of Nursing. This handbook outlines your rights and responsibilities as a PSU 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 School of Nursing will provide them to you. If you have questions, please ask!

We wish you the very best throughout your graduate nursing education. Faculty have designed rigorous curricula with innovative classroom, clinical lab and community experiences which you will find stimulating and fulfilling while enabling you to grow in your profession. I encourage you to communicate often with your faculty advisor, course faculty and me. Please feel free to stop by my office and say hello. We thank you for choosing Pittsburg State University.
Go Gorillas!

Sincerely,

Cheryl Giefer, PhD, APRN
Director
Irene Ransom Bradley School of Nursing

OAGAAG

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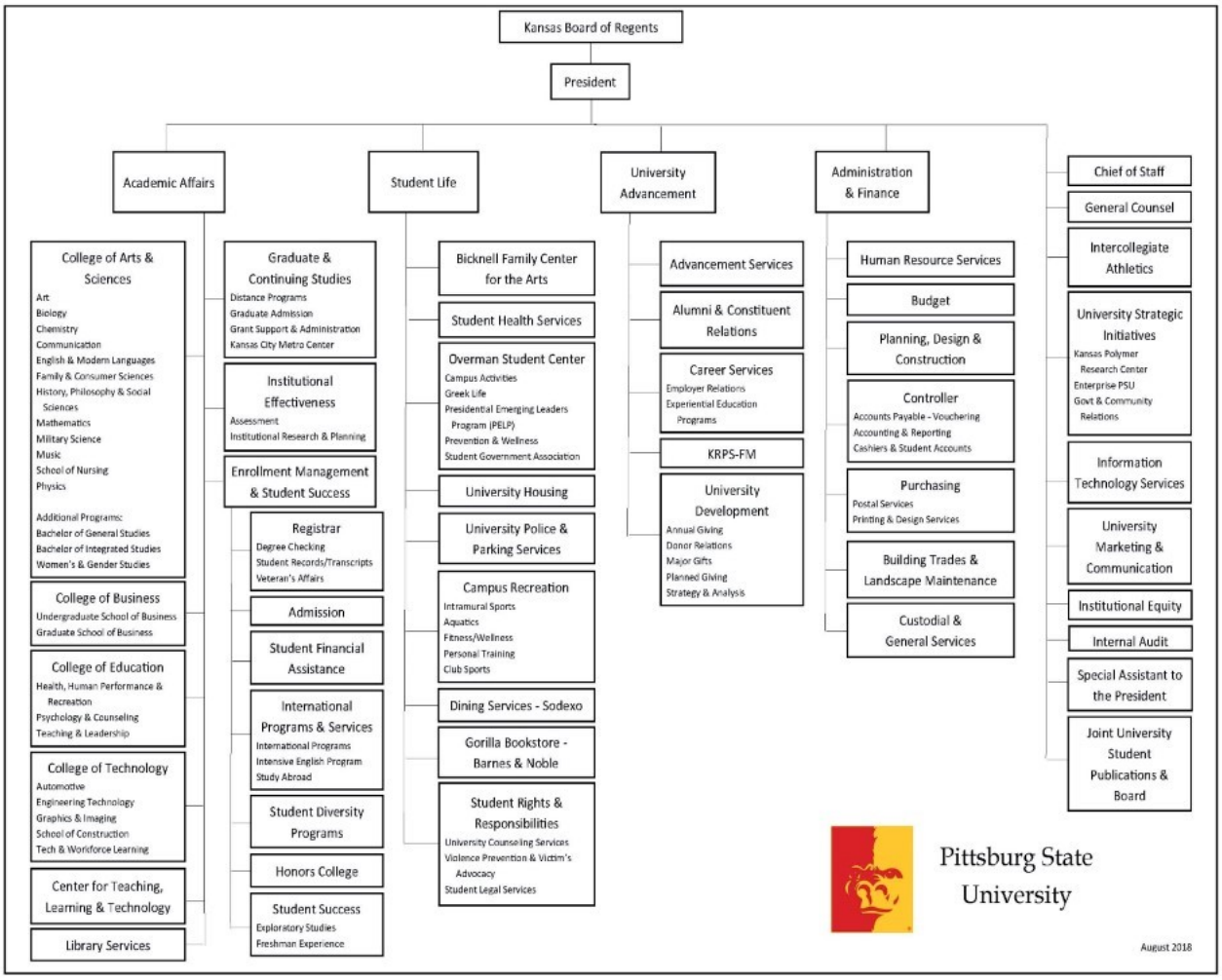
NOTICE OF NONDISCRIMINATION

Pittsburg State University prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities. The following person has been designated to address inquiries regarding the nondiscrimination policies: Director of Institutional Equity/Title IX Coordinator, Cindy Johnson, 218 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528, 620-235-4189, equity@pittstate.edu.

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 or parental status, ancestry, genetic information, gender identity, gender expression, military or veteran status, or disabilities. Students seeking assistance with academic programs because of disabilities are to contact Ms. Kerri Hanson, Coordinator of Student Accommodations, 219 Russ Hall, Pittsburg State University, Pittsburg, KS 66762, (620) 235-6584.


Kansas Board of Regents
President
Academic Affairs
College of Arts & Sciences
Art
Biology
Chemistry
Communication
English & Modern Languages
Family & Consumer Sciences
History, Philosophy & Social Sciences
Mathematics
Military Science
Music
School of Nursing
Physics
Additional Programs:
Bachelor of General Studies
Bachelor of Integrated Studies
Women's & Gender Studies
College of Business
Undergraduate School of Business
Graduate School of Business
College of Education
Health, Human Performance & Recreation
Psychology & Counseling
Teaching & Leadership
College of Technology
Automotive
Engineering Technology
Graphics & Imaging
School of Construction
Tech & Workforce Learning
Center for Teaching, Learning & Technology
Library Services
Graduate & Continuing Studies
Distance Programs
Graduate Admission
Grant Support & Administration
Kansas City Metro Center
Institutional Effectiveness
Assessment
Institutional Research & Planning
Enrollment Management & Student Success
Registrar
Degree Checking
Student Records/Transcripts
Veteran's Affairs
Admission
Student Financial Assistance
International Programs & Services
International Programs
Intensive English Program
Study Abroad
Student Diversity Programs
Honors College
Student Success
Exploratory Studies
Freshman Experience
Student Life
Bicknell Family Center for the Arts
Student Health Services
Overman Student Center
Campus Activities
Greek Life
Presidential Emerging Leaders Program (PELP)
Prevention & Wellness
Student Government Association
University Housing
University Police & Parking Services
Campus Recreation
Intramural Sports
Aquatics
Fitness/Wellness
Personal Training
Club Sports
Dining Services - Sodexo
Gorilla Bookstore - Barnes & Noble
Student Rights & Responsibilities
University Counseling Services
Violence Prevention & Victim's Advocacy
Student Legal Services
University Advancement
Advancement Services
Alumni & Constituent Relations
Career Services
Employer Relations
Experiential Education Programs
KRPS-FM
University Development
Annual Giving
Donor Relations
Major Gifts
Planned Giving
Strategy & Analysis
Administration & Finance
Human Resource Services
Budget
Planning, Design & Construction
Controller
Accounts Payable - Vouchering
Accounting & Reporting
Cashiers & Student Accounts
Purchasing
Postal Services
Printing & Design Services
Building Trades & Landscape Maintenance
Custodial & General Services
Chief of Staff
General Counsel
Intercollegiate Athletics
University Strategic Initiatives
Kansas Polymer Research Center
Enterprise PSU
Govt & Community Relations
Information Technology Services
University Marketing & Communication
Institutional Equity
Internal Audit
Special Assistant to the President
Joint University Student Publications & Board
Pittsburg State University
August 2018

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Custodian Erma Hedges			

Introduction to Pittsburg State University

Pittsburg State University (PSU) began in 1903 as the Auxiliary Manual Training Normal School and it became a four-year institution in 1913. Graduate level education became important early in the existence of PSU as the Graduate Division was organized in 1929 to confer the Master of Science degree. The College was renamed Kansas State Teachers College of Pittsburg in 1932. The College was authorized to grant the Specialist in Education degree in 1958. The College was renamed Kansas State College of Pittsburg in 1959 and the Graduate Division was authorized by the Kansas Board of Regents (KBOR) to confer the Master of Arts degree in English, History, and Mathematics. The current structure of four colleges was established in 1966 (College of Education, College of Arts & Sciences, Kelce College of Business, and College of Technology). Master's degrees in Music and Business Administration were added in 1968 and 1974, respectively. The College was granted university status in 1977 and the name of the Graduate Division was changed to the Graduate School in 1984. PSU is one of six comprehensive regional universities governed by the Kansas Board of Regents (KBOR); and the only four-year Kansas state university within a one-hundred-mile radius in rural southeast Kansas. Pittsburg State University is governed by a single President, Dr. Steve Scott, who reports to the KBOR. PSU is fully and enthusiastically supported by the local community with a unique "town and gown" relationship and sits on 223 acres on the southern edge of Pittsburg, Kansas. The University transfers credit from all regionally accredited U.S. institutions, all international institutions approved by the Ministry of Education, and all military and other course credits evaluated by the American Council on Education, advanced placement, College Level Examination Program (CLEP), and DANTES College Level Examination Program. PSU's growing list of courses is approved by the Kansas Board of Regents (KBOR) for guaranteed transfer among all Kansas public postsecondary institutions. PSU maintains 2+2 articulation agreements for students with an Associate of Arts (AA) and Science (AS) degree with many community colleges in Kansas and Missouri. Information about transfer credit and reverse transfer credit is written and accessible on the University's website at https://www.pittstate.edu/registrar/transfer-equivelency-guidelines.html as well as articulation and 2-plus-2 agreements: https://www.pittstate.edu/fcs/articulation-and-2-plus-2.html

PSU serves over 6,600 students through more than 200 academic programs and over 150 student clubs and organizations and has a large enrollment in upper division and graduate courses. The student to faculty ratio is 17-to-1 and the average undergraduate class size is 18. Most PSU students are white (80 percent). Approximately 7.5% of student's self-report identifying as of two or more races; 3.3% report identify as black, 1.7% report identify as Native American, 6.2% report being of Hispanic ethnicity, and 1.17% report identifying as Asian or Pacific Islander (1.17%). PSU has maintained regional accreditation by the Higher Learning Commission (HLC) of the North Central Association since 1915. In 2009, PSU was selected by the HLC to test a new model of accreditation, one that focuses on a major quality initiative or improvement "Pathway". The "Pathway" follows a 10-year cycle focused on assessment and improvement of student learning, which is consistent with the University's core values of excellence and innovation. The Higher Learning Commission reaffirmed the University's continuing accreditation in June 2013. Since that time, the University completed a successful Year Four Assurance Review in 2017, demonstrating continued compliance with all criteria. The next scheduled Comprehensive Evaluation for reaffirmation of accreditation is in AY 2023. Additional accreditations and institutional memberships are listed on the university website at: https://oie.pittstate.edu/accreditation/about.html.

Department of Nursing/Irene Ransom Bradley School of Nursing

The PSU Department of Nursing (DON) began in 1970, following a recommendation by KBOR and establishment by the Kansas State Legislature. Establishment of the DON resulted from a shared vision

and many years of collaboration and planning by the University, Mount Carmel Medical Center (MCMC), and the community. MCMC (now Via Christi Hospital) agreed to discontinue its diploma nursing program when the University was ready to begin a Bachelor of Science in Nursing (BSN) degree program. The DON admitted its first cohort of BSN pre-licensure students in fall 1971 and the first cohort of registered nurse (RN) to BSN students was admitted in 1973. During the DON era, the pre-licensure BSN and RN to BSN tracks, Master of Science in Nursing degree (MSN) program with Clinical Nurse Specialist (CNS) tracks in Family Health and Gerontology; and a Family Nurse Practitioner (FNP) track were established. The MSN program also included the functional areas of administration and education. The DON was granted school status in 2013 and was renamed the Irene Ransom Bradley School of Nursing (IRBSON) in honor of the mother of PSU alumnus Dr. Fay Bradley, who gifted one million dollars to the University to benefit nursing education. The IRBSON is one of twelve academic programs in the College of Arts and Sciences (CAS) and is the largest academic major at PSU. In addition to a Graduate School, the University consists of the College of Education, College of Technology, and the College of Business.

In 1993, the first cohort of students in the Master of Science in Nursing (MSN) degree program in family health were admitted. The Kansas Advanced Practice Collaborative (KAPC) was formed in 2009 with the University of Kansas, Fort Hays State University and Pittsburg State University. The affiliating agencies (plus Wichita State University) are charter members of the Kansas Primary Care Nurse Practitioner Program, which began in 1993 to prepare FNPs to serve residents of rural and urban medically underserved areas. From 2009-2019, the KAPC provided shared courses in each school's FNP program as a multi-state masters level FNP program, with 55% of the collective graduates remaining in Kansas; 35% remaining in Missouri; and 10% remaining in Oklahoma; with 97.77% of the KAPC graduates practicing in critically-or medically-underserved areas. This program is a model for the nation as it demonstrates a collaborative effort of the flagship research institution in Kansas and regional universities sharing resources and delivering stellar FNP programs with exceptional outcomes. The MSN program maintained continuous approval by the Kansas State Board of Nursing (KSBN) since its inception. PSU's MSN program was accredited by the National League for Nursing Accrediting Commission in 2000 and by the CCNE in 2010. Increased local and regional demand for FNPs resulted in decreased enrolment in the CNS tracks. On June 24, 2013, the Executive Committee of the Commission on Collegiate Nurse Education (CCNE) acted to approve the substantive change notification indicating PSU would no longer offer the Clinical Nurse Specialist track in the MSN curriculum beginning fall Semester 2012. Discontinuation of the MSN program's FNP track also was approved by the University, KBOR, KSBN, and HLC in 2013 due to changing national standards advocating preparation of nurse practitioners at the doctoral level.

