

Doctor of Nursing Practice Advanced Practice Student Handbook 2026 – 2027



**Irene Ransom Bradley
School of Nursing
Pittsburg State University**

**Welcome to Pittsburg State University
Irene Ransom Bradley School of Nursing
Doctor of Nursing Practice Program
DNP Student Handbook**

A Message from the Director

As you begin your Doctor of Nursing Practice (DNP) program, the faculty and I would like to extend to you a warm welcome! We congratulate you on your decision to pursue a 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, accredited by the Commission on Collegiate Nursing Education, and meets Higher Learning Commission standards.

Our faculty and staff strive to instill in our students the PSU's Mission "to make life better through education." 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. As a graduate 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 updates to you. If you have questions, please ask!

We wish you the very best throughout your graduate nursing education. Faculty have designed a rigorous curricula with innovative classroom, clinical lab, simulation, 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 in to say hello, when you are on campus! We thank you for choosing Pittsburg State University.

Go Gorillas!

Sincerely,

A handwritten signature in black ink that reads "Amy Hite". The signature is written in a cursive, flowing style.

Amy Hite, EdD, DNP, APRN
Director and Professor
Irene Ransom Bradley School of Nursing

OAGAAG

Table of Contents

Notice of Nondiscrimination.....	9
Student Disability Services.....	9
Notice to Students	9
Organizational Chart, Irene Ransom Bradley School of Nursing	10
Organizational Chart, Pittsburg State University	11
School of Nursing Graduate Faculty and Staff	12
Director	12
Program Coordinators.....	12
Faculty.....	12
Administrative Staff.....	13
Introduction to Pittsburg State University.....	14
Accreditation Status.....	16
Traditions	17
PSU Commemoration Day (Apple Day).....	17
Pinning Ceremony.....	17
Mission Statement.....	18
Core Values	18
Mission Elements.....	18
Teaching.....	18
Learning	18
Teaching-Learning.....	19
Scholarship.....	19
Conceptual Framework.....	19
Person.....	19
Environment	19
Health	19
Nursing and Nursing Practice.....	19
DNP Program Outcomes	20
Advanced Practice Definitions	20
Convictions or Disciplinary Action.....	21
Sample Program Plan of Study.....	23
BSN to DNP	23

MSN to DNP	25
Standards for the Doctor of Nursing Practice Program	26
American Nurses' Association Code of Ethics for Nurses	26
Provisions of the Code of Ethics for Nurses with Interpretive Statements.....	26
Pittsburg State University Irene Ransom Bradley School of Nursing Advanced Practice Code of Ethics.....	27
Competencies	27
Dishonesty in Academic Work	27
Honesty Pledge	28
Curriculum, Academic Requirements and Progression.....	28
Graduate School Policies.....	28
Time Limit to Complete Degree	28
Transfer and Wavier of Credit Policy	28
Validation of Previous Work	28
Planning to Meet the Degree Requirements	28
Academic Standing.....	29
Completion of Course Assignments	29
Graduate Nursing Program Progression and Continuous Enrollment Policy	29
Degree Plans and Enrollment Out of Sequence.....	29
Dismissal Due to Unsatisfactory Performance and Appeal Process.....	30
Withdrawal from Classes.....	30
Incomplete Work/In-Progress.....	30
Student Success	30
Code of Student Rights and Responsibilities.....	31
Steps for Resolving Academic Conflicts	31
Graduate Catalog and Handbooks for Graduate Students	31
Individual Practice Hour Requirement.....	31
Individual Practice Hour Report.....	32
Academic Due Process for Grievance	33
Research Skills and Responsible Scholarship	34
Protection of Human Subjects (IRB) Policy	34
Financial Assistance and Scholarships.....	34
Student Financial Assistance.....	34
Nursing Scholarships	34

Additional Sources for Financial Assistance	35
Policies for Doctor of Nursing Practice Majors	35
Documentation of Learning Outcomes.....	35
Educational Data	35
Learning Resources in McPherson Hall	35
Learning Resources on Campus	35
Special Programs	35
Continuing Education for Nurses	35
Recording Release for Use by Students	35
Access to School of Nursing Student Records.....	38
Privacy Issues	38
Posting of Grades by Faculty.....	38
Standards for Written Work	38
Absence from Examination	38
Examination Policies	38
Testing Room Policies	38
Online Testing Policies	39
Class Attendance/Class Absence.....	39
FNP Board Certification Review Course	39
Preparation for APRN Practice	40
Fees	40
Application Fees	40
Semester Fees.....	40
MSN to DNP	40
BSN to DNP	40
Standardized Testing.....	40
TYPHON.....	40
Shadow Health Costs	41
Reference/Recommendation Request.....	43
Communications Policy.....	44
Gorilla Geeks.....	44
Ethics for Computer Use	44
Artificial Intelligence Policy	45

Student Participation in School of Nursing and Committee Meetings	45
Acceptance of Gifts.....	46
Student Employment Policy.....	46
Graduate Assistant Policy	46
Graduate Assistantships.....	46
Requirements for Appointment.....	47
Student Crisis Response Procedure	47
Purpose.....	47
Implementation Steps.....	47
Severe Weather Emergency Plan.....	47
Active Attack Awareness.....	48
Concealed Weapons Policy	48
Student Health and Counseling Services.....	48
Personal Injury Policy.....	49
Needle Safety/Needle Stick Protocol	49
Health Information Privacy Policy (HIPPA).....	49
Arrests and/or Convictions	49
Disciplinary Policy	49
Policy on Prevention of Alcohol and Drug Abuse	50
School of Nursing Substance Abuse and Drug Testing Policy.....	50
PSU School of Nursing Student Consent for Substance Abuse Testing.....	57
Drug-Free Workplace Policy.....	59
Policy for Professional Assistance Program Referrals in States of R.N. Licensure	59
School of Nursing Violence and Abuse Policy	59
Faculty Office Hours.....	60
A Nurse's Guide to the Use of Social Media	60
DNP Clinical Experience Requirements	60
Advanced Cardiac Life Saving (ACLS) Policy	60
Basic Life Support (BLS) Policy	60
Registered Nursing License	60
Tuberculin Screening	61
Influenza and Covid Vaccination/Boosters	61
Essential Nursing Physical Functions	61

Health Impairment in Clinical Practicum Experiences.....	61
Liability Insurance	62
Dress Code	62
Uniform.....	62
Evaluation of Clinical Performance	64
Absence from Clinical Assignments	64
Blood and Body Substance Exposure Policy	64
Smoking Policy	64
Simulation Hospital and Skills Lab Policies.....	64
Laboratory Hours	64
Available Resources	64
Simulation Hospital and Skills Lab Equipment	65
Transportation Policy	65
Inclement Weather	65
Special Concerns	65
Graduate Clinical Preceptors	66
Steps for Securing Clinical Preceptors.....	67
Clinical Facility and Preceptor Information Form	69
Graduate Preceptor Contract	70
Doctor of Nursing Practice Program Comprehensive Exam.....	71
Evaluation of Written Comprehensive Exam Doctor of Nursing Practice Program	72
DNP Scholarly Project	73
The DNP Scholarly Project Purpose	73
DNP Scholarly Project.....	73
DNP Scholarly Project Technical Guidelines.....	73
Policy for Grading of DNP Scholarly Project.....	73
Progress in NURS 920 DNP Scholarly Project.....	74
Checklist for DNP Scholarly Project Completion	75
Evaluation of DNP Scholarly Project Final Oral Podium Presentation.....	76
Evaluation of DNP Scholarly Project Final Oral Podium Presentation.....	77
Disclaimer	78

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, 212 Russ Hall, 1701 S. Broadway, Pittsburg, KS 66762-7528.

[Email Institutional Equity](#)

Pittsburg State University is a public institution governed by the Kansas Board of Regents.

Student Disability Services

The Office of [Student Disability Services](#) assists students who have or think they may have a disability. Student Disability Services staff works with faculty and staff to ensure reasonable accommodations are in place for students registered with the office. Each semester Student Disability Services reviews, prepares, and sends letters of accommodation to faculty and staff. When students have testing accommodations, Student Disability Services communicates with instructors to assist in the proctoring of exams.