During 2010, PSU began preliminary steps to offer the Doctor of Nursing Practice (DNP) degree program with sabbatical work by Dr. Mary Carol Pomatto, assisted by Dr. Amy Hite, who conducted a feasibility study. Dr. Cheryl Giefer began work on the MSN to DNP and BSN to DNP curriculum development in 2011. The Director, faculty, staff, and student leaders worked closely with the Advisory Council, Grants Accountability Committee, KAPC, local and regional health care and educational institutions, external consultants, alumni, and other communities of interest to transition the MSN/FNP track to the DNP program and a DNP task force was established. The University Graduate Council approved the transitioning the MSN to the DNP degree in 2013 and approval from the KBOR, KSBN, and HLC followed in 2014. On March 30, 2016, the Executive Committee of CCNE approved the substantive change request submitted by the SON for approval of a change in the existing Master of Science in Nursing degree program to the DNP level. The last five MSN/FNP majors graduated in July 2017 and the master's program continued as an MSN with Education Emphasis students in August 2017.

The first cohort of students in the MSN to DNP track began in June 2015 and students graduated December 2016. The first BSN to DNP cohort began in June 2016 and these students graduated in May 2019. The last students admitted to the MSN program/FNP track graduated in July 2017. The DNP program is the first doctoral degree offered by PSU and the first rural-based DNP program in Kansas. The BSN to DNP track offers an Advanced Practice Nursing major with specialization in the FNP role while the MSN to DNP track offers a clinical doctorate for nurses who have a Master of Science of Nursing degree and are nationally certified as a FNP who wish to become leaders and scholars. Additionally, the DNP program offers a nursing education emphasis to address the clinical nursing faculty shortage in Kansas and across the nation. The last five MSN/FNP majors graduated in July 2017 and the master's program continued as an MSN with Education Emphasis students in August 2017. The first four MSN Education students graduated in May 2019.

Accreditation Status: The BSN program was initially accredited by the National League for Nursing Program Council of Baccalaureate and Higher Degree Programs in 1975 and reaccredited in 1981, 1989, and 2000. The BSN and MSN programs were initially accredited by CCNE in 2005, reaccredited in 2010 with the next evaluation occurring in 2019. The DNP program was granted CCNE accreditation in October 2016. The BSN curricula and program outcomes were comprehensively reviewed in 2011 and 2012 to identify congruence of the curricula with *The Essentials of Baccalaureate Education for Professional Nursing Practice* [American Association of Colleges of Nursing (AACN), 2008]; course content mapping, and input from consultants, faculty, students, and stakeholders. The revised BSN curricula and program outcomes were approved in February 2013 and implemented in fall 2015. All SON nursing programs are approved by the Kansas State Board of Nursing (KSBN) and comply with regulations outlined in the *Kansas Nurse Practice Act*, *Statutes & Administrative Regulations* (April 2016). This self-study documents the assessment conducted to prepare for the November 2019 continuing review by CCNE for the BSN, MSN and DNP programs.

The current Director of the Irene Ransom Bradley School of Nursing is Cheryl Giefer. Mary Carol G. Pomatto served as Chair from 2005-2013 and Director from 2014 to 2016. 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, the first chair, served from 1970-1979. **https://academics.pittstate.edu/academic-programs/school-of-nursing/index.html**

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.

School 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 school 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 School 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 DNP in the center. Around this appears a red band on which is printed Pittsburg State University School 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. Topics of DNP graduates' scholarly works are shared. Parents, spouses, children, relatives, and friends are invited to share in this formal ceremony.

Pittsburg State University
Irene Ransom Bradley School of Nursing
Mission and Governance

Mission Statement

The **mission** of the Irene Ransom Bradley School of Nursing is to support the University in providing transformational experiences for our students and the community.

The School of Nursing prepares graduates to demonstrate excellence in practice, to meet regulatory requirements for practice, to assume leadership roles and to engage in learning as a lifelong process.

The programs of the School of Nursing reflect the university mission of teaching, scholarship and service, with teaching-learning as the primary focus. Recognizing the unique characteristics and needs of our diverse, primarily rural setting, the programs of the School of Nursing prepare graduates to provide nursing care to individuals, families, groups, communities, and populations in a variety of settings.

The baccalaureate nursing curriculum builds upon a foundation of the arts, sciences and humanities and provides a base for graduate study. The graduate curriculum builds upon the competencies of baccalaureate nursing and focuses on advanced nursing roles.

The **vision** of the Irene Ransom Bradley School of Nursing is to collaborate with health care systems, educational institutions, and communities-of-interest, while assuming the leadership role in pursuit of excellence in nursing through education of undergraduate and graduate students.

Core Values:
Student Focused – Make students and their success the driving force behind decisions at all levels.
Excellence – Demand quality in all aspects of the college's operation.
By Doing Learn – Provide academic programs and acceptance of a variety of ideas, beliefs and cultures.
Diversity – Support an understanding and acceptance of a variety of ideas, beliefs and cultures.
Community – Enhance the College's strong relationship with the Pittsburg area community, region and beyond.
Innovation – Support creative and critical thinking that promotes informed intellectual risk taking.
Sustainability – Establish best practices relevant to resource conservation.

Mission Elements

Teaching

Teaching is a partnership in which faculty facilitates student learning. The goal is to create an environment that encourages student participation in the process of inquiry and discovery. Strategies for success include but are not limited to recognition of individual learner styles, coaching-mentoring, use of technology, and interactive communication of information. The outcome of teaching is the procurement and synthesis of knowledge.

Learning

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

Teaching-Learning

Teaching-learning in nursing education is the 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 student. When learning occurs, there is measurable evidence that the student has acquired knowledge and demonstrates appropriate clinical competencies and skills.

Scholarship

Scholarship in nursing education encourages activities and inquiries that advance teaching, research and practice of nursing. Faculty guides students and encourages application of evidence-based research in the provision of safe, high quality patient care. Faculty collaborates with students in research, publications, presentations and other creative endeavors.

Conceptual Framework

Faculty and staff, students and communities-of-interest, through guided reflection, determined the conceptual framework in accord with the School of Nursing Mission and Vision. The School of Nursing has embraced the metaparadigm of nursing.

Person

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

Environment

We believe that environment includes all conditions, circumstances and influences that are part of the person's being. The environment includes natural, biological, psychological, social, spiritual and cultural factors. The internal and external environments of person are complex, diverse and ever-changing,

influencing the person and sometimes resulting in alterations in health. The nurse coexists as part of the person's environment and works with the person to maximize health.

Health

We believe that health is a dynamic state and reflects the ability of the person 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 and Nursing Practice

Nursing is a professional discipline with both components of art and science. 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 empowerment. Caring encompasses the nurse's authentic presence reflected through empathy for and connection with the person through all aspects of being. The caring nurse identifies questions to be investigated and builds a sound, evidence base for nursing practice. The caring nurse provides care, both direct and indirect, assisting persons to achieve the highest level of functioning. Accountability for design, coordination and management of safe, high quality care delivered by self or others is assumed by the caring nurse as is responsibility for assuming a professional identity that values continued growth in judgment, knowledge and skills through adoption of lifelong learning.

DNP Program Outcomes:

1. Integrate theories and research from nursing science and other disciplines in provision of the highest level of evidence-based nursing practice. (AACN *Essentials 1*)
2. Evaluate organizational and systems leadership for the improvement of nursing care and healthcare delivery outcomes in primarily rural settings. (AACN *Essentials 2*)
3. Use analytical methods in dissemination of findings of clinical scholarship in support of evidence-based practice. (AACN *Essentials 3*)
4. Contribute to improving nursing and healthcare through managing information systems and patient care technology. (AACN *Essentials 4*)
5. Synthesize healthcare policy in advocacy for patient/family care in all populations with emphasis in rural settings. (AACN *Essentials 5*)
6. Communicate and collaborate to lead inter-professional teams in advancing population health particularly in rural settings. (AACN *Essentials 6*)
7. Improve health status in the nation, particularly in rural settings, by evaluating nursing and health care delivery and using concepts and scientific data sources of health promotion, disease prevention, epidemiology, environment, community, culture, and socioeconomics among others. (AACN *Essentials 7*)
8. Consider long-term and short-term personal and professional goals for advancement of doctoral level practice. (AACN *Essentials 8*)

American Association of Colleges of Nursing, *Essentials for Doctoral Education for Advanced Practice,* October 2006.

Advanced Practice Definitions

Advanced Nursing Practice: "Any form of nursing intervention that influences health care outcomes for individuals or populations, including the direct care of individual patients, management of care for individuals and populations, administration of nursing and health care organizations, and the development and implementation of health policy" (AACN, 2004).

Advanced Practice Nurse (APN): "Refers to the four direct care roles − certified nurse-midwife (CNM),

certified registered nurse anesthetist (CRNA), clinical nurse specialist (CNS), and nurse practitioner (NP)" (AACN, 2004). The IRBSON will educate and prepare NPs in the specialty focus as Family Nurse Practitioners (FNPs).

Advanced Practice Registered Nurse (APRN): The title given to a nurse who has met education and certification requirements and obtained a license to practice as an APRN in one of the four APRN roles: certified registered nurse anesthetist (CRNA), certified nurse-midwife (CNM), clinical nurse specialist (CNS), and certified nurse practitioner (CNP) (APRN Consensus Model, 2008).

APRN (Advanced Practice Registered Nurse) Core – essential broad-based curriculum content for all APRN students in the areas of advanced physiology/pathophysiology, advanced health assessment, and advanced pharmacology. This content must be presented as three separate comprehensive graduate-level courses in the APRN curriculum. Descriptions of each course and content area are provided in the *Consensus Model for APRN Regulation: Licensure, Accreditation, Certification, & Education* (2008). [The specific outcome competencies in each of these three areas are delineated in American Association of Colleges of Nursing (1996) *The Essentials of Master's Education for Advanced Practice Nursing*, pp. 12-14, or AACN (2006) *The Essentials of Doctoral Education for Advanced Nursing Practice*, pp.23-24]

Nurse Practitioner (NP): "are registered nurses who have graduate level nursing preparation at the master's or doctoral level as a nurse practitioner. NPs perform comprehensive assessments and promote health and the prevention of illness and injury. These advanced practice registered nurses diagnose; develop differential diagnoses; order, conduct, supervise, and interpret diagnostic and laboratory tests; and prescribe pharmacologic and non-pharmacologic treatments in the direct management of acute and chronic illness and disease. Nurse practitioners provide health and medical care in primary, acute, and long-term care settings. NPs may specialize in areas such as family, geriatric, pediatric, primary or acute care. Nurse practitioners practice autonomously and in collaboration with other healthcare professionals to treat and manage patients' health problems, and serve in various settings as researchers, consultants, and patient advocates for individuals, families, groups, and communities" American Nurses Association (2010).

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. Graduate students are prepared as Family Nurse Practitioners.

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.

American Association of Colleges of Nursing. (2004). AACN position statement on the practice doctorate in nursing. Washington, DC: Author.

American Nurses Association. (2015). Nursing: Scope and Standards of Practice (3rd Ed.). Maryland: Author.

APRN Consensus Work Group and National Council of State Boards of Nursing APRN Advisory Committee. (2008). Consensus Model for APRN Regulation: Licensure, Accreditation, Certification & Education. Retrieved from: http://www.aacn.nche.edu/educationresources/APRNReport.pdf.

Program Plans of Study

BSN to DNP, 3-Year

Year 1–Summer **Credit Hours**

NURS 801 DNP Intensive Seminar....1
NURS 712 Issues and Roles in Advanced Practice Nursing.... 2
NURS 713 Leadership in Advanced Practice Nursing....3

Year 1–Fall

NURS 730 Advanced Health Promotion: Individual, Family & Community....3
NURS 800 Theories related to Nursing Practice....2
NURS 809 Advanced Pathophysiology....3
NURS 817 Pharmacokinetics and Pharmacodynamics for
Advanced Practice Nursing....1

Year 1-Spring

NURS 803 Advanced Health Assessment....2
NURS 804 Advanced Health Assessment Practicum (96 clinical hours)....2
NURS 818 Applied Drug Therapy....3
NURS 892 Healthcare Research....4

Year 2-Summer

NURS 894 Principles of Epidemiology....2
NURS 895 Interpreting Research for Evidence Based Nursing Practice....2
NURS 885 Informatics for Healthcare....2

Year 2-Fall

NURS 806 Primary Care I: Family Health....3
NURS 807 Primary Care I Practicum: Family Nurse Practitioner (144 clinical hours)....3
NURS 911 Tools for Practice Scholarship....2
NURS 920 DNP Scholarly Project** 2

Year 2-Spring

NURS 812 Primary Care II: Family Health....3
NURS 813 Primary Care II Practicum: Family Nurse Practitioner (144 clinical hours)....3
NURS 828 Primary Care III Practicum: Family Nurse Practitioner (96 clinical hours) 2
NURS 888 Health Policy....2

Year 3-Summer **Credit Hours**

NURS 828 Primary Care III Practicum: Family Nurse Practitioner (144 clinical hours)
(624 hours of supervised clinical total in family practice).....3

Year 3-Fall

NURS 889 Impact of Health Determinants 3
NURS 910 Residency (144 clinical hours).....3
NURS 920 DNP Scholarly Project** 2
Elective Area……...……3

Year 3-Spring

NURS 900 Quality, Safety and Practice Outcomes.....3
NURS 910 Residency (144 clinical hours) **OR** Elective 3
NURS 920 DNP Scholarly Project** 2

Program Total Credit Hours 74

****DNP Scholarly Project Total: 6 hours**
Elective hours: 6 hours
Curriculum has 1,056 practice hours
DNP Scholarly Project accounts for 288 hours of practice

BSN to DNP with Education Emphasis, 3-Year

Year 1–Summer **Credit Hours**

NURS 801 DNP Intensive Seminar 1
NURS 712 Issues and Roles in Advanced Practice Nursing …..... 2
NURS 713 Leadership in Advanced Practice Nursing 3

Year 1–Fall

NURS 730 Advanced Health Promotion: Individual, Family & Community 3
NURS 800 Theories related to Nursing Practice 2
NURS 809 Advanced Pathophysiology 3
NURS 817 Pharmacokinetics and Pharmacodynamics for
Advanced Practice Nursing 1

Year 1-Spring

NURS 803 Advanced Health Assessment 2
NURS 804 Advanced Health Assessment Practicum (96 clinical hours) 2
NURS 818 Applied Drug Therapy 3
NURS 892 Healthcare Research 4

Year 2-Summer

NURS 894 Principles of Epidemiology 2
NURS 895 Interpreting Research for Evidence Based Nursing Practice 2
NURS 885 Informatics for Healthcare 2

Year 2-Fall

NURS 806 Primary Care I: Family Health 3
NURS 807 Primary Care I Practicum: Family Nurse Practitioner (144 clinical hours) 3
NURS 911**-98** Tools for Practice Scholarship 2
NURS 920 DNP Scholarly Project** 1

Year 2-Spring

NURS 812 Primary Care II: Family Health 3
NURS 813 Primary Care II Practicum: Family Nurse Practitioner (144 clinical hours) 3
NURS 828 Primary Care III Practicum: Family Nurse Practitioner (96 clinical hours) 2
NURS 888 Health Policy 2
NURS 920 DNP Scholarly Project** 1

Year 3-Summer **Credit Hours**

NURS 853 Evaluation for Nurse Educators 1
NURS 828 Primary Care III Practicum: Family Nurse Practitioner (144 clinical hours)
(624 hours of supervised clinical total in family practice).....3
NURS 920 DNP Scholarly Project** 1

Year 3-Fall

NURS 889 Impact of Health Determinants 3
NURS 910 Residency 144 practice hours.....3
NURS 920 DNP Scholarly Project** 1
NURS 855/854 Teaching Strategies & Practicum…… ……3

Year 3-Spring

NURS 850 Curriculum Development.....3
NURS 856 Education Practicum 2
NURS 900 Quality, Safety and Practice Outcomes.....3
NURS 920 DNP Scholarly Project** 2

Program Total Credit Hours 77

****DNP Scholarly Project Total: 6 hours**
Curriculum has 1,056 practice hours plus additional nursing education emphasis practicum experiences
DNP Scholarly Project accounts for 288 hours of practice

BSN to DNP, 4-Year

Year 1–Summer **Credit Hours**

NURS 801 DNP Intensive Seminar 1
NURS 712 Issues and Roles in Advanced Practice Nursing 2

Year 1–Fall

NURS 730 Advanced Health Promotion: Individual, Family & Community 3
NURS 800 Theories related to Nursing Practice 2

Year 1-Spring

NURS 892 Healthcare Research 4
NURS 888 Health Policy 2

Year 2-Summer

NURS 713 Leadership in Advanced Practice Nursing 3
NURS 895 Interpreting Research for Evidence Based Nursing Practice 2

Year 2-Fall

NURS 809 Advanced Pathophysiology 3
NURS 817 Pharmacokinetics and Pharmacodynamics for Advanced Practice Nursing 1
NURS 911**-98** Tools for Practice Scholarship 2
NURS 920 DNP Scholarly Project** 1

Year 2-Spring

NURS 803 Advanced Health Assessment 2
NURS 804 Advanced Health Assessment Practicum (96 clinical hours) 2
NURS 818 Applied Drug Therapy 3
NURS 920 DNP Scholarly Project** 1

Year 3-Summer

NURS 885 Informatics for Healthcare 2
NURS 894 Principles of Epidemiology 2

Year 3-Fall **Credit Hours**

NURS 806 Primary Care I: Family Health 3
NURS 807 Primary Care I Practicum: Family Nurse Practitioner (144 clinical hours).....3
NURS 920 DNP Scholarly Project** **or** 1-3
Elective Area*.....3

Year 3-Spring

NURS 812 Primary Care II: Family Health.....3
NURS 813 Primary Care II Practicum: Family Nurse Practitioner (144 clinical hours).....3
NURS 828 Primary Care III Practicum: Family Nurse Practitioner (96 clinical hours) 2

Year 4-Summer

NURS 828 Primary Care III Practicum: Family Nurse Practitioner (144 clinical hours)
(624 hours of supervised clinical total in family practice).....3
NURS 920 DNP Scholarly Project** 1-3

Year 4-Fall

NURS 889 Impact of Health Determinants 3
NURS 910 Residency 144 practice hours.....3
NURS 920 DNP Scholarly Project** 1-3
Elective Area*.....3

Year 4-Spring

NURS 900 Quality, Safety and Practice Outcomes.....3
NURS 910 Residency (144 clinical hours) **OR** Elective ….....3

Program Total Credit Hours 74

***Elective area 6 hours**
****DNP Scholarly Project Total: 6 hours**
Curriculum has 1,056 practice hours
DNP Scholarly Project accounts for 288 hours of practice

BSN to DNP with Education Emphasis, 4-Year **Credit Hours**

Year 1–Summer

NURS 712 Issues and Roles in Advanced Practice Nursing..... 2
NURS 801 DNP Intensive Seminar 1

Year 1–Fall

NURS 730 Advanced Health Promotion: Individual, Family & Community 3
NURS 800 Theories related to Nursing Practice 2
NURS 854/855 Teaching Strategies and Practicum 3

Year 1-Spring

NURS 850 Curriculum Development.....3
NURS 892 Healthcare Research.....4

Year 2-Summer

NURS 713 Leadership in Advanced Practice Nursing.....3
NURS 895 Interpreting Research for Evidence Based Nursing Practice 2

Year 2-Fall

NURS 809 Advanced Pathophysiology.....3
NURS 817 Pharmacokinetics and Pharmacodynamics for Advanced Practice Nursing.....1
NURS 911**-98** Tools for Practice Scholarship.....2
NURS 920 DNP Scholarly Project**……..…..1

Year 2-Spring

NURS 803 Advanced Health Assessment 2
NURS 804 Advanced Health Assessment Practicum (96 clinical hours).....2
NURS 818 Applied Drug Therapy 3
NURS 856 Education Practicum 2

Year 3-Summer **Credit Hours**

NURS 885 Informatics for Healthcare 2
NURS 894 Principles of Epidemiology.....2
NURS 853 Evaluation for Nurse Educators 1

Year 3-Fall

NURS 806 Primary Care I: Family Health 3
NURS 807 Primary Care I Practicum: Family Nurse Practitioner (144 clinical hours).....3
NURS 920 DNP Scholarly Project ** 1-3

Year 3-Spring

NURS 812 Primary Care II: Family Health.....3
NURS 813 Primary Care II Practicum: Family Nurse Practitioner (144 clinical hours).....3
NURS 828 Primary Care III Practicum: Family Nurse Practitioner (96 clinical hours) 2

Year 4-Summer

NURS 828 Primary Care III Practicum: Family Nurse Practitioner (144 clinical hours)
(624 hours of supervised clinical total in family practice).....3
NURS 920 DNP Scholarly Project** 1-3

Year 4-Fall

NURS 889 Impact of Health Determinants 3
NURS 910 Residency (144 clinical hours).....3
NURS 920 DNP Scholarly Project ** 1-3

Year 4-Spring

NURS 888 Health Policy.....2
NURS 900 Quality, Safety and Practice Outcomes.....3

Program Total Credit Hours 77

**** DNP Scholarly Project Total: 6 hours**
Curriculum has 1,056 practice hours plus additional nursing education emphasis practicum experiences
DNP Scholarly Project accounts for 288 hours of practice

MSN to DNP, 1-Year

Year 1-Summer **Credit Hours**

NURS 801 DNP Intensive Seminar 1
NURS 895 Interpreting Research for Evidence Based Nursing Practice 2
NURS 885 Informatics for Healthcare 2
NURS 894 Principles of Epidemiology 2

Year 1-Fall

NURS 911**-99** Tools for Practice Scholarship 3
NURS 808 Translation to Doctoral Leadership and Theory 3
NURS 889 Impact of Health Determinants 3
NURS 920 DNP Scholarly Project** 2

Year 1-Spring

NURS 920 DNP Scholarly Project** 2
Elective 3
NURS 900 Quality, Safety and Practice Outcomes 3
NURS 888 Health Policy 2

Year 2-Summer

NURS 920 DNP Scholarly Project** 2
NURS 910 Clinical Residency (96 Practice Hours) 2

Program Total Credit Hours 32

**** DNP Scholarly Project Total: 6 hours**

***Elective area 3 hours**

MSN to DNP with Education Emphasis, 1-Year

Year 1-Summer **Credit Hours**

NURS 801 DNP Intensive Seminar....1
NURS 895 Interpreting Research for Evidence Based Nursing Practice....2
NURS 885 Informatics for Healthcare....2
NURS 894 Principles of Epidemiology....2

Year 1-Fall

NURS 911**-99** Tools for Practice Scholarship....3
NURS 808 Translation to Doctoral Leadership and Theory....3
NURS 889 Impact of Health Determinants....3
NURS 855 Teaching Strategies....2
NURS 854 Teaching Strategies Practicum....1
NURS 920 DNP Scholarly Project**....2

Year 1-Spring

NURS 900 Quality, Safety and Practice Outcomes....3
NURS 888 Health Policy....2
NURS 850 Curriculum Development....3
NURS 856 Education Practicum....2
NURS 920 DNP Scholarly Project**....2

Year 2-Summer

NURS 910 Clinical Residency (96 Clinical Hours)....2
NURS 853 Evaluation for Nurse Educators....1
NURS 920 DNP Scholarly Project**....2

Program Total Credit Hours....38

**** DNP Scholarly Project Total: 6 hours**

MSN to DNP, 2-Year **Credit Hours**

Year 1—Summer

NURS 801 DNP Intensive Seminar 1
NURS 895 Interpreting Research for Evidence Based Nursing Practice 2
NURS 894 Principles of Epidemiology 2

Year 1—Fall

NURS 808 Translation to Doctoral Leadership and Theory 3
NURS 911**-99** Tools for Practice Scholarship 3
NURS 920 DNP Scholarly Project** 1

Year 1—Spring

NURS 900 Quality, Safety and Practice Outcomes 3
NURS 888 Health Policy 2
NURS 920 DNP Scholarly Project** 1

Year 2 – Summer

NURS 885 Informatics for Healthcare 2
NURS 920 DNP Scholarly Project** 1

Year 2—Fall

NURS 910 Clinical Residency (96 Clinical Hours) 2
NURS 889 Impact of Health Determinants 3
NURS 920 DNP Scholarly Project** 1

Year 2—Spring

Elective 3
NURS 920 DNP Scholarly Project** 2

Program Total Credit Hours 32

**** DNP Scholarly Project Total: 6 hours**

***Elective area 3 hours**

MSN to DNP with Education Emphasis, 2-Year **Credit Hours**

Year 1—Summer

NURS 801 DNP Intensive Seminar 1
NURS 895 Interpreting Research for Evidence Based Nursing Practice 2
NURS 894 Principles of Epidemiology 2

Year 1—Fall

NURS 808 Translation to Doctoral Leadership and Theory 3
NURS 911**-99** Tools for Practice Scholarship 3
NURS 855 Teaching Strategies 2
NURS 854 Teaching Strategies Practicum 1
NURS 920 DNP Scholarly Project** 1

Year 1—Spring

NURS 900 Quality, Safety and Practice Outcomes 3
NURS 888 Health Policy 2
NURS 850 Curriculum Development 3
NURS 920 DNP Scholarly Project** 1

Year 2—Summer

NURS 920 DNP Scholarly Project** 1
NURS 885 Informatics for Healthcare 2
NURS 853 Evaluation for Nurse Educators 1

Year 2—Fall

NURS 920 DNP Scholarly Project** 2
NURS 910 Clinical Residency 96 Practice Hours 2
NURS 889 Impact of Health Determinates 3

Year 2—Spring

NURS 920 DNP Scholarly Project** 2
NURS 856 Education Practicum 2

Program Total Credit Hours 38

**** DNP Scholarly Project Total: 6 hours**

Standards for the Doctor of Nursing Practice Program

American Nurses' Association Code of Ethics for Nurses

The American Nurses Association (ANA) *Code of Ethics for Nurses with Interpretive Statements* (2015) 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. The *Code of Ethics* is the definitive framework for ethical analysis and decision-making for RNs across all practice levels, roles and settings.

Heath care ethics is concerned with the rights, responsibilities, and obligations of heath 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, 2015).