To request accommodations, visit [Student Disability Services](#)

Notice to Students

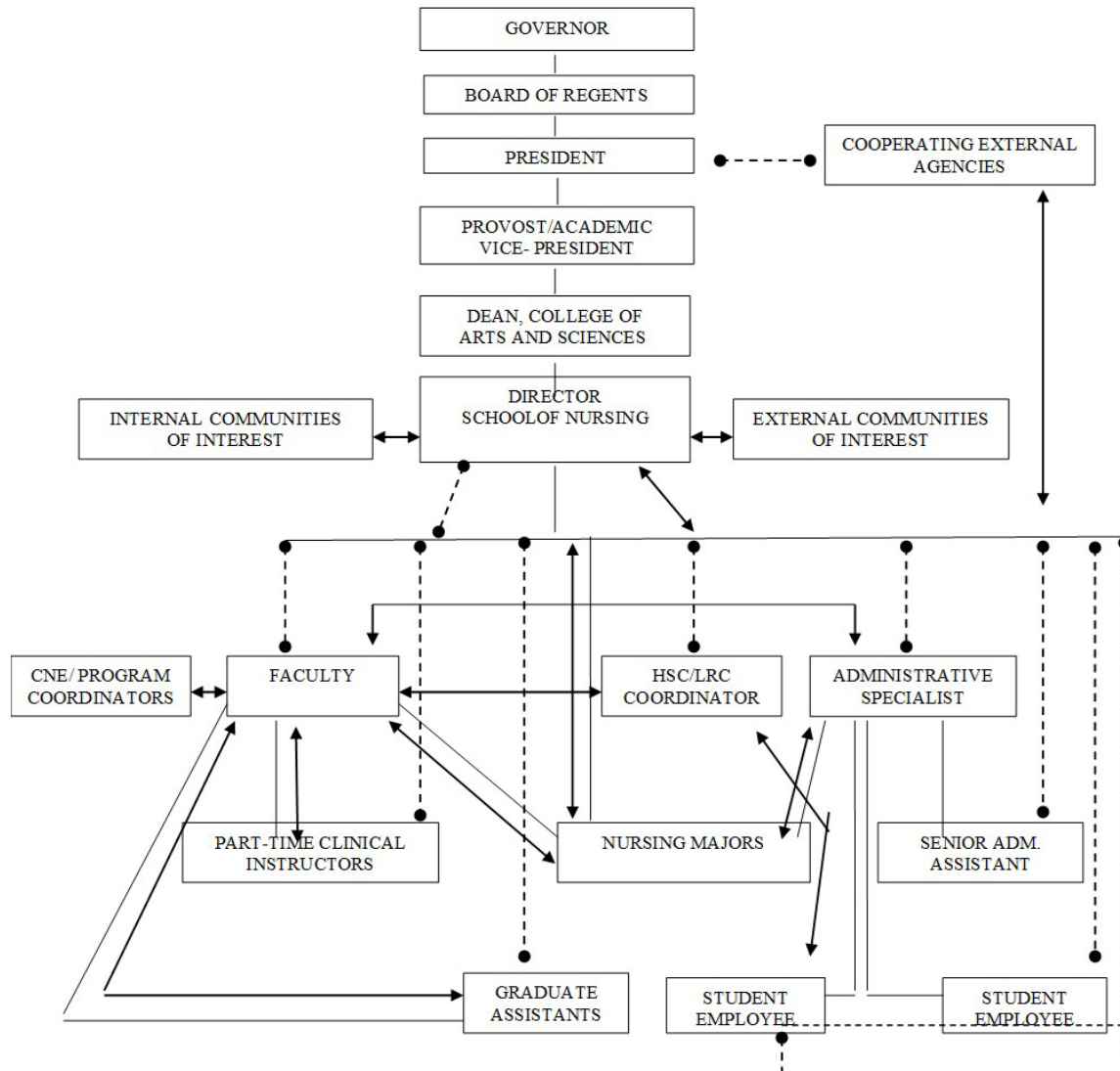
Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual 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 Student Disability Services, 113 Axe Library, Pittsburg State University, Pittsburg, KS 66762, 620-235-6578.

[Email Institutional Equity](#)

[Office of Institutional Equity and Title IX](#)

Organizational Chart, Irene Ransom Bradley School of Nursing

IRENE RANSOM BRADLEY SCHOOL OF NURSING ORGANIZATIONAL CHART

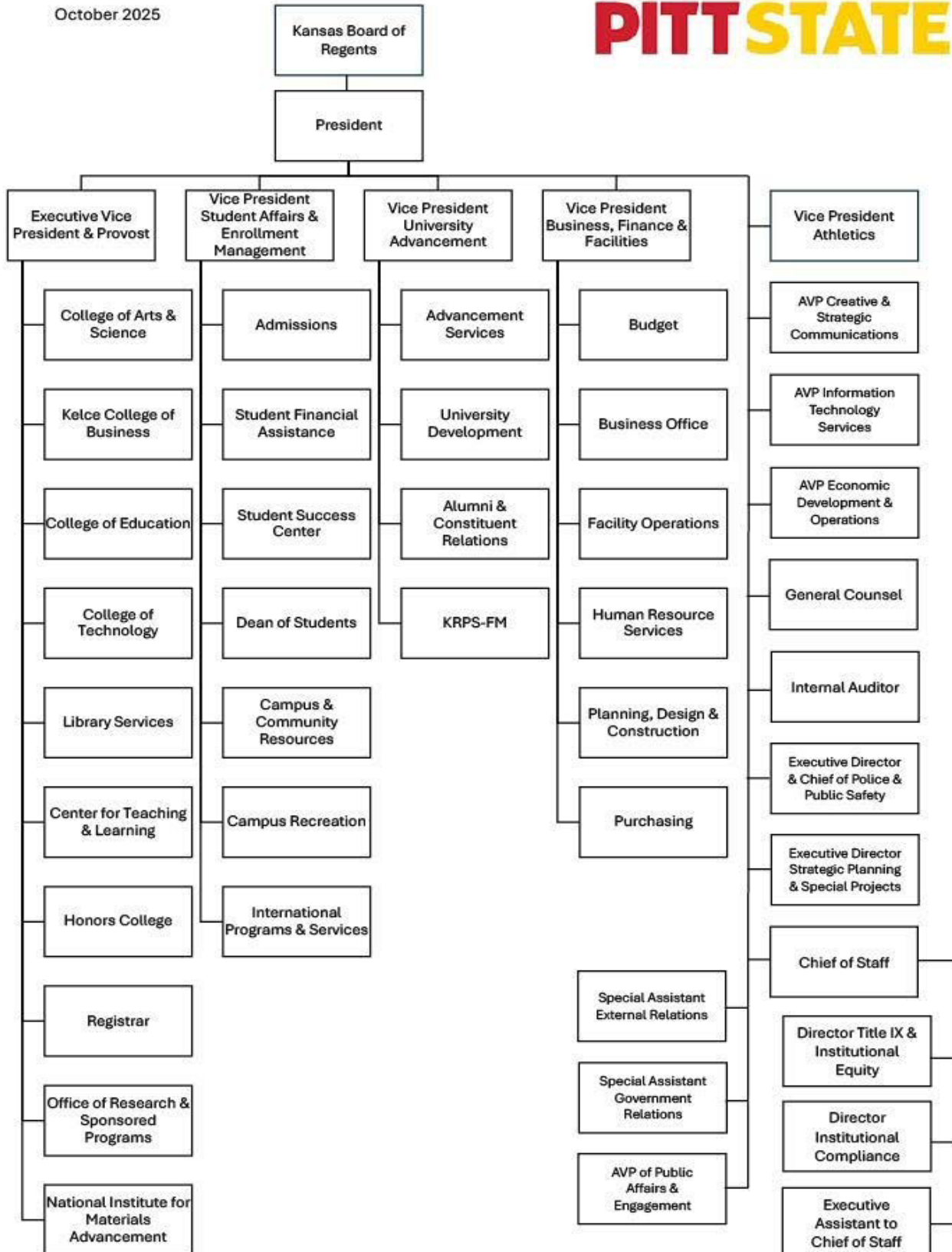


• - - - - • Contractual Agreement
 < - - - - > Cooperative Responsibilities
 ————— Direct Responsibility

Revised: 8/11/08; 7/21/09; 08/04/10; 8/12/16; 9/18/19

Organizational Chart, Pittsburg State University

October 2025



School of Nursing Graduate Faculty and Staff

Director

Dr. Amy Hite

[Email Dr. Hite](#)

Phone: 620-235-6528

Program Coordinators

Dr. Gena Coomes

ADN to BSN Program Coordinator

[Email Dr. Coomes](#)

Dr. Kristi Frisbee

Graduate Leadership Programs Coordinator

[Email Dr. Frisbee](#)

Dr. Anna Beth Gilmore

RN to BSN Program Coordinator

[Email Dr. Gilmore](#)

Dr. Jennifer Harris

Advanced Practice Program Coordinator

[Email Dr. Harris](#)

Dr. Karen Johnson

BSN Program Coordinator

[Email Dr. Johnson](#)

Faculty

Dr. Mandi Alonzo

[Email Dr. Alonzo](#)

Dr. Kim Byler

[Email Dr. Byler](#)

Dr. Cheryl Giefer

[Email Dr. Giefer](#)

Dr. Ashleigh Heter

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Dr. Bailey Roberts

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Dr. Mary Carol Pomatto

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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 articulation, 2-plus-2 agreements, transfer credit and reverse transfer credit is written and accessible on the University's website at [Transfer Equivalency Guidelines](#).