Provisions of the Code of Ethics for Nurses with Interpretive Statements

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

Provision 2: The nurses' primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conductive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Guide to the Code of Ethics for Nurses, Interpretation and Application*. Silver Spring, Maryland: Nursebooks.org, The Publishing Program of ANA.

Pittsburg State University Irene Ransom Bradley School of Nursing Advanced Practice Code of Ethics

The PSU graduate nursing student follows the American Nurses Association's Scope and Standards of Practice, Second Edition (2015) 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." The Standards of Professional Performance, Standard 7. Ethics, states, "The registered nurse practices ethically".

Competencies

The registered nurse:

- Integrates the Code of Ethics for Nurses with Interpretive Statements (ANA, 2015) to guide nursing practice and articulate the moral foundation of nursing.
- Practices with compassion and respect for the inherent dignity, worth, and unique attributes of all people.
- Advocates for healthcare consumers' rights to informed decision-making and self-determination.
- Seeks guidance in situations where the rights of the individual conflict with public health guidelines.
- Endorses the understanding that the primary commitment is to the healthcare consumer regardless of setting or situation.
- Maintains therapeutic relationships and professional boundaries.
- Advocates for the rights, health, and safety of the healthcare consumer and others.
- Safeguards the privacy and confidentiality of healthcare consumers, others, and their data and information within ethical, legal, and regulatory parameters.
- Demonstrates professional accountability and responsibility for nursing practice.
- Maintains competence through continued personal and professional development.
- Demonstrates commitment to self-reflection and self-care.
- Contributes to the establishment and maintenance of an ethical environment that is conducive to safe, quality health care.
- Advances the profession through scholarly inquiry, professional standards development, and the generation of policy.
- Collaborates with other health professionals and the public to protect human rights, promote health diplomacy, enhance cultural sensitivity and congruence, and reduce health disparities.
- Articulates nursing values to maintain personal integrity and the integrity of the profession.
- Integrates principles of social justice into nursing and policy.

Additional Competencies for the Graduate-Level Prepared Specialty Nurse and the APRN

The graduate-level prepared specialty nurse or the advanced practice registered nurse:

- Participates in interprofessional teams that address ethical risks, benefits, and outcomes.
- Provides information on the risks, benefits, and outcomes of healthcare regimens to allow informed decision-making by the healthcare consumer, including informed consent and informed refusal.

Dishonesty in Academic Work
See University Catalog online:
http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980

Honesty Pledge
Each student will be asked to sign an "Honesty Pledge" at the beginning of this program 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 School of Nursing and/or Pittsburg State University Standards, including failure of course or dismissal from the program.

Curriculum, Academic Requirements and Progression

Graduate School Policies
Visit Graduate and Continuing Studies Web page for commonly used policies:
https://www.pittstate.edu/graduate/policies.html

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.
http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=98&sid=1&menu_id=348

Transfer and Wavier of Credit Policy
Any transfer or waiver of graduate credit that applies to a degree must have the recommendation of the student's School of Nursing advisor and the approval of the Dean of Graduate and Continuing 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.
https://www.pittstate.edu/graduate/_files/documents/policies/transfercourses.pdf

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.
https://www.pittstate.edu/graduate/_files/documents/policies/validationofpreviouswork.pdf

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 admitted to the DNP Program before taking nursing courses.

Academic Standing

A student who has not maintained a 3.0 grade point average, has earned six hours of C grade work, and/or has failed a course with a grade of D or F can be placed on Academic Alert status. A student who has been placed on Academic Alert can be required to enroll in fewer hours for the following semesters, be required to repeat courses, not be eligible for an assistantship and/or be dismissed from the Graduate School. Students on Academic Alert Status will be monitored each semester to confirm that they are improving their academic standing. (Approved by Graduate Council 4/11/07)

A student who has not maintained a 3.0 grade point average, earned more than six hours of C grade work, and/or has failed a course with a grade of D or F; can be dismissed from the Graduate School by the Graduate School Dean. The Graduate School Dean, after consultation with the student's academic advisor, may terminate a student's graduate status because of unsatisfactory academic performance. Students who have been Academically Dismissed will not be admitted to a graduate degree program for a period of two years. https://www.pittstate.edu/graduate/_files/documents/policies/academicstanding.pdf

Graduate Nursing Program Progression and Continuous Enrollment Policy:

Students must maintain continuous enrollment in the DNP program based upon their Program of Study. If a lapse of enrollment is requested, the Director of the IRBSON must be notified in writing by Certified Letter. The student and academic advisor will meet and plan an altered Program of Study. The altered Program of Study will require approval by the Graduate committee and Director of the School of Nursing. Students must meet with their graduate academic advisor prior to re-enrollment. Re-enrollment may be based upon space availability and course offerings as determined by the Director of the IRBSON. Requests to return to study should be made per written Certified 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, MSN or DNP programs. A graduate nursing student earning a grade of "C" or below in more than two courses must submit a request written Certified Letter to the Director of the IRBSON and Graduate Committee for consideration 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 Program of Study or degree plan with their assigned advisor. A Program of Study that varies from the course sequence specified in the Program of Study will be submitted by the student in writing, with rationale for the variance, to the Director of the School of Nursing, who forwards it to the Graduate Committee. The faculty must approve the altered Program of Study or degree plan.

Dismissal Due to Unsatisfactory Performance and Appeal Process

The Dean of Continuing and Graduate Studies, after consultation with the IRBSON 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 the Director of the School of Nursing. The student may request re-admission to School of Nursing courses within a year of voluntary withdrawal. Re-enrollment may be based on space available as determined by the Director of the School of Nursing.

Incomplete Work/In-Progress

Incomplete grade is to be utilized in rare instances when a student is unable to complete a course due to circumstances beyond his/her control. The student must have successfully completed a majority of the course work to be eligible. The instructor must state clearly in writing what is needed to successfully complete the course. This information will be provided via GUS to both the student and the Director of the School of Nursing. The plan cannot require the student to repeat the course as an option for removing an "IN" grade. Instructor must provide the grade the student would earn if no additional work is completed by entering a grade of "IB" "IC" "ID" "IF", calculating the missing work as zero grades. The second letter supplies the default grade that will replace the "IN" grade at the end of one full subsequent fall or spring semester if no additional work is completed. If the student opts to graduate prior to the allowed deadline for removal of an incomplete, the default grade will be recorded, and the student may not complete the work to achieve a higher final grade after graduation. A grade of In Progress "IP" may be given when a student is enrolled in a course that requires the student to engage in projects that extend past the end of the semester. Such courses must be legislated and approved by the Graduate Council for use of the "IP" grade. As with incomplete grades, an In Progress not removed within one year shall be regarded as a failure and the "IP" grade will be changed to an "F" and included in the computation of the student's GPA. Courses that do not automatically change to an F after a year will, if still Incomplete or In Progress after two years of no enrollment in graduate courses, be regarded as permanently Incomplete and will receive the designation "IX". Once a grade of "IX" has been posted for a course, a student wishing to earn credit for that course will be required to re-enroll in it and to pay the required tuition and fees.
https://www.pittstate.edu/graduate/_files/documents/policies/itoix-addedumtoinippolicy.pdf

Student Success

The Office of Student Success and Programs 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/

Code of Student Rights and Responsibilities

The Pittsburg State University Code of Student Rights and Responsibilities and other student information is available online at
https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html

Steps for Resolving Academic Conflicts

If you have a conflict regarding a no harassment-based circumstance in the academic setting, it is recommended you take the following steps to resolve it.

1. See the instructor. First and foremost, see if the problem can be resolved with the instructor involved. If satisfaction is not received, or if you do not feel you can pursue the matter with your instructor, proceed to step 2.

2. Discuss the problem with the Director of the School of Nursing or chair of the department which offers the class. If the problem is not resolved, proceed to step 3.
3. Discuss the conflict with the Dean of the College in which the School or Department is located. If a resolution is not reached, proceed to step 4.
4. See the Provost/Vice President for Academic Affairs. This is the last realistic place to expect a resolution to the conflict. Although it is unusual, students also have an option of pursuing the matter further with the President of the University and finally the Kansas Board of Regents.

Graduate Catalog and Handbooks for Graduate Students

It is recommended that doctoral students have access to a *Pittsburg State University Catalog* effective for the year in which study is begun. Beginning in 2011 the University Catalog is online only. It can be found at:
http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=34&sid=1

Individual Practice Hour Requirement

AACN requires DNP graduates to demonstrate a minimum of 1000 practice hours. PSU recognizes four methods for earning these practice hours. Each method is listed below with the number of hours earned by the student.

Individual Practice Hour Report

MSN to DNP Program

Student Name: _____ PSU ID: _____

Advisor: _____ Major: DNP_____

AACN requires DNP graduates to demonstrate a minimum of 1000 practice hours. PSU recognizes four methods for earning these practice hours. Each method is listed below with the number of hours earned by the student.

Type of Hours Earned	Hours	Notes/Documentation
MSN/FNP Practicum		
Scholarly Project (6 credits required)	288	
Practice-related Course(s) **(Optional)**		
NRSG 910: Residency (minimum of 2 Credit Hours required)		
Total *		

*To calculate the number of credit hours needed in Advanced Clinical Residency and/or Practice-Related Courses:

1 credit hour residency = 3 clock hours per week x 16 weeks = 48 clock hours per semester

Clock hours needed = credit hours needed in residency (NURS 910)
48 clock hours per credit hour

Notes:

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/school director. A copy of this statement will be forwarded to the faculty member involved. The chair/director 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/School 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.

Research Skills and Responsible Scholarship

All students in doctoral programs must meet the **Research Skills and Responsible Scholarship** requirements of the Pittsburg State University Irene Ransom Bradley SON for the DNP Program.

The Research Skills and Responsible Scholarship requirements include:

1. Comparison of three different methods to approach the investigation of the student's selected practice focused research topic (NURS 911).
2. Oral presentation of the results of practice focused research to a group of professional peers (NURS 911).
3. Submission of letter of inquiry and any responses to an appropriate professional journal regarding the student's topic of practice focused research with paper presenting the same journal's criteria for submissions for publication (NURS 911).
4. Development of a practice focused research proposal (NURS 911 and NURS 920).
5. Demonstrate knowledge of Human Subjects Protection (Completion of the Protecting Human Research Participants NIH Training available on the Graduate and Continuing Studies Research page).
6. Documentation of receipt of and reading of the *PSU Assurance Handbook, Belmont Report Ethical Principles and Guidelines*, and *Federal Regulations* accessible at https://www.pittstate.edu/office/grants/_files/documents/research-involving-human-subjects/15-psu-assurance-handbook-newweb.pdf
7. Complete Conflict of Interest reporting form.

Protection of Human Subjects (IRB) Policy

https://www.pittstate.edu/office/grants/research-involving-human-subjects.html

Research to be conducted by any nursing student must have approval of the School of Nursing Human Subjects committee as well PSU IRB committee approval, and an appropriate IRB form must be on file. Please request forms from the graduate office or your scholarly project advisor. IRB forms must be signed and on file prior to collection of data or applied research implementation. The IRBSON IRB Committee meets as needed during the academic year and during the summer session.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Student Financial Assistance

The Mission of the Office of Student Financial Assistance (OSFA) is, "to assist a diverse student population in obtaining financial aid to support their educational endeavors through accurate, courteous and timely service. Our service-oriented staff is available Monday through Friday from 8:00 a.m. to 4:30 p.m. to provide the many services offered to current and prospective Pittsburg State University students." http://www.pittstate.edu/office/financial_aid/

Nursing Scholarships

The School of Nursing awards a number of scholarships each year. Criteria for scholarships may include academic achievement, proven leadership ability, participation in the nursing profession or other criteria. Application forms are distributed by various means or may be obtained from the Administrative Specialists of the Irene Ransom Bradley School of Nursing. A completed FAFSA form must be on file at the Office of Student Financial Assistance to be eligible for nursing scholarships. http://go.pittstate.edu/scholarship/dept/NURS

Additional Sources for Financial Assistance

Other opportunities for scholarships and grants come periodically from various clinical professional organizations and other sources and are posted in McPherson Hall on the Graduate Student Community Bulletin Board.

Scholarships:
4 State APN http://www.4stateapn.org/
AANP https://www.aanp.org/practice/grants-scholarships2
U.S. Army ROTC for Nursing - pays tuition, fees, books, uniforms, and a monthly stipend during the academic year. Please contact the Department of Military Science.
http://www.pittstate.edu/department/military/

POLICIES FOR DOCTOR OF NURSING PRACTICE MAJORS

Documentation of Learning Outcomes

DNP students are given entrance and exit evaluations per standardized testing. Scores are evaluated for program effectiveness and student development. It is a requirement of the program and 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 will sign a consent form, after explanation, which gives the IRBSON permission to use their information for IRBSON evaluation purposes.

Learning Resources in McPherson

The learning environment which is afforded to students in McPherson Hall is most conducive to enhancing knowledge and utilizing educational tools for success. The Health Simulation Center and Learning Resource Center (HSC/LRC) as a key resource in the IRBSON. All classrooms in McPherson Hall 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.

Special Programs

Continuing Education for Nurses

The School of Nursing is approved by the Kansas State Board of Nursing as a long-term provider of continuing education offerings. A series of programs is offered throughout the year which meet the mandatory continuing education requirements for relicensure of registered nurses and licensed practical nurses.