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.

[Institutional Effectiveness - Accreditation](#)

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 (IRBSN) in honor of the mother of PSU alumnus Dr. Fay Bradley, who gifted one million dollars to the University to benefit nursing education. The IRBSN 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. The MSN degree program currently is focused on Leadership with two emphasis options – Organizational Leadership or Educational Leadership

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 working 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 Advanced Practice 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 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.

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 includes emphasis areas in organizational leadership, educational leadership, and forensic nursing leadership, to address the clinical nursing faculty shortage in Kansas and across the nation. In 2024, a MSN to DNP Leadership degree program began with emphasis options in Educational Leadership or Organizational Leadership.

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 and DNP 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 (October 2023). The last on-site review by CCNE and KSBN occurred on November 4-6, 2019 for the BSN, MSN, and DNP programs.

The BSN, MSN Education, and DNP Advanced Practice programs at Pittsburg State University are accredited by CCNE through June 30, 2030.

The Bachelor of Science in Nursing, Master of Science in Nursing and Doctor of Nursing Practice programs at the Pittsburg State University Irene Ransom Bradley School of Nursing are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. The Commission on Collegiate Nursing Education, an autonomous arm of the American Association of Colleges of Nursing, is officially recognized by the U.S. Secretary of Education as a national accreditation agency. The Bachelor of Science in Nursing and Doctor of Nursing Practice programs are approved by the Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson Street, Suite 1051, Topeka, Kansas 66612-1230; 785-296-4929.

Pittsburg State University is accredited by The Higher Learning Commission: A Commission of The North Central Association of Colleges and Schools. The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. The HLC accredits degree-granting post-secondary educational institutions in the North Central Region of the United States.

Irene Ransom Bradley School of Nursing Directors

2024-Present: Amy Hite

2016-2024: Cheryl Giefer

2014-2016: Mary Carol Pomatto

Department of Nursing Chairs

2005-2013 Mary Carol Pomatto

1999-2005 Carolyn Keil

1998-1999 Barbara Jean McClaskey (interim)

1989-1998 Jo-Ann Marrs

1988-1989 Barbara Jean McClaskey (interim)

1979-1988 Roberta Thiry

1970-1979 Cecilia Waggoner

[Irene Ransom Bradley School of Nursing](#)

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.

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, translate, and apply established and evolving disciplinary nursing knowledge and ways of knowing, and knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences to enhance the practice of advanced level nursing.
2. Provide person centered care that is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate.
3. Apply advanced principles of population health and the healthcare delivery continuum from health promotion through disease management for the improvement of equitable population health outcomes as they impact individuals, families, groups, communities, and populations.
4. Evaluate research to improve evidence-based nursing practice through the generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.
5. Employ principles of safety and improvement science to enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.
6. Engage in intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to strengthen health outcomes.
7. Coordinate resources to provide safe, quality, and equitable care to diverse populations within complex systems of healthcare.
8. Demonstrate the application of informatics and patient care technologies to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.
9. Model a sustainable professional identity that reflects advanced level nursing's characteristics and values.
10. By doing learn and engage in self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership.

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.

Convictions or Disciplinary Action

Licensure – Please be advised that nursing licenses may be denied or disciplined by the Kansas State Board of Nursing (KSBN). Possible grounds for such action may include being guilty of any felony or being guilty of a misdemeanor that involves an illegal drug offense or a felony crime against a person. Also considered are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing. All criminal history must be revealed to and will be evaluated by KSBN BEFORE licensure is granted or denied.

Kansas laws governing nursing state that an individual may be denied licensure if that person has had certain criminal convictions:

KSA 65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.

- a. Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a temporary permit or authorization, if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:
 1. To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
 2. To have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 chapter 21 of the Kansas Statutes annotated, or K.S.A. 2012 Supp. 21-6104, 21-6325, 21-6326 or 21-6418, and amendments thereto;
 3. To have committed an act of professional incompetency as defined in subsection (e);
 4. To be unable to practice with skill and safety due to current abuse of drugs or alcohol;
 5. To be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
 6. To be guilty of unprofessional conduct as defined by rules and regulations of the board;
 7. To have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;
 8. To have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation, or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8); or
 9. To have assisted suicide in violation of K.S.A. 21-3406, prior to its repeal, or K.S.A. 2012 Supp. 21-5407, and amendments thereto, as established by any of the following:
 - a. A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406, prior to its repeal or K.S.A. 2012 Supp. 21-5407, and amendments thereto.
 - b. A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A. 2012 Supp. 60-4404, and amendments thereto.
 - c. A copy of the record of a judgment assessing damages under K.S.A. 2012 Supp. 60-4405, and amendments thereto.
 - d.

Licensure may also be denied because of past disciplinary action on a license or certificate.

The Kansas State Board of Nursing (KSBN) staff can answer questions relating to licensure. Students are asked to notify the Director of Nursing if convicted of an offense as described above during the program year.

Sample Program Plan of Study

BSN to DNP

Year 1 – Summer

NURS 801 DNP Intensive Seminar, 1 credit hour

NURS 712 Professional Identity in Advanced Level Nursing, 2 credit hours

Year 1 – Fall

NURS 730 Advanced Health Promotion: Individual, Family & Community, 3 credit hours

NURS 800 Theories Related to Nursing Practice, 2 credit hours

NURS 817 Pharmacokinetics and Pharmacodynamics for Advanced Practice Nursing, 1 credit hour

Year 1 – Spring

NURS 892 Healthcare Research, 4 credit hours

NURS 888 Health Policy, 2 credit hours

NURS 920 DNP Scholarly Project**, 1 credit hour

Year 2 – Summer

NURS 713 Leadership in Advanced Practice Nursing, 3 credit hours

NURS 895 Interpreting Research for Evidence Based Nursing Practice, 2 credit hours

Year 2 – Fall

NURS 809 Advanced Pathophysiology, 3 credit hours

NURS 911 Tools for Practice Scholarship, 2 credit hours

NURS 920 DNP Scholarly Project**, 2 credit hours

Year 2 – Spring

NURS 803 Advanced Health Assessment, 2 credit hours

NURS 804 Advanced Health Assessment Practicum (96 clinical hours), 2 credit hours

NURS 818 Applied Drug Therapy, 3 credit hours

NURS 920 DNP Scholarly Project**, 1 credit hour

Year 3 – Summer

NURS 885 Informatics for Healthcare, 2 credit hours

NURS 894 Principles of Epidemiology, 2 credit hours

Year 3 – Fall

NURS 806 Primary Care I: Family Health, 3 credit hours

NURS 807 Primary Care I Practicum: Family Nurse Practitioner (144 clinical hours), 3 credit hours

NURS 920 DNP Scholarly Project**, 2 credit hours

Year 3 – Spring

NURS 812 Primary Care II: Family Health, 3 credit hours

NURS 813 Primary Care II Practicum: Family Nurse Practitioner (144 clinical hours), 3 credit hours

NURS 828 Primary Care III Practicum: Family Nurse Practitioner (96 clinical hours), 2 credit hours

Year 4 – Summer

NURS 828 Primary Care III Practicum: Family Nurse Practitioner (144 clinical hours), 3 hours

Year 4 – Fall

NURS 889 Impact of Health Determinants, 3 credit hours

NURS 910 Residency (144 clinical hours), 3 credit hours

Elective*, 3 credit hours

Year 4 – Spring

NURS 900 Quality, Safety and Practice Outcomes, 3 credit hours

NURS 910 Residency (144 clinical hours) **OR** Elective, 3 credit hours

Program Total Credit Hours = 74

***Electives: 6 hours**

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

Curriculum has 1056 practice hours

DNP Scholarly Project accounts for 288 hours of practice

Optional Emphasis Areas

- Forensic Nursing Leadership
- NURS-814 Vulnerable Populations (3 hours)
- NURS-842 Advanced Forensic Nursing I (3 hours)
- NURS-843 Advanced Forensic Nursing I: Practicum (1 hour)
- NURS-844 Advanced Forensic Nursing II (3 hours)
- NURS-845 Advanced Forensic Nursing II: Practicum (1 hour)
- NURS-846 Advanced Forensic Nursing III: Practicum (1 hour)

Educational Leadership

- NURS-850 Curriculum Development (3 hours)
- NURS-853 Testing and Evaluation for Nurse Educators (2 hours)
- NURS-854 Teaching Strategies: Practicum (1 hour)
- NURS-855 Teaching Strategies (2 hours)
- NURS-856 Education Practicum (2 hours)

Organizational Leadership

- NURS-716 Introduction to Organizational Leadership (3 hours)
- NURS-720 Healthcare Economics (3 hours)
- NURS-760 Nursing and Healthcare System Management (2 hours)
- NURS-761 Nursing and Healthcare System Management Practicum (1 hour)
- NURS-865 Strategic Development (3 hours)

MSN to DNP

Year 1 – Summer

NURS 801 DNP Intensive Seminar, 1 credit hour

NURS 895 Interpreting Research for Evidence Based Nursing Practice, 2 credit hours

Year 1 – Fall

NURS 808 Translation to Doctoral Leadership and Theory, 3 credit hours

NURS 889 Impact of Health Determinants, 3 credit hours

Year 1 – Spring

NURS 888 Health Policy, 2 credit hours

Elective, 3 credit hours

NURS 920 DNP Scholarly Project**, 1 credit hour

Year 2 – Summer

NURS 885 Informatics for Healthcare, 2 credit hours

NURS 894 Principles of Epidemiology, 2 credit hours

Year 2 – Fall

NURS 920 DNP Scholarly Project**, 2 credit hours

NURS 911 Tools for Practice Scholarship, 3 credit hours

Year 2 – Spring

NURS 900 Quality, Safety and Practice Outcomes, 3 credit hours

NURS 920 DNP Scholarly Project**, 1 credit hour

Year 3 – Summer

NURS 910 Clinical Residency (96 Clinical Hours), 2 credit hours

Year 3 – Fall

NURS 920 DNP Scholarly Project**, 2 credit hours

Program Total Credit Hours = 32

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

***Elective area 3 hours**

Optional Emphasis Area

- Educational Leadership
- NURS-850 Curriculum Development (3 hours)
- NURS-853 Testing and Evaluation for Nurse Educators (2 hours)
- NURS-854 Teaching Strategies: Practicum (1 hour)
- NURS-855 Teaching Strategies (2 hours)
- NURS-856 Education Practicum (2 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.

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

Code of Student Rights and Responsibilities

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.

[Graduate School Policies](#)

Time Limit to Complete Degree

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

Transfer and Waiver of Credit Policy

Any transfer or waiver of graduate credit that applies to a degree must have the recommendation of the student’s 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.

Validation of Previous Work

Credits earned more than six years before the date of granting the degree cannot be counted to meet requirements for the degree unless they are validated by special examination or repeated. Examinations and grades for validated courses are given by the course instructor and must be filed in the Graduate Office. Courses are eligible for validation only if they have been taken within a ten-year period from when the candidate’s degree will be completed. Courses from other institutions may not be validated; therefore, transferable courses must be no more than six years old at the time of granting the degree.

Planning to Meet the Degree Requirements

At the time of admission into a degree program, students should meet with their advisor 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.

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 College Dean. The College 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 in accordance with the University Academic Honesty and Integrity Policy are not eligible to be admitted to a graduate degree program for a period of two years.

Completion of Course Assignments

Graduate nursing students will be graded according to achievement on course assignments and participation in course activities. After the 2nd activity is late, the student and their advisor will be notified in writing. If more than two activities (assignments, discussion boards, quizzes, exams, etc.) with due dates are not submitted on time the student will be encouraged to withdraw from the course. This will necessitate the student meet with their academic advisor, adjust the program of study, discuss how this may affect financial aid eligibility, continued progression in the graduate program, and anticipated graduation date.

Graduate Nursing Program Progression and Continuous Enrollment Policy

Students must maintain continuous enrollment in the graduate program based upon their Program of Study. If a lapse of enrollment is requested, the Director of the IRBSON must be notified in writing. 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 by email to the Director of the School of Nursing.

A graduate nursing student must maintain an overall average of 3.0 GPA with no more than two Cs in 700 level and above coursework in nursing taken as part of the graduate programs. A graduate nursing student earning a grade of "C" or below in more than two courses must submit a written request 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 IRBSON 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 grades are 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.

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.

[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.

[Code of Student Rights and Responsibilities](#)

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. 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.

[Pittsburg State University Catalog](#)

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: _____

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)	_____	_____
Nurse 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 Pittsburgh 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 CITI Program Online Training.
[Research Involving Human Subjects](#)
6. Documentation of receipt of and reading of the PSU Assurance Handbook, Belmont Report Ethical Principles and Guidelines, and Federal Regulations accessible online.
[Institutional Assurance Review Board Handbook](#)
7. Complete Conflict of Interest reporting form.

Protection of Human Subjects (IRB) Policy

Research to be conducted by any nursing student must have approval of the IRBSON Committee for the Protection of Human Subjects 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 Committee for the Protection of Human Subjects meets as needed during the academic year and during the summer session.

[Research Involving Human Subjects](#)

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 Pittsburgh State University students."

[Student Financial Assistance](#)

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 Associates 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.

[Nursing Scholarship List](#)

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.

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 Hall

The learning environment which is afforded to students in McPherson Hall is most conducive to enhancing knowledge and utilizing educational tools for success. The Simulation Hospital and Skills Lab (SH/SL) 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 in the Simulation Hospital. The SH/SL has comfortable seating, donated texts, and other resources. Students have laptop computers, 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 students 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 pre-licensure 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: _____

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)

Student Name

Signatures

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 associate/officer. Students may request copies of materials contained in the file. Please ask the school administrative associate/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

Faculty members will ensure that students have access to their current grades for all courses through the Learning Management System (LMS). Each syllabus will outline the weighting of exam and non-exam points. Students will regularly receive updates on their overall course grades. It is specified in the syllabi that all assignments must be submitted to earn a course grade.

[FERPA - Family Rights and Privacy Act](#)

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.

Examination Policies

Testing Room Policies

- No food or drinks are permitted in the testing room.
- Hats and hoods are not allowed. Students may be asked to show their pockets or pull up long sleeves before testing.
- Arrive 5-10 minutes early for the scheduled exam time.
- No unauthorized materials (books, calculators, notes, or other aids) may be used unless approved by the faculty member.
- All scratch paper and writing utensils will be provided.
- No outside paper is permitted, and all scratch paper must be returned at the end of the exam.
- No electronic devices (cell phones, cameras except Respond us Monitor, smartwatches, or any device capable of recording, copying, or photographing) are allowed during exams or exam reviews.
- Possession of such a device will be presumed as an attempt to record exam content and will result in a failing grade.
- Late arrivals may or may not be admitted at the discretion of the instructor.
- No extra time will be given for late arrivals.

- Restroom breaks are not permitted unless authorized by the instructor or proctor.
- If technical issues occur, students must notify the proctor immediately.
- Unauthorized troubleshooting or opening additional applications is prohibited.
- Students must quietly gather their belongings and exit the room immediately after submitting their exam. Questions about the exam should be submitted to the instructor in writing.
- Students who are caught violating the Testing Room Policy by using unauthorized materials, devices, or resources will be given a grade of zero on that exam.