Recording Release for Use by Students

Taping, Video-Recording, Photographing, or Documentation utilizing other technologies in class, clinical or in the conduct of School of Nursing classes/clinical experiences/interactions/business/ activities within the confines of McPherson Hall, assigned clinical areas off campus or the IRBSON functions on or off campus must only be 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 which 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 the IRBSON student 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 record for a course by the course faculty, a School of Nursing Recording Release form must be signed by appropriate individual(s) and submitted to faculty prior to recording.

PITTSBURG STATE UNIVERSITY

School 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
_____	**X**_____
_____	**X**_____
_____	**X**_____
_____	**X**_____
_____	**X**_____

_____
Student name

_____
Date

Access to School of Nursing Student Records

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

Privacy Issues

It is the responsibility of the student to report in writing to the Director of the School and to individual course faculty any privacy issues that you have designated with the University immediately so that necessary privacy 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*.

https://www.pittstate.edu/registrar/ferpa-right-of-privacy.html

Standards for Written Work

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

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://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=120&sid=1&menu_id=7976

FNP Board Certification Review Course

For the BSN to DNP student, evidence of completion of an FNP Board Certification Review Course is required. The online course must be completed prior to the student taking NURS 813 Primary Care II Practicum and the live course must be completed prior to taking the summer section of NURS 828 Primary Care III Practicum. The specific courses offered at PSU is the Fitzgerald Review.

Preparation for APRN Practice

The Irene Ransom Bradley School of Nursing BSN to DNP program prepares graduates who are responsive to diverse needs within this mostly rural population and medically underserved region. Graduates are eligible for national certification examinations as Family Nurse Practitioners through the American Academy of Nurse Practitioners or American Nurses Credentialing Center. The testing will occur upon successful completion of NURS 807, NURS 813 and NURS 828 (5 credit hours). Students are expected to take the national certification examination no later than October 1st, except in extenuating circumstances approved by the Director of the IRBSON.

Upon completion of their advanced practice degree, graduates will be eligible to apply for Advanced Practice Registered Nurse (APRN) licensure status as a Family Nurse Practitioner in their state of practice.

Fees:

Students are required to pay a per semester fee to help defray the costs of student learning supplies available to all nursing majors.

Standardized Testing Cost/TYPHON Cost

DNP 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 and post-test costs are collected as part of the application fees.

All students are required to register for and utilize TYPHON®, the clinical hour tracking software utilized to track clinical hours throughout the program for national board certification. The cost is $90.00 for the time a student is in the Doctor of Nursing Practice degree program.

Certiphi Screening, Inc. – A Vertical Screen Company

The Irene Ransom Bradley School of Nursing contracts with Certiphi Screening, Inc. to track student immunization records. This is a student cost of $17.50 for year one $10.00 for subsequent years. Students upload their records to a secure website after registration and payment. **You will need to remember your username and password you registered with** as you will be accessing this site while you are in the DNP program. Upon completion of the program your immunization records are accessible to you by logging into the system and making a payment of $12.50.

Once office staff upload your gus.pittstate.edu e-mail you will receive an e-mail from **myrecordtracker@verticalscreening.com with instructions to log into My Record Tracker© to register with the service and pay for the first year. If you have not yet received an e-mail from My Record Tracker, please notify the myrecordtracker IT Support Department at 1-888-291-1369 x2006. After completing your registration and payment you will be prompted to upload your required immunization documents. Please note: All incoming students will be required to document one dose of influenza vaccination each fall.**

FLU Season:

Student will be NOTIFIED at the beginning of influenza season to get their vaccination which you will upload to your record tracker. Please DO NOT get your flu shot until you are instructed to do so by your instructor at the beginning of flu season.

IMPORTANT: When you begin registration, you must follow through and complete the registration process through payment. If you do not, the system will LOCK YOU OUT and you will need to call the company at: IT Support 1-888-291-1369 x2006

Documents to Upload:

Current TB
FLU Immunization
ACLS Documentation w/expiration date shown
BLS Documentation w/expiration date shown
Kansas Recognized Nursing License Documentation w/expiration date shown

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

Complete in Ink

PITTSBURG STATE UNIVERSITY
REFERENCE/RECOMMENDATION REQUEST

PURPOSE: This form is used to confirm a request for a letter of reference or completion of a recommendation form and is required when a student or former student seeks a reference/recommendation that contains non-directory information such as GPA, course grades, social security number, and information obtained from evaluations by others. References include the following: recommendations for employment, for receipt of an honor or honorary recognition, for admission to an educational institution, for application for a scholarship or similar award, or any other pursuit of a student or former student in which a reference/recommendation is necessary or desired.

INSTRUCTIONS TO STUDENT: Give this completed and signed form to the faculty or staff member who is writing the reference/recommendation for you.

INSTRUCTIONS TO LETTER WRITER:
This form gives you permission to discuss non-directory information about this student in order to write the requested reference/recommendation. Your permission to disclose this information ends when the letter is sent to the third party.

File this form and a copy of the reference letter/recommendation form in the student's school file.

Student Legal Name:_____Student ID Number_____
Last First MI

Day-time Phone Number: ( )

Email address: _____

I give permission to: _____ to provide a
Faculty/Staff Name
reference/recommendation to: _____

Complete name of person or organization_____

Complete address
_____
_____
_____
_____

Purpose of request: The above individual has my permission to include in the reference/recommendation my GPA, course grades, academic performance, and any other information the individual believes is pertinent to meet the purpose of this request.

I waive my right to inspect and review a copy of this reference/recommendation at any time in the future.

□Yes □No

►**Student Signature:** _____ **Date:** _____

Communications Policy

The School of Nursing and faculty communicate with students utilizing any of the following: U.S. Postal Service mail, telephone, GUS associated e-mail and PSU student Canvas Community Groups*. Each student is required to maintain a current address with the school. Students are responsible for updating their e-mail address on GUS, in order to receive messages from the school. 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.

***Canvas 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. Canvas can be used to complement a traditional course or for distance learning.**

Gorilla Geeks

The Gorilla Geeks Help Desk assists students, faculty, and staff with various technological needs essential for successful university studies in today's world, while also providing a single point of contact for services offered through the Office of Information Services.

Some of the services available to all include:

- help with GUS and GusPINs
- assistance with PSU email accounts
- assistance with other campus system problems
- support of the campus wireless network

In addition, the Gorilla Geeks can help students with technology needs that are essential for successful university studies in today's world. Student services include:

- assistance with educational software packages used on campus including Microsoft OS, Office applications, basic Canvas 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

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 School of Nursing and Committee Meetings

DNP students elect in accord with School of Nursing Bylaws, members to represent them at the SON 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 DNP students but is also expected to maintain confidentiality of the discussions if requested to do so by the Director of the School of Nursing. Student representative(s) will be excluded from discussions concerning individual students. DNP students are also asked to volunteer to serve on the Graduate Committee, the CERN (Continuing Education and Resources for Nursing), and the Curriculum Committee, and to bring student concerns to the committee. The student is to act as a liaison to the DNP 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." School of Nursing faculty appreciate 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.

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 and Part-Time graduate assistants must enroll in and complete at least 6 hours of graduate credit each semester of the appointment, at the 700-800 level. These 6 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.
• 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

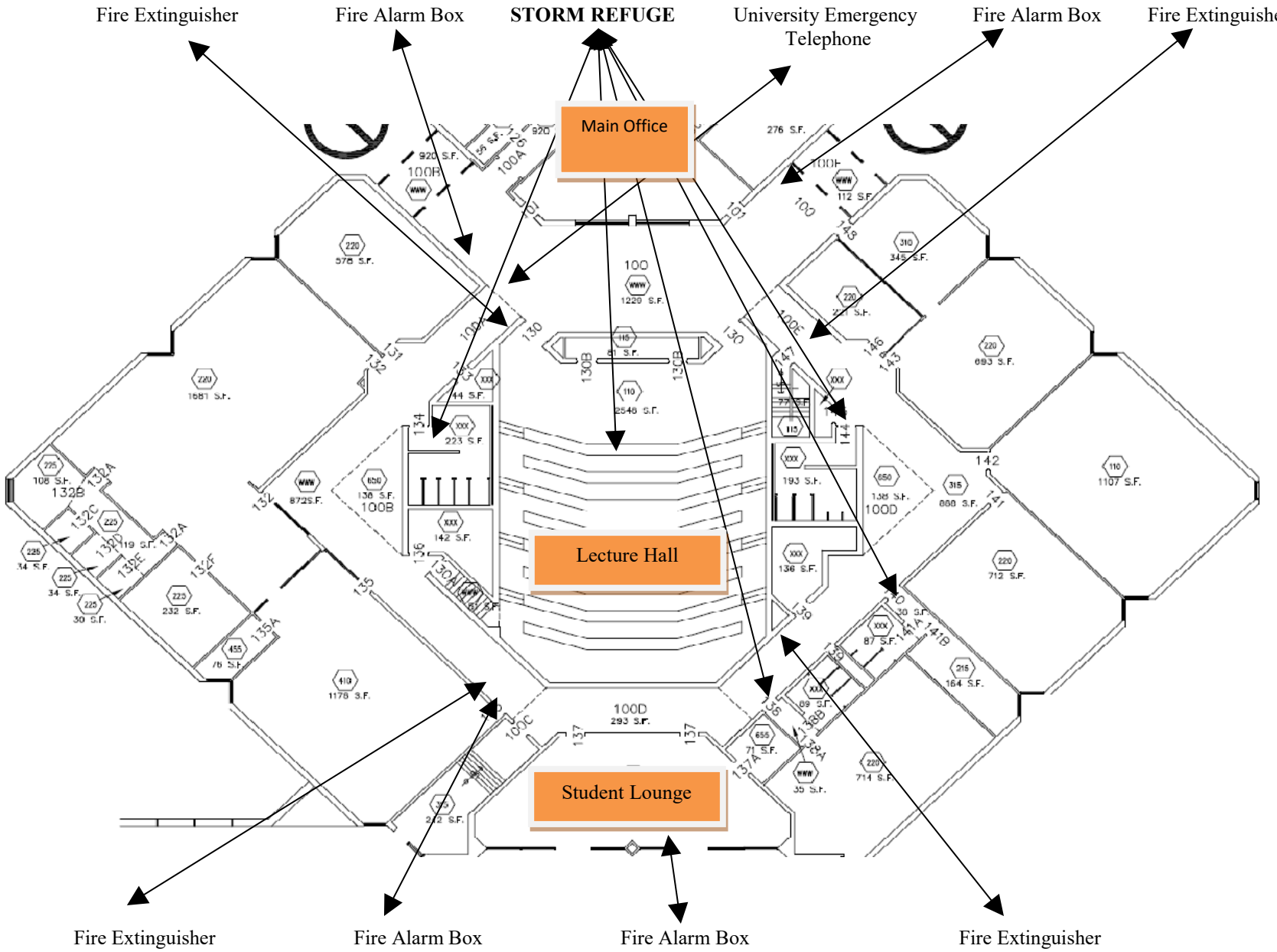
In the event of a student crisis, any individual first to respond must contact emergency personnel (University Police) by dialing 911.

- 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 https://www.pittstate.edu/police/safety.html

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


Fire Extinguisher
Fire Alarm Box
STORM REFUGE
University Emergency Telephone
Fire Alarm Box
Fire Extinguisher
Main Office
Lecture Hall
Student Lounge
Fire Extinguisher
Fire Alarm Box
Fire Alarm Box
Fire Extinguisher

McPherson Hall - Active Shooter Response Plan

Pittsburg State University has implemented "Guidelines for Response to Hostile Situations: Hostile Intruders".

Please review the information at: https://www.pittstate.edu/president/policies/response-to-hostile-situations-hostile-intruders.html

1.) Alert — Call 911
Don't assume others are contacting law enforcement. Give as clear and accurate information as possible that will answer the vital questions of who, what, when, where, and how (at this point, law enforcement doesn't care why).

2.) Lockdown — Shelter in Place
By locking down and barricading entry points, you are making yourself a hard target. Locked down does not mean locked in. You may choose to barricade the door and exit out windows to safety.

3.) Inform — Constant, Real-time Updates
This can be accomplished with things such as video surveillance equipment or public address systems. Information updates during a violent intruder incident allows occupants to make sound decisions about how to react and what steps — if any— to take next.

4.) Counter the Attack — A Last Resort
When other options are not immediately possible — a locked/lockable door does not exist, or the intruder breaches a secured room — move, make noise, and get distraction devices (anything at hand) in the air and heading for the shooter's face. Then you may attack or evacuate the area.

5.) Evacuate — Get Out

The ideas, tips, and hints in the Active Shooter Response plan for McPherson Hall is based on A.L.I.C.E. training implemented in spring 2016. A.L.I.C.E. Training for Faculty, Staff and Students in McPherson Hall will continue as part of the goal to enhance the safety of all occupants of the building.

Please note: The locked doors in the building are for your safety and for the safety of all occupants of the building. Blocking open locked doors is strictly PROHIBITED. Please do not endanger the lives of others by blocking open locked doors.

Concealed Carry

In 2013, the Kansas Legislature passed a law allowing lawful gun owners to carry concealed handguns on all public university campuses and campus buildings in Kansas. In order to comply with the state law, the Kansas Board of Regents approved new weapons policies for all Regents institutions in December 2016. The complete policy can be found online at **https://police.pittstate.edu/_files/documents/Concealed-Carry-Weapons-Policy.pdf**

Student Health and Counseling Services

Health care is the fiscal 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 School 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 photocopied 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 sharps (needles, scalpels, suture, etc) in the IRBSON HSC/LRC, safety precautions will be followed by the manufacturer guidelines. There will be no recycled sharps used in the IRBSON lab and after use they will be deposited in the sharps container. (Please review Personal Injury Policy above).