Approved by SONO, 3/27 /26, 4/24/26

Online Testing Policies

- Be sure to follow the guidelines for the Webcam and do not have a phone or any other device available.
- Strict webcam guidelines will be enforced to provide as much test security and integrity as possible in this course.
- No electronic devices (cell phones, cameras except Respondus Monitor, smartwatches, or any device capable of recording, copying, or photographing) are allowed during exams or exam reviews.
- Must work alone; artificial intelligence tools or outside help is strictly forbidden.
- Questionable videos while taking the exam can result in loss of points.
- Avoid wearing baseball caps or hats that extend beyond the forehead.
- No leaving the webcam view, and no interaction with anyone else during the exam.
- If the webcam is built into the screen, avoid making screen adjustments after the exam starts. A common mistake is to push the screen back, resulting in only the top portion of the face being recorded.
- Don't lie down on a couch or bed while taking an exam.
- Don't take an exam in a dark room. If the details of your face don't show clearly during the webcam check, the automated video analysis is more likely to flag you as missing.
- Avoid backlighting situations, such as sitting with your back to a window. It's better to have light in front of your face, than behind your head so facial features are recognizable.
- Select a distraction-free environment for the exam. Televisions and other people in the room can draw your attention away from the screen. Other people that come into view of the webcam may also trigger flags by the automated system.
- Make sure you have a strong Internet connection.
- If technical issues occur, students must notify the proctor immediately.
- Unauthorized troubleshooting or opening additional applications is prohibited.
- Students who are caught violating the Testing Room/Online Policy by using unauthorized materials, devices, or resources will be given a grade of zero on that exam.

Approved by SONO 5/14/2026

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:

[Pittsburg State University Catalog](#)

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 Exam 1 in NURS 812 Primary Care II Family Health. A live synchronous course, approved by the graduate coordinator, must be completed by the end of the

summer section of NURS 828 Primary Care III and prior to taking the board certification exam. The cost of the review course is the responsibility of the student.

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 program fees to help defray the costs of student learning supplies available to all nursing majors. These fees will be assessed as course fees and will be attached to your tuition.

Application Fees

- Application and Critical Thinking Test, \$140
- CastleBranch Background Check, \$50
- KBI Background Check (if applicable), \$40
- myRecordTracker©, \$25 for year 1 and \$12.50 per subsequent year

Semester Fees

MSN to DNP

All online no fees assessed.

BSN to DNP

- TYPHON® (one-time fee), \$99
- N804 Advanced Health Assessment (Shadow Health) \$ 119
- N818 Applied Drug Therapy (Shadow Health) \$119
- NURS 730 Advanced Health Promotion, \$100
- NURS 807 Primary Care I Practicum, \$100
- NURS 911-99 Tools for Practice Scholarship, \$100

Standardized Testing

DNP students complete Critical Thinking testing. A pre-test is administered as part of the application process.

TYPHON

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 \$100.00 for the time a student is in the Doctor of Nursing Practice degree program.

Shadow Health Costs

All BSN to DNP students are required to register and pay for Shadow Health, a digital clinical experience, as required by courses in the DNP curriculum. The cost is \$119 during NURS 803 Advanced Health Assessment and \$119 during NURS 818 Applied Drug Therapy.



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 \$25 for year one and \$12.50 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 the administrative staff upload your contact information you will receive an e-mail from myrecordtracker@verticalscreening.com with instructions for logging into myRecordTracker© to register and pay for the first year. If you have not yet received an e-mail from My Record Tracker, please notify Elizabeth Middendorf at 620-235-4432 or [by e-mail](#). After completing your registration and payment you will be prompted to upload your required immunization documents.

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

FLU Season:

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

Individual medical/clinical facilities have varying requirements for clinical training, depending on the clinical facility selection you may be required to obtain additional documentation (immunizations, drug screenings, criminal background checks, etc.).

Required documentation is determined by your clinical agency which can include the following documents (subject to change):

- 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

Reference/Recommendation Request

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

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 file.

Student Legal Name (Last, First, MI): _____

ID Number: _____

Day-time Phone Number: _____

Email address: _____

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

Complete name and address of person or organization:

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, Navigate*, 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 associate desk in McPherson Hall or will be sent to the student's permanent address with signature required upon receipt.

*Navigate is a student customer relationship management (CRM) system that allows faculty, staff, administrators, and students to interact in a collaborative network, coordinating academic advising and establishing standardized practices to ensure students across campus receive consistent, proactive support.

**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 GUS PIN
- 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 GUS PIN

Ethics for Computer Use

I. Statement of User Responsibility:

- a. An authorized user must be currently enrolled in or employed by Pittsburg State University.
- b. 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.
- c. 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:
 - a. Valid uses of computer resources include instructional or course activities and requirements, faculty research and professional services, and administrative support.
 - b. Unauthorized copying, sending, or receiving of copyrighted files is strictly prohibited.
 - c. 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.
 - d. It is in violation of Pittsburg State University policy to send unsolicited, annoying, or obscene messages or mail.
 - e. It is inappropriate to examine, or attempt to examine, another computer user's files or mail without permission.
 - f. 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.
 - g. 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:
 - a. 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.
 - b. 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.

Artificial Intelligence Policy

Purpose: These guidelines were established for the responsible and secure use of Artificial Intelligence (AI) technologies at Pittsburg State University (PSU). The university encourages innovation and efficiency through AI while ensuring the security, privacy, and ethical considerations necessary for its responsible implementation.

Applies to: These guidelines apply to all faculty, staff, students, contractors, third-party vendors, and all affiliates who utilize AI technologies in academic, administrative, and research activities at PSU.

Statement: Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individual's rights to privacy, freedom of speech, and freedom from intimidation, and harassment.

[Artificial Intelligence \(AI\) IT Security Guideline](#)

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, 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 Assistant Policy

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

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 students' 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.

Student Crisis Response Procedure

Full copy of response procedure can be found online.

[Advocacy Services](#)

General Emergency Procedures are on the Pittsburg State website and should be reviewed by all students.

[Police and Public 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 online.

[Police and Public Safety](#) under Be Gorilla Ready: Emergency Management

Occupants should follow all posted building signage for the locations of fire extinguishers, fire alarm pull stations, storm refuge areas, and the University emergency telephone within McPherson Hall.

Active Attack Awareness

Pitt State Police utilizes the Run, Hide, Fight training model for violent intruder situations. Options do not always occur in the order listed, all options may not be necessary for every event, and not all options will be possible.

Run: Have an escape plan, evacuate, leave your belongings. Help others if possible. Call 911 when you are safe.

Hide: Be out of shooter/attacker's view. Lock doors and block them with furniture or whatever's available. Keep your option for movement, silence your phones, be quiet.

Fight: Act aggressively. Incapacitate the attacker. Throw objects. Yell & call for help. Fight only as a last resort. Be prepared.

When law enforcement arrives: Follow instructions of police officers. Drop any object. Keep hands visible.

Concealed Weapons Policy

Purpose: The purpose of this policy is to adopt and implement Kansas law and Board of Regents policy on weapons possession and to direct the creation and implementation of campus specific procedures at Pittsburg State University.

Applies to: This policy applies to all faculty, staff, students, and visitors of Pittsburg State University.

Statement: The possession and use of firearms, explosives, and other weapons are prohibited on the campus of Pittsburg State University (PSU), with the limited exception of concealed handguns as provided in this policy. This policy describes how handguns may be carried, stored, and managed on the campus of PSU in the safest manner possible. This policy is in accordance with the Kansas Board of Regents Policy and state law, K.S.A.75-7c01, et seq.

Full Concealed Weapons Policy can be found online.

[Concealed Weapons Policy](#)

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 Bryant Student Health Center, 1801 S. Broadway, 235-4452. The Health Center is open Monday through Friday, 8:00 a.m. until 4:30 p.m. A physician and/or nurse practitioner is on duty at the Bryant Student Health Center.

[Bryant 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.

Needle Safety/Needle Stick Protocol

To ensure the safety of students using sharps (needles, scalpels, suture, etc.) in the IRBSON SH/SL, 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 require 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 Pittsburgh State University School of Nursing. Continuance in the IRBSON is not guaranteed.

Disciplinary Policy

The Pittsburgh 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. Examples include 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

[Drug and Alcohol Abuse Statement and Policy](#)

School of Nursing Substance Abuse and Drug Testing Policy

The School of Nursing program is a field of employment in a highly regulated and safety-sensitive area. This program coordinates clinical placements for all students in their nursing program. These clinical placements, both for direct patient care and indirect care experiences, are legally required to meet regulatory and accreditation expectations for nursing education. The nature of providing patient care and health care services inherently requires that nurses be mentally sound and free from effects of intoxicants that may mentally or physically impair them. The Nursing program requires students to work with nurses, doctors, providers, and patients and to encounter prescribed medicine, such as narcotics. The objective of this policy is to ensure a safe, healthy and efficient work environment for students and the general public. Given the unique vocational focus of nursing, faculty and staff of the School of Nursing will utilize every reasonable measure to maintain a drug and alcohol-free environment. In addition, students involved in clinical rotations will be subject to medical facility policies and procedures for substance abuse testing.

The School of Nursing views entrance into the profession as occurring when a student is admitted into the academic program. Accordingly, all nursing students are identified as members of the profession and must accept responsibility and ethics of the profession. This includes adhering to the **American Nurses' Association code of ethics**, including safeguarding the patient from harm.

I. Prohibited Activity

School of Nursing students are prohibited from the manufacture, use, possession, sale, purchase, distribution, or transfer of Illegal Drugs, or any attempt thereof. School of Nursing students are prohibited from the use, abuse, or being under the influence or impairment of alcohol or Illegal Drugs while conducting university activities (i.e., rotations, clinicals, coursework, trainings, conferences,

etc.). Arriving at McPherson or other school-related locations, while under the influence of an illegal drug or prescribed drug that causes impairment is prohibited. The School of Nursing prohibits the use or abuse of such drugs.

II. Definitions

a. Illegal Drugs

Illegal drugs means any drug listed on the Kansas Controlled Substances Act (K.S.A. 65-4101, *et seq.*) or federal Controlled Substances Act (21 U.S.C. §801, *et seq.*); any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs, 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.

While the use of marijuana has been legalized under some state laws for medical and/or recreational uses, it remains an Illegal Drug under the State of Kansas and the federal law.

b. 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.

c. Reasonable Suspicion

Reasonable Suspicion, within this policy, means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular student is unable to satisfactorily perform the duties due to drug or alcohol impairment. Such inability to perform may include, but not limited to, decreases in the quality or quantity of the student's productivity, judgment, reasoning, concentration, and psychomotor control, reliable information from an independent source, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief."

III. 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 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 in violation of this handbook policy and/or campus substance abuse policy will be subject to disciplinary action to include but not limited to removal from the School of Nursing program. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency for additional investigation and appropriate action. Being arrested and/or charged with illegal possession, use, sale, purchase, manufacture, or distribution, or attempt thereof, can subject a student to disciplinary action up to and including suspension or removal from the School of Nursing program. As licensed nurses, faculty have a mandatory duty to report any suspected or known violation of this policy to the Director of the School of Nursing or Dean of

the College of Arts and Sciences. Additional reporting requirements may be mandated by the KS Board of Nursing.

Students shall notify their instructor when taking prescribed medication, which could adversely affect their performance and cause impairment. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of their 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 ensure 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.

IV. Drug Screen Policy

Assessment of a student's suitability to function in a clinical setting is imperative to promote integrity in healthcare services. Clinical observations and rotations are an essential element in certain degree programs' curricula. A student with a positive drug screen may be barred from certain clinical facilities and thus may be unable to fulfill degree program requirements. Identification of such students prior to clinical rotations will enable appropriate assessment and follow-up.

All students receive instructions on how and when to complete the pre-admission or pre-clinical/practicum screening. Students may be required to complete drug testing at multiple points in their academic career depending on affiliated facility requirements. Students are required to have a negative test result prior to proceeding into their first course requiring clinical observations, practicums, rotations or placements.

Undergraduate: Traditional (on-campus) BSN students undergo a blood or urine drug screen within three months prior to beginning nursing courses. A confirmed positive test may result in a rescinding of acceptance into the program. RN-to-BSN students undergo a drug screen for their designated courses, which requires a clinical experience. When prompted, the student must complete the screening prior to participating in the required course. A student with a confirmed positive or positive/negative dilute test will be asked to retest (at own cost) and may be referred to the appropriate student assistance program for evaluation and treatment and possible disposition through the School of Nursing Honor Code process including possible dismissal from the program.

Graduate: Graduate students undergo a blood or urine drug screen within three months of beginning graduate nursing courses. A confirmed positive test or positive/negative dilute test will be asked to retest (at own cost) and may preclude participation in clinical or practicum observations, practicum, rotations, placement at certain facilities, and/or lead to dismissal from the School of Nursing. A student with a confirmed positive test may be referred to the appropriate student assistance program for evaluation and treatment and possible disposition through the School of Nursing Honor Code process including possible dismissal from the program.

V. Drug Screenings

1. Screening must be completed through a certified lab.
2. All students will be required to complete a 10-panel drug screening. The 10-panel includes Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Methaqualone, Methadone, Opiates (Codeine, Morphine, Heroin, etc.), Phencyclidine (PCP), and Propoxyphene (PPX), Tetrahydrocannabinol (THC).

3. The Nursing School provides instructions to students depending on their level and which program they will use during orientation.
4. Students are responsible for the cost of the drug screen which is collected on-line when the student schedules testing. Collection of the specimen is done at both LabCorp and Quest Diagnostics (undergrad must use Quest). Both LabCorp and Quest Diagnostics are available nationwide and SAMSHA certified.

VI. Drug and 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:

a. Notification

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

b. 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.

c. 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.

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 Associate Director may authorize a test. No Reasonable Suspicion Test will be administered without the written authorization of the Director or the Associate Director and consent of the student. No advance notice to the student is required to conduct reasonable suspicion testing. Tests may be performed on blood, urine, or breath.

d. 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 Associate Director must authorize Incident/Post-Accident Testing on a student before a test is administered.

e. 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 either to 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.

Statutory Authority

Under K.S.A. 65-4926, "Any person or entity which, in good faith, reports or provides information or investigates any health care provider as authorized by K.S.A. [65-4923](#) or [65-4924](#) shall not be liable in a civil action for damages or other relief arising from the reporting, providing of information or investigation except upon clear and convincing evidence that the report or information was completely false, or that the investigation was based on false information, and that the falsity was actually known to the person making the report, providing the information or conducting the investigation at the time thereof."

Under K.S.A. 65-4924, in part, it reads: "If a report to a state licensing agency pursuant to subsection (a)(1) or (2) of K.S.A. [65-4923](#) or any other report or complaint filed with such agency relates to a health care provider's inability to practice the provider's profession with reasonable skill and safety due to...abuse of drugs or alcohol, the agency may refer the matter to an impaired provider committee of the appropriate state or county professional society or organization."

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

Possible action, at students cost, include but is not limited to:

- a. Referral to Treatment Resources: The student may be referred to Student Health for healthcare provider referral to treatment for alcohol/drug dependency.
- b. Referral to Student Wellness for an evaluation with a substance abuse counselor, and recommendation regarding next steps which may or may not include education, treatment or no additional follow up.
- c. Substance abuse counseling: Student may be required to obtain substance abuse counseling through a qualified care provider and follow through with all recommended treatment(s) as a condition of progression in the College of Nursing.
- d. Outpatient/Inpatient Treatment Program: Student may be required to seek outpatient / inpatient treatment for alcohol / drug dependency as a condition of progression in the College of Nursing.

- e. Drug / Alcohol Screening: Any student who has been sanctioned an evaluation and/or treatment for alcohol/drug dependency may be subject to random drug testing while enrolled as a student in the College of Nursing.
- f. Disciplinary Probation: The student may be placed on disciplinary probation for a period at the discretion of the Director.
- g. Dismissal: The student may be dismissed from their program of study within the College of Nursing.

Participation in any of these alternative measures, 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 substance use 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 one 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.

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 school 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.

PSU Policies:

PSU Code of Student Rights and Responsibilities

[Code of Student Rights and Responsibilities](#)

For Graduate Nursing programs, additional information for students who serve as GTAs

[Drug and Alcohol Abuse Statement and Policy](#)

PSU School of Nursing Student Consent for Substance Abuse Testing

Please read both statements below "Student Consent for Substance Abuse Test" and "Student Refusal for Substance Abuse Test". Sign and date ONLY ONE of the consents.

Consent for Testing and Release

I, the undersigned, hereby consent to allow my blood, urine, or breath to be tested for drugs/alcohol or chemical intoxicants in accordance with the School of Nursing Substance Abuse and Drug Testing Policy, which appears in the Pittsburg State University Student Handbook. I hereby authorize the disclosure of the test results to Pittsburg State University's School of Nursing. I hereby release from liability and agree to hold harmless the medical hospital and/or medical provider, State of Kansas and the university, and their respective employees, members, boards, and agents, in their individual and official capacities, and all other parties involved in the request for testing and/or performance of services testing for any negligent or intentional actions taken prior, during or after the alcohol and drug test. I hereby authorize the testing laboratory to obtain any medical records with respect to any illness or injury, medical history, consultation, prescriptions, or treatment, which may pertain to the drug screen results. I agree to incur the costs of the test(s).