Health Information Privacy Policy (HIPPA)

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 IRBSON programs requires students to:

1. Notify the School of Nursing Director in writing of his or her arrest/conviction/diversion for any crime, misdemeanor, and/or felony within 24 hours. Failure to notify the IRBSON within 24 hours may result in dismissal.
2. Student may be suspended until the legal issue is resolved.
3. Continuance in the School of Nursing will be individually evaluated and will be at the sole discretion of the Pittsburg State University School of Nursing. Continuance in the IRBSON is not guaranteed.

Disciplinary Policy

The Pittsburg State University IRBSON program requires applicants and admitted clinical nursing students to: Notify the School of Nursing in writing of any past disciplinary action or current pending actions against ALL licenses, certifications and/or registrations as well as disciplinary action by a state board of/or a 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 or disciplinary sanction from any branch of the military).

Applicants with past disciplinary action or current pending actions are evaluated for admission on an individual basis with no guarantee of admission. Admitted clinical nursing students are required to self-report in writing within 24 hours to the Director of the School of Nursing any new pending or actual disciplinary action as a condition of progression in the nursing program.

Admitted students may be suspended until the action is fully investigated. Progression will be evaluated on an individual basis and continued participation in the program is not guaranteed. Failure to notify as an applicant or admitted clinical nursing student results in not being admitted, being suspended until action is fully investigated or dismissal from the program. Continuance in the School of Nursing is at the sole discretion of the PSU School of Nursing.
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. **EXPLANATORY LETTER**: You are REQUIRED to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action. The letter should include the following information:
Date of the criminal offense or disciplinary/administrative action; Circumstances leading up to the arrest or disciplinary/administrative action; Actual conviction or disciplinary/administrative action; Actual sentence or board/regulatory agency order; Current status of sentence, order or action; and Rehabilitation (if any).
The applicant is required to provide certified/dated copies of disciplinary documents.
Failure to notify the school 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 School 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
https://www.pittstate.edu/president/policies/policy-on-prevention-of-alcohol-abuse-and-drug-use.html

School of Nursing Substance Abuse and Drug Testing Policy
It is the policy of the School 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 School 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 School 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

To meet the objectives of this policy, the School 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 School 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 School 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 was 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 Director of the School of Nursing.

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 Director of the School of Nursing must authorize Reasonable Suspicion Testing on a student before a test is administered. In the absence of the Director, the Vice-Director may authorize a test. No Reasonable Suspicion Test will be administered without the written authorization of the Director or the Vice-Director.

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 School 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 Director or the Vice-Director 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 director. 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 director of the School of Nursing.

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

The IRBSON 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 School 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 School 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 School 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 Director of the School 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 School of Nursing in writing of his or her arrest/conviction/diversion for any drug or drug related crime no later than 24 hours after such arrest/conviction/diversion. Failure to notify the school within 1 day may result in dismissal.
3. Student may be suspended until the legal issue is resolved.

When required, the School 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.

Revised with the advice of PSU attorney 08/2004, 08/2005, 07/2014.

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 School of Nursing Substance Abuse and Drug Testing Policy
2. Notify the School 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 School 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 School of Nursing reserves the right to exert sole discretion in all matters of continuance in the nursing program.

Revised in NDO/SON: 07/23/07, 07/31/09, 07/10/14

School of Nursing Violence and Abuse Policy

See University Workplace Violence at
https://www.pittstate.edu/president/policies/workplace-and-campus-violence-policy.html

Individuals with felonies against persons will be denied admission to all PSU nursing programs. Kansas State Board of Nursing will also deny any pre-licensure 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 School of Nursing in writing of his or her arrest/conviction/diversion for any crime against a person not later than 24 hours after such arrest/conviction/diversion. Failure to notify the IRBSON Director within 24 hours 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 School of Nursing. Continuance in the School of Nursing is not guaranteed.

McPherson Hall-Food and Drinks

Food and drinks, except for 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 and from class.

A Nurse's Guide to the Use of Social Media

The use of social media and other electronic communication is increasing exponentially with growing numbers of social media outlets, platforms and applications, including blogs, social networking sites, video sites, and online chat rooms and forums. Nurses often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to boards of nursing (BONs) and, in some cases, reported in nursing literature and the media. NCSBN's video, "Social Media Guidelines for Nurses," offers dramatization of potential scenarios of inappropriate social media use and highlights important concepts about the proper use of social networking in professional situations. The video is also accessible on YouTube. Additionally, a new brochure, *A Nurse's Guide to the Use of Social Media,* is available for download. Printed copies of the brochure are offered free of charge or can be obtained at: **https://www.ncsbn.org/347.htm**

This brochure is designed by NCSBN to help nursing students, educators, health care organizations and the public understand and apply the concepts of professional boundaries between a nurse and a client. The IRBSON adheres to these guidelines. The brochure can be obtained at: **https://www.ncsbn.org/464.htm**

DNP CLINICAL EXPERIENCE REQUIREMENTS

Advanced Cardiac Life Saving (ACLS) Policy

ACLS certification is required of all DNP nursing students prior to enrollment in advanced practice clinical nursing courses and must remain current throughout all clinical courses in the program. ACLS certification must be completed by the American Heart Association and must contain the hands-on portion of the certification.

Basic Life Support (BLS) Policy

BLS certification is required for admission to the DNP 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 as a Registered Nurse in the State of Kansas as well as any additional state in which clinical experience occurs. In July 2019, Kansas joined the Nurse Licensure Compact, so this requirement may be met via the compact. License(s) are required prior to any clinical experience and will be maintained until the student completes the DNP program. MSN to DNP students must possess for admission and maintain for program progression, State of Kansas and other appropriate state APRN licensure in the role of a Family Nurse Practitioner.

Tuberculin Screening

All DNP students are required to document a current TB screening by either tuberculin skin test or T-spot. Beginning Fall 2012, PSU implemented a new tuberculosis evaluation policy fulfilling requirements by Kansas Statue 65-129e. The state of Kansas is requiring all NEW students to answer a short online survey concerning risk screening for tuberculosis that is available on the Student Health Services website. For more information regarding the Tuberculosis Prevention and Control Policy go to:
https://www.pittstate.edu/president/policies/tuberculosis-prevention-and-control-policy.html

Essential Nursing Physical Functions

Each student will regularly perform the following activities:

1. Remain alert and able to engage in safe patient/client care including being able to respond to patient/client needs in an emergency at all moments in time.
2. Stand for long periods of time.
3. Work or walk at a fast pace.
4. Lift heavy objects (25 lbs. or more) several times a day.
5. Speak clearly and distinctly.
6. Work alternating shifts (8-12 hours).
7. Respond appropriately to stress situations (physically, emotionally, & mentally).
8. Communicate effectively with physicians, patients, staff and patients' families.
9. Write in the patient's chart (a legal document) clearly and neatly.
10. Hear a telephone ring and can take orders over the telephone.
11. Hear vital signs with stethoscope to assess blood pressure, heart rate, lung and vascular and abdominal sounds.
12. Hear beepers, alarms, etc. requiring quick response and have physical ability to respond

quickly.
13. Read fine print on medication containers.
14. Read physician's orders, monitors and instruction on medical equipment.
15. Demonstrate manual dexterity to don sterile gloves and gown, prepare medications aseptically and perform other nursing skills (administering injections, starting IV's, dressing changes, performing CPR, etc.).

Health Impairment in Clinical Practicum Experiences

Health impairment in clinical practicum experiences is any physical, mental health or other illness/health issue/condition and/or injury affecting or potentially affecting the full functioning ability of a student during clinical practicum experiences in hospitals/community health or other settings, for a limited or extended period. Safety of students as well as patients/clients in clinical practicum experiences is of paramount importance and critical to provision of safe nursing practice. Therefore, students are required to report any illness/health issue/condition and/or injury that could always interfere with their ability to perform the Nursing Student Essential Clinical Functions (included in this handbook) prior to initially engaging in or continuing to engage in patient/client care in clinical practicum experiences.

Reports should be made to the Director of the School of Nursing, McPherson Hall, 620-235-4431, cgiefer@pittstate.edu. Upon receipt of report, the Director will notify and meet with appropriate faculty and the Coordinator of Student Accommodations. If it is determined that there may be a potential that student/patient/client health, safety, well-being or care can be compromised by the student engaging in clinical practicum experiences, a Nursing Student Clinical Function Release Form (NSCFRF) signed by a physician or licensed health care provider (knowledgeable of the student's illness/issue/condition and/or injury) will be required as well as further assessment and documentation of the illness/issue/condition or injury as appropriate. This will be required prior to engaging in any patient/client care in clinical practicum experiences. Any missed clinical practicum experiences and expected teaching-learning outcomes must be met prior to receiving a completed grade(s) in course work and proceeding in further clinical practicum courses.

Each student situation is reviewed on a case-by-case basis. Some physical, mental health or other health illnesses/issues/conditions or injuries may be found to inhibit the student's ability to safely engage in care.

Failure to report per this policy could preclude the student from further participation in clinical practicum experiences in the nursing program. If you have questions, please contact Dr. Cheryl Giefer at the contact information listed above.

The Coordinator of Student Accommodations in responsible for coordination of reasonable classroom accommodations for students with disabilities at Pittsburg State University. Students who have a disability should register with the Coordinator of Student Accommodations: Ms. Kerri Hanson, 219 Russ Hall, kdhanson@pittstate.edu, 620-235-6584.

Liability Insurance

All students are required to carry student liability insurance. The School of Nursing has a blanket liability policy which student 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. All nursing students are 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 the School of Nursing that students who are employed will not wear their uniforms with patches to their place of employment. These symbols signify that you are operating as a graduate student nurse under the supervision and guidance of an instructor and preceptor of Pittsburg State University.

Uniform: The DNP student will dress professionally and appropriately when in the clinical setting. The entire uniform, including shoes, must be clean and neat in appearance. Any request for deviating from the dress code must have a written request and be approved by the DNP Committee. Clinical instructors reserve the right to consider a dress code violation as unsatisfactory performance and hours for that clinical day will not count towards total clinical hours. Students should purchase at least one complete uniform.

Pants

The DNP student will wear khaki, brown, navy or black slacks/pants or knee length skirts. No denim is allowed (including colored denim). Examples of clothing items which are not allowed include: crop pants, Capri pants, skinny pants, jeggings, leggings, and above-knee skirts. The pant legs are not allowed to touch the floor and will be hemmed to a length reaching the top of the heel of the shoe.

Shirts

A red, collared polo shirt with the PSU logo is the appropriate shirt for the clinical setting.

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 black or white lab coat is worn, the PSU official identification badge must be worn on it. PSU Identification badges in accordance with hospital, clinic and community agency policies must always be worn where they can clearly be read by all who interact with students.

Shoes

OSHA compliant, comfortable shoes will be worn. According to the OSHA Technical Manual (OTM) Section VI: Chapter 1 (1999): Rubber-soled shoes should be worn to prevent slips and falls. Rubber-lined shoe coverings may also be used to protect against spills or dropped objects. Fluid-proof shoes must be worn if there is a possibility of leakage to the skin. Clogs, sandals, and canvas shoes are not permitted. Shoestrings should be the color of the shoe and of moderate length. Open-toed shoes are not permitted.

Additional Dress Code Guidelines:

- The only jacket permitted is the approved white or black Lab Coat, or Hospital/Clinic provided attire.
- Hair is to be well groomed, clean in appearance, and worn back away from the face always 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. This includes but is not limited to pierced facial jewelry, gauged earlobes and gauge plugs in ear lobes. 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.
- Cell Phones are allowed in the clinical areas according to clinic policy.

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.

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 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.***

Blood and Body Substance Exposure Policy

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

Smoking Policy

The PSU campus and all clinical agencies have "No Smoking" policies. Smoking policies of all agencies must be followed. Students are not allowed to leave the grounds of the clinical facility for smoking. In addition, students are not allowed to present to clinical with the odor of tobacco products on their uniform. As guests, we comply with agency policies.

The Kansas Tobacco Use Prevention Program, a program of the Kansas Department of Health and Environment, provides information to help stop smoking and can be found at: **www.kdheks.gov/tobacco/** Persons may call a 1-866 number and request a personalized Quit Kit. Help is available 24 hours a day. The number is 1-866-KAN-STOP (1-866-526-7867).

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 is 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 student 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.

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 HSC/LRC Coordinator.

3. **All equipment checked out during the semester must be returned by Monday of finals week for end of semester inventory.**

Transportation Policy

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

Inclement Weather

https://www.pittstate.edu/police/safety.html#undefined5

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. If 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.

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, Kerri Hanson, at 620-235-4309 or the Student Health Center, 1801 S. Broadway to make necessary accommodations.

School of Nursing Academic Honors

Recognition for Teaching, Scholarship, Research and Service are presented to students at the PSU Graduate Banquet, held each spring semester. 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 Graduate Committee.

Criteria for 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 Graduate Scholarship Award

1. Graduate student in final year of program of study
2. Demonstrated outstanding scholarship ability by
    a. applied research submitted for PSU Outstanding Scholarly Project
    b. article submitted for publication
    c. applied research submitted as poster presentation
    d. recommendation of scholarly project committee

Criteria for Graduate Research Award

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

Criteria for Graduate Service Award

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

Graduate Clinical Preceptors

Preceptors are used in the Graduate Nursing Programs. 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 advance 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 requirements. Qualifications of preceptors must include the following:

Advanced Practice Registered Nurses (APRN)

- Master's Degree in Nursing or DNP from an accredited university
- Current RN license in state where students will engage in clinical experience
- Authorized to practice as an APRN in the state where they practice
- Practicing in an advanced practice nursing role
- Experience- at least one-year experience in an advanced clinical practice role
- Area of practice must be relevant to the course objectives
- 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
- Proof of National Board Certification

Physicians

- Doctor of Medicine or Osteopathy from an accredited university
- Currently licensed and practicing in the state where students engage in clinical experience
- Area of practice must be relevant to the course objectives
- 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
- Proof of National Board Certification

All preceptors sign contracts acknowledging willingness to serve as a preceptor. Each preceptor receives a Preceptor Packet which includes the mission statement, program goals and objectives, standards for advanced practice nursing, preceptor performance expectations, course syllabi and additional relevant information. Responsibility for final evaluation of the student rests with the faculty of the Irene Ransom Bradley School of Nursing.

Steps for Securing Clinical Preceptors

Starting in their first Clinical Practicum course, students are introduced to the steps for securing clinical preceptors. This policy is continued throughout the DNP program for all clinical courses. All forms and information are available at **https://www.pittstate.edu/nursing/graduate-clinical-preceptors.html**

Step 1: Discuss with clinical preceptor (APRN, MD, DO) who meet requirements as PSU

Graduate Clinical Preceptors. School of Nursing, Preceptor Information and Course Objectives will be made available for the preceptor by the student.
Step 2: Submit Clinical Facility and Preceptor Information Form to School of Nursing Administrative Specialist.
Step 3: Course faculty or Graduate Coordinator will review and approve or reject preceptor/facility.
Step 4: Administrative Specialist sends PSU School of Nursing Clinical Site/Preceptor Contract to the preceptor.
Step 5: Preceptor returns signed Contract and Resume to the School of Nursing.
Step 6: All paperwork is reviewed by Administrative Specialist; when complete, the file is given to the *Typhon* Coordinator to enter the preceptor/site into the system.
Step 7: The student and course faculty are notified per Canvas LMS that the preceptor/facility approvals are complete for the initiation of clinical.
****For subsequent courses, steps 1-3 must be completed by the student.** If there is already a current contract on file for the preceptor, facility and student, then proceed directly to Step 6. Preceptor evaluations of students are completed after each clinical course and must be on file at the School of Nursing (on paper or online via *Typhon*) prior to grades being submitted to the Registrar. The evaluations are reviewed by the course faculty after each course and yearly by the Graduate committee. Faculty complete Preceptor/Facility evaluations at each site visit completed during clinical courses. Students evaluate the preceptors and facilities at the conclusion of every clinical practicum course.

Websites to be Included on Preceptor Link:

Arkansas State Board of Nursing: **https://www.arsbn.org/adv-practice**

Kansas State Board of Nursing: **https://ksbn.kansas.gov/**

Kansas Advanced Practice Site: **https://ksbn.kansas.gov/npa/**

Oklahoma State Board of Nursing: **http://nursing.ok.gov/practice.html**

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

Additional Links:

American Nurses Association:

https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/doctor-of-nursing-practice-advancing-nursing-profession/

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

CLINICAL FACILITY AND PRECEPTOR INFORMATION FORM

FOR SCHOOL OF NURSING CONTRACT FILE
(This form must be completed by the student and approved by the

instructor before agreement can be initiated.)

STUDENT NAME: _____ COURSE #: _____

CLINICAL COURSE FACULTY NAME REQUESTING PRECEPTOR:

_____

NAME OF PRECEPTOR: _____

NAME OF FACILITY: _____

ADDRESS OF PRECEPTOR/FACILITY: _____

_____

_____

Telephone #: _____ Fax #: _____

E-Mail Address: _____

Facility Administrator: _____

Name of collaborating physician: _____

Designation of level of students who will be using the preceptor:

BSN-MSN _____ BSN-DNP _____ MSN-DNP_____ MSN Ed Emphasis _____

*Preceptor State License No.: _____ State_____

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

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

Students do not write below this line:

_____

Date Submitted to School of Nursing: _____

Approved by: _____

(Instructor Signature)

Pittsburg State University
Irene Ransom Bradley
School of Nursing
Doctor of Nursing Practice Program

Preceptor Information

For the Preceptor:

1. Orient the student to the facility or office, staff, policies and protocols.
2. Assist the student in the selection of appropriate patients.
3. Provide validation for the student's findings when necessary or desired.
4. Instruct student on appropriate techniques utilized in the setting.
5. Be accessible to supervise, collaborate and counsel the student on the medical management of health problems and plan of care including prescriptions.
6. Observe the student's clinical performance.
7. Review and countersign the student's documentation and prescriptions.
8. Collaborate and advise the student in the review of protocols.
9. Provide the student with ongoing and final (semester) evaluation.

Expectations for Student:

1. Arrange clinical schedule with preceptor to comply with required number of clinical hours (more hours are encouraged and may be scheduled with Preceptor approval).
2. Preceptor and clinical instructor will be notified of changes in schedule due to illness or personal circumstances.
3. Personal learning and clinical objectives will be prepared and presented to preceptor at the beginning of each semester.
4. Provide preceptor with and be knowledgeable of the Nurse Practice Act for the state in which clinical is occurring.
5. Collaborate and seek guidance from preceptor on clinical findings and management of patient health care appropriately for level of skill.
6. Acquire preceptor's collaboration for and signature on prescription for pharmacological therapy based on patient's plan of care.
7. Insure preceptor countersignature on all documentation of patient records.
8. Assume responsibility and accountability for APRN interventions and plan of care.
9. Collaborate with preceptor on frequent self-evaluation and on unmet needs.
10. Maintain a log of all learning experience.
11. Collaborate with preceptor on final evaluation of learning experience.
12. Utilize texts and other resources to enhance learning experience.

Pittsburg State University
Irene Ransom Bradley
School of Nursing
Doctor of Nursing Practice Program

Performance Evaluation for the DNP Student

Explanation

This form is designed to identify levels of practice to indicate growth and development in all areas of advanced practice. We expect the students do exhibit varying levels of practice throughout the DNP program. We are concerned that the students develop abilities in both the technical skills and the integration of physical and psychosocial aspects of care. The preceptor's objective collaborative evaluation of the student's performance will be the influencing factor for the semester grade. The semester performance must be satisfactory to continue and/or graduate from the DNP program.

Evaluation Key:

Not observed	Not observed and unnecessary to include.
Unsatisfactory	Consistently omits pertinent/important areas for advanced practice.
Satisfactory	Marginal to minimal competence in advanced practice role
Above Satisfactory	Beginning level of advanced practice, safe with supervision.
Highly Satisfactory	Practicing at an advanced level of practice with minimal supervision using collaboration appropriately, utilizing creative and integrative approach to the advanced practice role.

Pittsburg State University
Irene Ransom Bradley
School of Nursing
Doctor of Nursing Practice Program

Preceptor Evaluation of Student

Student: _____

Course:_____

Semester of Evaluation: _____

Instructor(s) _____

Preceptor(s) _____

Clinic Address: _____

This evaluation form will be utilized for all Pittsburg State University Doctor of Nursing Practice (DNP) clinical and illustrates the progression of performance expected of graduate nursing students in the specific clinical area. The emphasis is on the development and demonstration of the advanced practice roles:

1. Increasing independence in the synthesis of data, generation of diagnostic hypotheses, formulation of plan, and implementation of appropriate management plans.

2. Integrates the clinical and research based knowledge from the biological and social sciences for the individual clinical area.

Instructions to the preceptor:

1. Observe your student regularly.
2. Evaluate the student based on your repeated observations using the scale according to the expected performance for the student's current place in the curriculum. Please feel free to comment on individual items or in general at the end of the form.
3. Discuss this evaluation with the student and have the student sign in the appropriate space. (Student's signature does not indicate agreement with the evaluation, only that it has been discussed.)

Thank you in advance for your support and time in mentoring the PSU/DNP Nursing Student.

Pittsburg State University
Irene Ransom Bradley School of Nursing
Doctor of Nursing Practice Program

Preceptor Evaluation of Clinical Performance Semester Evaluation Pittsburg State University

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

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

Client/Patient	Not Obs.	U Sat.	Sat.	Above Sat.	High Sat.
II. Assessment/Diagnosis					
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.					
III. Management/Planning					
1. Appropriately plans primary care for individual patients and families.					
1a. Applies knowledge of cultural and family/support variables in planning care.					
1b. Utilizes 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. Utilizes other resources in planning and providing health care, either through consultation or referral.					
3a. Uses texts and other resources in the clinic setting to maximize clinical learning.					
3b. Integrates Families theories into the management of the client/family/communities with special emphasis on rural settings.					
3c. Integrates the client/family/ community's resources to direct the individual/family/community's health care.					
3d. Synthesizes the health care policies influencing the individual/family/ community's health with special emphasis on rural settings.					
4. Integrates the legal and ethical influences of the individual/family/ community's health status.					

	Not Obs.	U Sat.	Sat.	Above Sat.	High Sat.
IV. Documentation and Evaluation					
1. Able to generate hypotheses about probable diagnoses based upon findings.					
2. Records are logical, sequential, clear and concise.					
3. Records contain information necessary to describe the patient situation.					
4. Efficient organization of time spent with patient and family.					
5. Efficient organization of time spent in the clinical setting.					
V. Overall Ability, Safety, and Competence					
1. Exhibits appropriate concern for the client and family.					
2. Involves the client and family in the assessment and management of health status.					
3. Responsible and professional in manner, deportment, appearance, and clinical practice.					
4. Works independently with the preceptor, peers, and resource personnel.					
5. Applies problem-solving process to ongoing self-evaluation, preceptor, patient, and family interactions.					

Preceptor Signature: _____

Date: _____

Doctor of Nursing Practice Program Comprehensive Exam

DNP students will articulate achievement of the DNP program outcomes and the American Association of Colleges of Nursing, *Essentials for Doctoral Education for Advanced Practice* by successfully completing the DNP Written Comprehensive Exam. BSN-DNP students will take their exam in two parts: Part 1 during the summer session of NURS 828 Primary Care III and Part 2 during the last semester of their program. MSN-DNP students will take one comprehensive exam in the last semester of their program. The student's instructor or scholarly project advisor will use the following rubric to grade the exam and provide feedback to the student on Canvas. If a student scores less than 70% on the exam, they will retake the exam at the next available date, which may be at the discretion of the Director of the IRBSON.

Evaluation of Written Comprehensive Exam Doctor of Nursing Practice Program

Student's Name: _____ Evaluator's Name_____

Date_____

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 student responded in an organized style.									
1	2	3	4	5	6	7	8	9	10
2. The student's statements and responses were accurate.									
1	2	3	4	5	6	7	8	9	10
e student communicated clearly and concisely.									
1	2	3	4	5	6	7	8	9	10
here 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
l questions were answered by the student in a professional manner.									
1	2	3	4	5	6	7	8	9	10
e 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 *The Essentials of Doctoral Education for Advanced Nursing Practice* in a manner consistent with the 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 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. Clearly delineated DNP Program Outcomes.									
1	2	3	4	5	6	7	8	9	10

Total Score_____

It is expected that students 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.

Criteria for BSN to DNP Portfolio

Students will maintain electronic copies of all coursework throughout the Graduate program to demonstrate the following criteria. Examples include major papers, course assignments and involvement with volunteer/community organizations. The Portfolio will be maintained online in the *Typhon* Student Tracking System. The Portfolio will be due in the final semester of the program and the student will be evaluated on the professional organization of the portfolio and accuracy of information.

1. Integrate theories and research from nursing science and other disciplines in provision of the highest level of evidence-based nursing practice (*Essential 1 and Essential 3*).

2. Evaluate organizational and systems leadership for the improvement of nursing care and healthcare delivery outcome *(Essential 2).*

3. Contribute to improving nursing and healthcare through managing information systems and patient care technology *(Essential 4).*

4. Synthesize healthcare policy in advocacy for patient/family care in all populations with an emphasis in rural settings *(Essential 5).*

5. Communicate and collaborate to lead interprofessional teams in advancing population health. (*Essential 6 and Essential 7*).

6. Consider long-term and short-term personal and professional goals for advancement of doctoral level practice *(Essential 8).*

7. Documentation of licenses, certifications, etc.

8. Documentation of community involvement (includes volunteer work, community organizations).

9. Information and references should be accurate and current.

10. Organization of portfolio (includes Title page, Table of Contents, Body & References in professional format with examples of coursework included).