I acknowledge that I am at least eighteen years old and have fully read and understand this form, and I consent to drug and alcohol testing under the terms discussed above and in the School of Nursing policy(s). I acknowledge and agree that I have had an opportunity to ask questions about this form before signing this release.

Print Name: _____

Date: _____

Signature: _____

Witness Name: _____

Date: _____

Witness Signature: _____

Refusal for Testing

I DO NOT consent to provide samples of my blood or urine for the purposes of testing to detect presence of drugs/alcohol or chemical intoxicants. I understand my refusal to consent to substance abuse testing will automatically result in my dismissal from the Nursing program. I acknowledge that I am at least eighteen years old and have fully read and understand this form, and the terms in the School of Nursing policy(s). I acknowledge and agree that I have had an opportunity to ask questions about this form before signing this form.

Print Name: _____

Date: _____

Signature: _____

Witness Name: _____

Date: _____

Witness Signature: _____

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.
- 6.

School of Nursing Violence and Abuse Policy

Title IX Policy

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.

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, and in their course syllabi. Students are encouraged to make appointments to meet with faculty during office hours. Graduate faculty offer virtual office hours for online students.

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.

[A Nurse's Guide to the Use of Social Media](#)

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.

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 or the American Red Cross 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 DNP Program. The Healthcare Professional course of Basic Life Support (BLS) offered by the American Heart Association or the American Red Cross will meet this requirement. This course covers care for infants, children, and adults. The requirement is the American Heart Association or the American Red Cross and **NOT** Online BLS courses. *PLEASE NOTE* The back of the BLS card does not need to be signed for approval. **** Please ensure that the date of expiration is input when submitting and/or updating this requirement.

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 hold and maintain APRN licensure in the state where their clinical experiences take place as a requirement for admission and continued progression in the program.

Tuberculin Screening

All DNP students are required to provide documentation of a Two Step TB Skin Test (2 TB Skin tests completed 7-21 days after the first one is read) or TB blood Test (T-Spot or Quantiferon Gold) completed in the last 12 months. If positive, documentation of a negative chest x-ray is required.

Purpose: To outline tuberculosis prevention and control policy for students at Pittsburg State University. In compliance with Kansas Statute KSA 2009 Supp. 65-129, Pittsburg State University has instituted a tuberculosis prevention and control policy for students. In efforts to help avoid an outbreak of tuberculosis on campus, the following protocol concerning risk screening and testing for tuberculosis is in place for Pittsburg State University.

Applies to: All students of Pittsburg State University.

Tuberculosis Prevention and Control and Protocol Policy

Influenza and Covid Vaccination/Boosters

Not required by the IRBSON, but may be required by the clinical agency. Clinical agency protocols must be followed in order to complete clinical rotations at that location.

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, [Amy Hite](#). 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. Amy Hite, 620-235-4431, [e-mail Dr. Hite](#).

The Director of Student Disability Services is responsible for coordination of reasonable classroom accommodations for students with disabilities at Pittsburg State University. For assistance or additional information, please schedule an appointment with the Director of Student Disability Services. Appointments may be made by calling 620-235-6578.

Liability Insurance

All students are required to carry student liability insurance. The School of Nursing has a blanket liability policy which students are endorsed to. All nursing students are required to be endorsed to the blanket policy. This insurance does not provide any personal health insurance coverage.

Dress Code

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

Students completing clinical experiences at their place of employment are required to wear the officially approved Pittsburg State University School of Nursing uniform. Students may not wear their employer-issued uniform while participating in clinical activities. This requirement ensures clear identification of the student role and adherence to School of Nursing standards.

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 deviation 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 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 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.

[Smoking and Tobacco Use Policy](#)

The Kansas Tobacco Quitline is available 24 hours a day, 7 days a week, online and by phone at [KSquit](#) or 1-800-QUIT-NOW.

Simulation Hospital and Skills Lab Policies

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.

Available Resources

Laptops and SurfacePros are available for student use. These can be checked out in the front office (Room 101) for use in McPherson Hall. These devices 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 device. When you check out a device you are responsible for returning the device 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.

Simulation Hospital and Skills Lab Equipment

1. Equipment may be checked out only during established SH/SL 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 for replacing 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 SH/SL 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

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 contact the clinical instructor to find out what decision has been made. If the University cancels classes, clinical laboratory classes will be cancelled also. In the case of inclement weather and campus is closed, class will continue online. 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.

[Inclement Weather Policy](#)

Special Concerns

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the Coordinator of Student Accommodations 620-235-6578 or the Student Health Center, 1801 S. Broadway to make necessary accommodations.

School of Nursing Academic Honors

Recognition for Teaching, Scholarship, Research and Service 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.
3. Student evaluations and lead instructor evaluations will document excellence.
4. Completion of Educational Functional area.

Criteria for Academic Achievement Award

1. Graduate student in final year of program of study
2. Demonstrated outstanding scholarship ability by
 - a. 4.0 GPA in current program of study

Criteria for Graduate Distinguished Scholarly Project Award

1. Graduate student in final year of program of study
2. Rubric Criteria
 - a. The topic is a current, highly relevant topic to quality and safe delivery of care.
 - b. The project has a high potential to impact practice in the area of focus.
 - c. The project is sustainable for use in practice over the next 5 years.
 - d. The project is well written.
 - e. The project has the potential to be presented as a poster at a professional conference or submitted to a peer-reviewed journal for publication.
 - f. The project is innovative.

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 advanced practice role. The clinical preceptor submits a curriculum vita, which includes biographical information, professional preparation, and licensure. The preceptor's qualifications are verified by the course faculty and must meet 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 practice clinical 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 Preceptor Orientation, 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.

Physician Assistants (PA) may be used once the student has completed **750** clinical practice hours with the previously mentioned preceptors.

Physician Assistant

- Master of Science in Physician Assistant Studies (MSPAS) or a Master of Physician Assistant Studies (MPAS) or a Master of Science in Health Science (MSHS) with a focus on physician assistant studies 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

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 graduate program for all clinical courses. All forms and information are available online.

[Graduate Clinical Preceptors](#)

Step 1: Discuss with clinical preceptor (APRN, MD, DO) who meet requirements as PSU Graduate Clinical Preceptors. It is the responsibility of the graduate student to provide the preceptor with the PSU School of Nursing Preceptor Orientation and Course Objectives.

Step 2: The graduate student will submit the following documents in person or via email to the School of Nursing Administrative Associate:

1. Current curriculum vitae (resume) of preceptor
2. Preceptor licensure verification from.

Note: preceptor AND student must be licensed in the state of clinical experience

Nurse Practitioners - <https://www.nursys.com/>

Physicians – Board of Healing Arts for State of Practice

3. Verification of Board Certification (AANP, ANCC, etc.)
4. Preceptor contract signed by preceptor
5. Preceptor Packet Acknowledgement

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.

PSU IRBSON is responsible for providing graduate clinical sites and preceptor placement for successful student placements to meet clinical course requirements and successful program progression. Students may choose to work with clinical faculty in selecting preceptors for location and expertise; this is a collaborative process between the faculty and graduate students. If students rely on PSU IRBSON to find placements, it may require travel by the student to a regional location in proximity to campus.

Websites to be Included on Preceptor Link:

[Arkansas State Board of Nursing](#)
[Kansas State Board of Nursing](#)
[Kansas Nurse Practice Act](#)
[Oklahoma State Board of Nursing](#)
[Missouri State Board of Nursing](#)

Additional Links:

[American Nurses Association](#)
[American Association of Nurse Practitioners](#)

Clinical Facility and Preceptor Information Form

FOR SCHOOL OF NURSING CONTRACT FILE

This completed form as well as the following forms must be submitted as attachments in [one email to Elizabeth Middendorf](#), or they can be delivered in person to the School of Nursing.

1. Current curriculum vitae (resume) of preceptor
2. Preceptor licensure verification from:
 - Nurse Practitioners – [Nursys QuickConfirm License Verification Service](#)
 - Physicians – Board of Healing Arts for State of Practice
 - Note: preceptor AND student must be licensed in the state of clinical experience
3. Verification of Board Certification (AANP, ANCC, etc.)
4. Preceptor contract signed by preceptor
5. Preceptor Packet Acknowledgement

Student Name: _____

Course #: _____

Semester: _____

Clinical Course Faculty Name: _____

Preceptor Name: _____

Name of Facility: _____

Address of Facility: _____

Telephone #: _____

E-Mail Address: _____

Name of collaborating physician: _____

Level of the student who will be using the preceptor:

BSN to DNP Advanced Practice _____

MSN to DNP Advanced Practice _____

MSN Leadership _____

MSN to DNP Leadership _____

Students do not write below in the section below.

Date submitted to School of Nursing: _____

Approved by (Instructor Signature): _____

Date: _____



Graduate Preceptor Contract

Pittsburg State University School of Nursing graduate students asked that we obtain a signed agreement between you, as the Preceptor, and Pittsburg State University Irene Ransom Bradley School of Nursing. Following standard, this agreement will be for the period December 1, 2020 through December 31, 2035.

Under the direction of the instructor, the graduate nursing student will have a schedule agreed upon by PSU, the student and the clinical preceptor. There will be no cost involved to you or your agency.

The faculty and student will abide by the existing rules of the PSU School of Nursing and the clinical preceptor. Both the faculty member and the student will carry his or her own liability insurance.

If you agree to serve as a clinical preceptor, please sign below, fill in the areas documenting what agency you are board certified by, the date your certification expires, license number and state of licensure. Please return this form and your curriculum vitae (resume) to the student.

We appreciate your prompt reply and thank you/your agency for the experience our students will gain. Please note: Students will be unable to begin clinical hours until the required paperwork has been submitted and approved by the School of Nursing.

Sincerely,
Elizabeth Middendorf
Administrative Associate, Graduate Programs

I, _____, hereby agree to participate as a clinical preceptor with the PSU Irene Ransom Bradley School of Nursing.

I am board certified by _____, in _____
Agency Discipline Area

My board certification expires on (mm/dd/yy) _____

License Number: _____

State: _____

Name of clinic, address, and phone number:

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 enter your numerical responses (1-10) in the spaces provided.

Item:	Score:
1. The student responded in an organized style.	_____
2. The student's statements and responses were accurate.	_____
3. The student communicated clearly and concisely.	_____
4. There was evidence of depth and breadth of knowledge in the student's written response to questions.	_____
5. All questions were answered by the student in a professional manner.	_____
6. The student's knowledge and use of outside information enhanced the written response.	_____
7. Evidenced integration of The Essentials of Doctoral Education for Advanced Nursing Practice in manner consistent with the Code of Ethics for Nurses and Scope and Standards of Advanced Practice Registered Nursing.	_____
8. The student integrated evidence of leadership skills, such as collaboration.	_____
9. Synthesis of research findings was evident in responses.	_____
10. Clearly delineated DNP Program Outcomes.	_____
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.

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 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 Project Guide/Manual is a document providing guidance on the conduct of the project and the content of the paper from the faculty of the Irene Ransom Bradley School of Nursing. The DNP Scholarly Project Guide/Manual is available on the Graduate School web site.

[DNP Scholarly Project](#)

It is the student’s responsibility to follow the most recent version of this document.

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.

Progress in NURS 920 DNP Scholarly Project

If the DNP student has not had their proposal meeting or made significant progress by the 9th week of a fall or spring semester, they will be dropped by their project advisor or course faculty from NURS 920 for that semester. Significant progress defined per that semester's agreement between the student and the scholarly project advisor. It is strongly recommended the DNP student meet with their scholarly project advisor to establish goals at the beginning of each semester enrolled in their scholarly project advisor's section of NURS 920.

Faculty have the discretion to assign a grade of NC and require the student to re-enroll in the following semester, or to assign an IN for a limited period under special circumstances.

Checklist for DNP Scholarly Project Completion

Irene Ransom Bradley School of Nursing

- Enrollment in 1st three credit hours of NURS 920 DNP Scholarly Project
 - Selection of topic: _____
 - Project Advisor: _____
 - Committee Members:
 - Member 1: _____
 - Member 2: _____
 - Member 3: _____
- (outside the School of Nursing)
- Project Advisor and Committee Member's names entered into GUS for approval.
 - Proposal Defense
 - Human Subject Approval: School of Nursing _____ PSU _____
 - DNP Scholarly Project Final Oral Podium Presentation
 - 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.

[DNP Scholarly Project](#)

Evaluation of DNP Scholarly Project Final Oral Podium Presentation

1. The final oral podium presentation of the DNP Scholarly Project is a public presentation of the student's finished project. It will be presented via Zoom or in person should the student desire. The presentation will be recorded. The oral presentation will be scheduled with all committee members at a mutually acceptable time.
2. Presenter should have all materials and technologies ready to begin prior to the scheduled time. It is advised that the student join the Zoom early to test the technology with their Scholarly Project Advisor prior to the start of the meeting.
3. The student should be prepared to respond to questions related to their scholarly project topic.
4. The student should be prepared to respond to questions related to the attainment of the graduate program objectives through their scholarly project.
5. Attendees must include all committee members. All nursing faculty and graduate students shall be invited. Graduate students beginning work on their Scholarly Project may also 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. Two-week notice is preferred.
6. Presenter may also invite adult family members or friends, preceptors, or representatives from agencies that assisted with the DNP Scholarly Project.
7. 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.
8. 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, student in a private quiet location).
9. The student should expect to speak for approximately 20 minutes about their project with focus on Methodology, Results, and Discussion. Essentials, PSU Program outcomes and other professional standards should be included in the presentation. Please note items 3, 7, 8, and 10 on the scoring rubric.
10. The student will review the grading rubric for evaluation of Podium Presentation prior to the podium presentation. See below.

Evaluation of DNP Scholarly Project Final Oral Podium Presentation

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 enter your numerical responses (1-10) in the spaces provided.

Item:	Score:
1. The student responded in an organized style.	_____
2. The student's statements and responses were accurate.	_____
3. The student addressed in detail how they met the DNP Program Outcomes.	_____
4. There was evidence of depth and breadth of knowledge in the student's presentation and written response to questions.	_____
5. All questions were answered by the student in a professional manner.	_____
6. The student's use of handouts and/or technology enhanced the presentation.	_____
7. Evidenced integration of The Essentials of Doctoral Education for Advanced Nursing Practice in manner consistent with the Code of Ethics for Nurses and Scope and Standards of Advanced Practice Registered Nursing.	_____
8. The graduate student integrated ability to provide leadership in health care.	_____
9. Synthesis of research findings was evident.	_____
10. Evaluated both long and short term personal and professional goals for advanced practice.	_____
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. Failure to pass the initial presentation may result in the student completing the subsequent attempt in person.

Disclaimer

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 on the PSU websites [Policy Library](#).

Students should be familiar with the [University Catalog](#) covering his or her enrollment at Pittsburg State University.

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
Pittsburg, Kansas 66762
620-235-4431
[Irene Ransom Bradley School of Nursing](#)

Elizabeth Middendorf, Administrative Associate

[Email Elizabeth Middendorf](#)

Tracey Mussa, Executive Assistant

[Email Tracey Mussa](#)

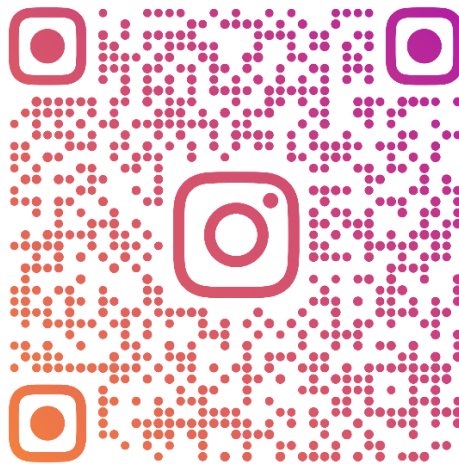
Please check our website for program or equivalency changes.

The Irene Ransom Bradley School of Nursing reserves the right to make changes and to correct handbook errors if necessary. Students will be notified using the School of Nursing Communications Policy.

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Pittsburg State University

Irene Ransom Bradley
School of Nursing

“Caring to Make a Healthy Difference”

Irene Ransom Bradley School of Nursing Motto