American Association of Colleges of Nursing, *Essentials for Doctoral Education for Advanced Practice,* October 2006*)*

Evaluation of DNP Portfolio

Criteria	Rating			
1. Integrate theories and research from nursing science and other disciplines in provision of the highest level of evidence-based nursing practice (Essential 1 and Essential 3).	0	1	2	3
2. Evaluate organizational and systems leadership for the improvement of nursing care and healthcare delivery outcome (Essential 2).	0	1	2	3
3. Contribute to improving nursing and healthcare through managing information systems and patient care technology (Essential 4).	0	1	2	3
4. Synthesize healthcare policy in advocacy for patient/family care in all populations with emphasis in rural settings (Essential 5).	0	1	2	3
5. Communicate and collaborate to lead inter-professional teams in advancing population health. (Essential 6 and Essential 7).	0	1	2	3
6. Consider long-term and short-term personal and professional goals for advancement of doctoral level practice (Essential 8).	0	1	2	3
7. Documentation of licenses, certifications, etc.				
8. Documentation of community involvement.(includes volunteer work, community organizations).	0	1	2	3
9. Accuracy of information with references included (current and professional).	0	1	2	3
10. Organization of portfolio (includes Title page, Table of Contents, Body & References in professional format with examples of coursework included).	0	1	2	3

_____ _____

Committee Advisor/Date Committee Member/Date

Portfolio Suggestions

Papers, learning activities and clinical papers will be suggested in each course via the course syllabus. Students are encouraged to begin work on their portfolio early in their BSN to DNP program. Examples to be included in the portfolio should demonstrate the student's ability to document attainment of the Irene Ransom Bradley School of Nursing Program Outcomes.

DNP Scholarly Project

The DNP Scholarly Project Purpose

The overarching goal of the DNP Scholarly Project is for the project to have an impact on the healthcare system and quality of care; thus; the context of outcomes must be considered. The DNP Scholarly Project will bring specific benefits for a group, population, community, or policy and will advance nursing practice at local, state or national levels. Multiple aspects of the DNP *Essentials* will be included in a broadly practice based DNP Scholarly Project. Finally, the DNP project will serve as the beginning of work to be continued by the DNP graduate. As the *Essentials* state, "whatever form the final DNP product takes, it will serve as a foundation for future scholarly practice" (AACN, 2006, p. 20). The *DNP Project Development Worksheet and Dissemination Agreement* (Appendix A) guides the student and DNP Project Advisor in determining if the proposed project meets these purposes.

DNP Scholarly Project

The DNP Scholarly Project is an amalgamation of the individual student's field of inquiry, requiring the identification of a practice-focused problem to be examined in depth with the aim of improvement of practice and/or patient outcomes. The DNP Scholarly Project must be written during enrollment in NURS 920 (DNP Scholarly Project). The proposal must be read and approved by all members of the DNP Scholarly Project committee. Implementation of the project, or work on the DNP Scholarly Project may continue only after the DNP Scholarly Project committee has approved the proposal and the *Approval of DNP Scholarly Project Proposal* form has been completed and submitted to the Director of the School of Nursing. One copy of the approved Final DNP Scholarly Project including a signed copy of the *Approval of Final DNP Scholarly Project* form is sent electronically to the Pittsburg State University Graduate School for filing. If appropriate, requests for Human Subjects Committee (HSC) approval will be submitted to the School of Nursing Institutional Review Committee for review prior to submission to HSC. The student will apply for Human Subjects Committee approval under the guidance of the DNP Scholarly Project Advisor.

Throughout enrollment in the DNP Scholarly Project hours, the student will define a practice problem; conduct a comprehensive integrated review of the literature regarding the identified practice problem; design an appropriate project to further describe the problem or examine a suitable intervention; gather and analyze the data using the appropriate metric(s); interpret and evaluate the results of the inquiry; and disseminate project findings to a targeted audience. Project details must be agreed upon and approved by the DNP Scholarly Project Committee led by the assigned Scholarly Project faculty advisor. The DNP Scholarly Project is designed to be a series of steps. The student may complete one or more steps in a semester consistent with the number of credit hours enrolled in for that semester as agreed upon by the student and Scholarly Project Advisor.

DNP Scholarly Project Technical Guidelines

The DNP Scholarly Guidelines are described in the *PSU DNP Scholarly Project Manual**. Each student is expected to use the *PSU DNP Scholarly Project Manual* as a guideline for the layout and design of the DNP Scholarly Project. The DNP Scholarly Project manual is available the Graduate School web site: https://www.pittstate.edu/graduate/_files/documents/dnp/dnp-scholarly-project-manual.pdf The *PSU DNP Scholarly Project Manual* is considered the first authority for the **technical aspects** of the DNP Scholarly Project.

*Please note that there are two different documents. The *PSU DNP Scholarly Project Guide* contains all the policies and procedures of the School of Nursing regarding completion of a Scholarly Project. The *PSU DNP Scholarly Project Manual* is the document that presents the technical aspects of formatting the DNP Scholarly Project.

DNP Scholarly Project Committee

The DNP Scholarly Project will be conducted under the advisement and direction of a doctoral prepared faculty member from The Pittsburg State University Irene Ransom Bradley School of Nursing. The committee structure for the DNP Scholarly Project will be comprised of at least three individuals. The committee structure should take into account the strengths and limitations of both the DNP student and his/her faculty advisor. This structure should meet a twofold goal. The first goal is to align the DNP student with the appropriate research and/or content experts in the area of the proposed DNP Scholarly Project. Second, the committee structure will support the completion of the project in a timely manner with the purpose of increasing the impact of the DNP Scholarly Project on the intended clinical site/population. The DNP Scholarly Project Advisor must be a graduate faculty member from the PSU School of Nursing. In cooperation with the thesis advisor, the student must establish the committee of at least two other graduate faculty and/or graduate service faculty members, one of which is outside of the degree. The DNP Scholarly project committee may include an optional fourth member with is a graduate research associate faculty. This committee member may be a stakeholder within the organizational structure where the DNP Scholarly Project is taking place.
The DNP Scholarly Project Advisor and second committee member will be assigned by the Graduate faculty of the School of Nursing coordinated by the DNP Scholarly Project Coordinator during the first semester of the student's enrollment in DNP Project hours.

DNP Scholarly Project Steps/Forms

The scholarly project has been broken down into steps to follow for each credit of enrollment. The student should follow the following guidelines for completion of the Scholarly Project:

Enrollment credit 1

- Completion of *DNP Scholarly Project Development Worksheet and Dissemination Agreement*
- Completion and submission of *DNP Committee Approval* form
- Committee set up in the Graduate on-line system (See *Steps and Important Dates for Online Project* instructions on the Graduate School website)
- Completion of Project Chapter 1: Introduction (Identifying and analyzing a practice concern related to the student's interest area; define the concern; identify the DNP role in addressing the concern)

Enrollment credit 2

- Completion of Project Chapter 2: Integrated Review of the Literature

Enrollment credit 3

- Completion of Project Chapter 3: Methods

Enrollment credit 4

- Proposal Defense
- IRB approval (If approval or permission from another agency is necessary to complete the project, student should obtain that after proposal approval but prior to or concurrently with the PSU IRB approval.)
- Implementation Step/Collection of Data
- Completion and submission of *Approval of DNP Scholarly Project Proposal* form to Project Advisor
- Submit copy of proposal and add DNP Project title to Graduate on-line system (See *Steps and Important Dates for Online Project* instructions on the Graduate School website)

Enrollment credit 5

- Completion of Project Chapters 4 & 5: Results (analysis, if appropriate and synthesis of findings) & Discussion (establish conclusions and recommendations based on the evidence from the project)

Enrollment credit 6

- In consultation with the DNP Scholarly Project Advisor, schedule a meeting with the DNP Scholarly Project Committee for the defense of the project.
- Review with the DNP Scholarly Project Advisor the expectations for defending the project.
- Develop a poster or oral presentation for the PSU Research Colloquium.
- After the defense, obtain signatures on all of the Approval Pages (one for the electronic submission and one for each copy of the project to be bound). The approval page for the electronic submission must have original signatures of the committee in black ink.
- Submit a rough draft of your project to each member of the DNP Scholarly Project Committee and to the Graduate and Continuing Studies Office through Digital Commons prior to the Final day for first draft, including a copy of the approved Application for Initial Review of Research Using Human Subjects**.** (See *Steps and Important Dates for Online Project* instructions on the Graduate and Continuing Studies Office website)

Final Edits:

- Completion of final written product and submission to Digital Commons including *DNP Scholarly Project Approval* page and Copyright agreement (Appendix D) before the Final Day for submission as listed in the University Calendar
- Submission of paper copies to the Graduate and Continuing Studies Office for binding

Note: According to Graduate School policy, students planning a Fall graduation must have completed the first 2 steps in the on-line graduate system by March 1, the Spring before the intended graduation date. Students who are planning a Spring/Summer graduation must have completed the first 2 steps in the on-line graduate system by October 1, the Fall before the intended graduation date. Student should consult the PSU Academic Calendar for all other deadlines associated with DNP Scholarly Project submission to the Graduate School.

*If the scholarly project is not completed within the required six credits, the student will be required to maintain continuous enrollment of 1 hour per semester to maintain their admission status in the School of Nursing DNP program. If continuous enrollment is not maintained, the

student will be required to re-apply for admission to the program to complete the degree.
The steps/forms for the student completing a DNP Scholarly Project are available on-line through the Graduate School website: https://www.pittstate.edu/graduate/dnp-scholarly-project.html

Policy for Grading of DNP Scholarly Project
DNP Scholarly Project hours will be graded in the semester in which the student has enrolled in them according to the letter grade scale. An incomplete or in progress grade will be utilized in rare instances when a student is unable to complete a course due to circumstances beyond his/her control. The student must have successfully completed most of the course work to be eligible.

Final Product for the DNP Scholarly Project
At the completion of the DNP Scholarly Project, the student will submit a formal five chapter written description of the project following the outline presented in the *Complete DNP Scholarly Project Written Dissemination Guidelines* (Appendix E). In addition, a final scholarly product of the DNP Scholarly Project may be required depending on the nature of the scholarly project. It may take many forms, for example, a manuscript suitable for publication (the paper does not have to be published), summary paper that describes evidence-based protocol (protocol attached), and/or other artifacts. The final product will be approved by all members of the DNP Scholarly Project committee according to School of Nursing published calendar deadlines.

Checklist for DNP Scholarly Project Completion
Irene Ransom Bradley School of Nursing

_____ 1. Enrollment in 1st hour of NURS 920 DNP Scholarly Project

_____ 2. Selection of topic for DNP Scholarly Project: _____

_____

_____ 3. Project Advisor: _____

_____ 4. Committee Members:

Member 2: _____

Member 3: _____ (Outside the School of Nursing)

_____ 5. Project Advisor and Committee Member's names entered into GUS for approval.

_____ 6. Proposal Defense

_____ 7. Human Subject Approval: School of Nursing_____

PSU Graduate Studies_____

_____ 8. DNP Scholarly Project Final Oral Podium Presentation

_____9. Completed DNP Scholarly Project uploaded to Digital Commons by the due dates established by the Office of Graduate and Continuing Studies

Please consult PSU website for complete and current Continuing and Graduate Studies information: https://www.pittstate.edu/graduate/dnp-scholarly-project.html

Protocol for DNP Scholarly Project Final Oral Podium Presentation

1. The final oral podium presentation of the DNP Scholarly Project is the student's finished project. The oral presentation will be scheduled with all committee members at a mutually acceptable time. When possible, the scheduling of the oral defense shall be in accordance of the timeline published by the School of Nursing.
2. Students should contact the office administrative specialist 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 scholarly project topic.
5. The student should be prepared to respond to questions related to the attainment of the graduate program objectives through their scholarly project.
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 School of Nursing office 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 DNP Scholarly Project.
8. Those present should be attentive to the presentation and courteously leave cell phones, laptops, and other handheld 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).
10. The student will review the grading rubric for evaluation of Podium Presentation prior to the podium presentation.

Evaluation of DNP Scholarly Project Final Oral Podium Presentation

Date_____

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 student presented in an organized style.									
1	2	3	4	5	6	7	8	9	10
2. The student's statements and responses were accurate; communicating clearly and concisely.									
1	2	3	4	5	6	7	8	9	10
tudent addressed in detail how they met the DNP Program Outcomes.									
1	2	3	4	5	6	7	8	9	10
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
uestions were answered by the student in a professional manner.									
1	2	3	4	5	6	7	8	9	10
nt's use of handouts and/or technology enhanced the presentation.									
1	2	3	4	5	6	7	8	9	10
7. Evidenced integration of *The Essentials of Doctoral Education for Advanced Nursing Practice* in a manner consistent with the 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 students 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.

Assessment of Outcomes of Residency Date_____

Doctor of Nursing Practice Program

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 student demonstrates increased independent clinical decision-making and judgment to differentiate complex practice problems incorporating diverse and culturally sensitive approaches.

1	2	3	4	5	6	7	8	9	10

2. The residency student is able to create individualized interventions for patients based upon professional standards of practice and evidence-based care to improve patient outcomes.

1	2	3	4	5	6	7	8	9	10

3. The residency student is able to synthesize nursing science with knowledge from biophysical, psychosocial, analytical and organizational sciences to provide safe and effective health care practices.

1	2	3	4	5	6	7	8	9	10

4. The residency student is able to develop new advanced practice skills obtained from the practicum experience.

1	2	3	4	5	6	7	8	9	10

5. The residency student is able to collaborate with intra and inter-professional colleagues within the health care setting for improving patient and population health outcomes.

1	2	3	4	5	6	7	8	9	10

Total Score_____

Comments:_____

_____

_____

_____

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The Pittsburg State University Student Handbook/Academic Planner, Doctor of Nursing Practice Student Handbook, DNP 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 located online at www.pittstate.edu. Students should be familiar with 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.

For further information regarding the School of Nursing or to make an appointment with an advisor, please contact: Pittsburg State University, Irene Ransom Bradley School of Nursing, McPherson Hall, Pittsburg, Kansas 66762. (620) 235-4431 (Nursing Office) (620) 235-4449 (Fax Number) Website: www.pittstate.edu/nurs
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