

# **Master of Science in Nursing Student Handbook 2020-2021**



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

**Welcome to the Irene Ransom Bradley School of Nursing  
Master of Science in Nursing  
Education Emphasis  
Pittsburg State University**

**A Message from the Director:**

As you begin your academic year in the Master of Science in Nursing (MSN) Program with Education Emphasis, the faculty and I would like to extend you a warm welcome! We congratulate you on your decision to pursue a Master of Science in Nursing degree with an emphasis as a MSN educator in attainment of your personal and professional goals. PSU proudly offers the BSN (pre-licensure and RN or ADN to BSN); MSN Education; and DNP for Nurse Practitioners (BSN-DNP and MSN-DNP). By adding the Education Emphasis in the MSN program, the Irene Ransom Bradley School of Nursing is striving to meet its goal of preparing MSN graduates for local and regional healthcare needs.

Our faculty and staff strive to instill in our students the PSU core values of “student-focused excellence, learning by doing, diversity, community, innovation, and sustainability”. Nursing’s vital role in serving individuals and populations in a variety of settings perpetuates the University’s founding principle of “learning by doing”. 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 Irene Ransom Bradley School of Nursing. This handbook outlines your rights and responsibilities as a PSU graduate nursing student; you are charged with the responsibility to read, understand, and follow all policies and procedures. It is important that you keep your handbook as a reference. If any changes or additions occur, the IRBSON will provide them to you. If you have questions, please ask.

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

Sincerely,



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

OAGAAG

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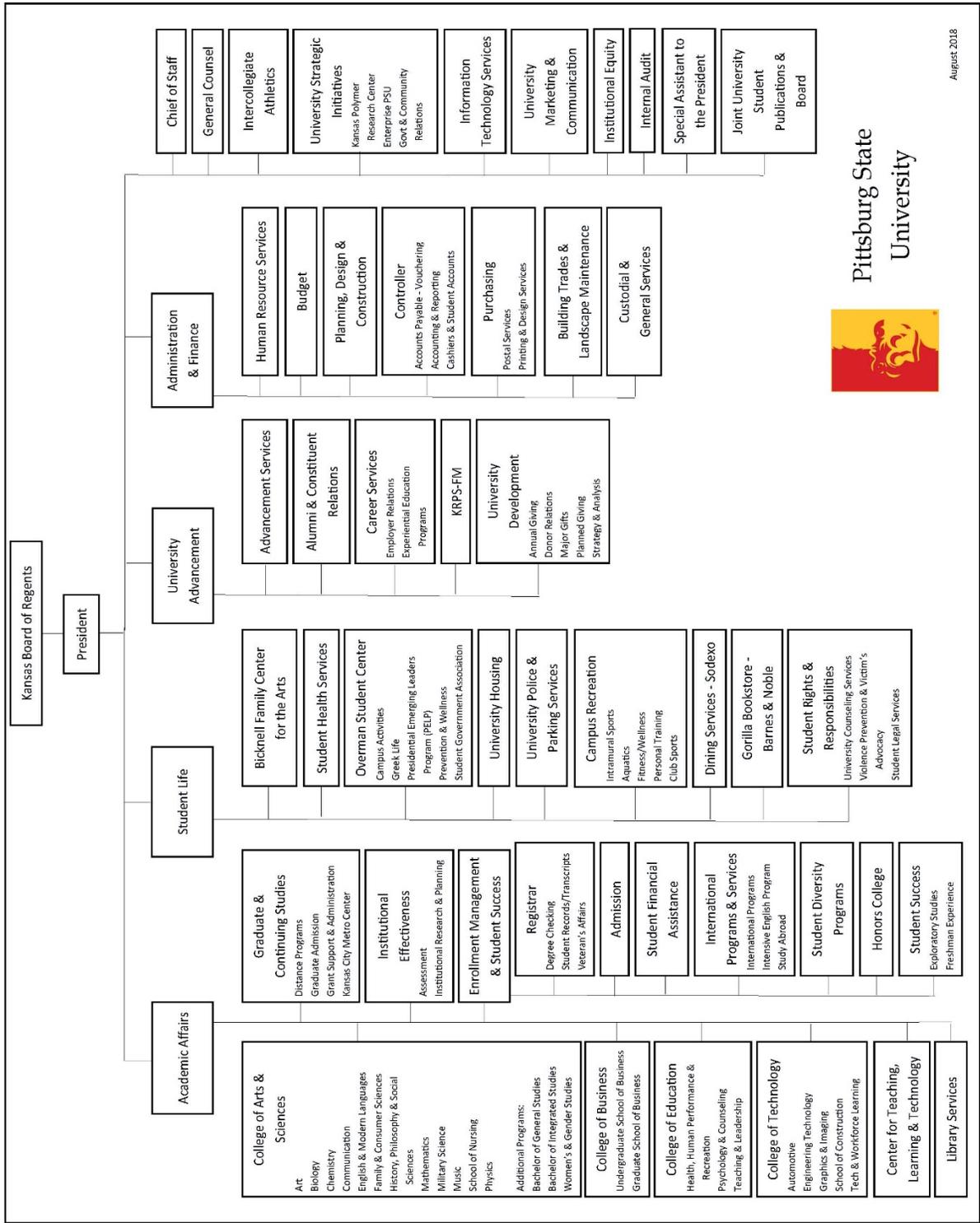
## **NOTICE OF NONDISCRIMINATION**

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry, genetic information, or disabilities. Any person having inquiries concerning the University compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A. is directed to contact Cindy Johnson, Director of Equal Opportunity, 218 Russ Hall, Pittsburg State University, Pittsburg, KS 66762, telephone (620) 235-4189. Cindy Johnson has been designated by the University to coordinate the institution's compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A.

## **NOTICE TO STUDENTS**

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Website: [\*\*https://www.pittstate.edu/hr/policies/affirmative-action-policy.html\*\*](https://www.pittstate.edu/hr/policies/affirmative-action-policy.html)



Pittsburg State  
University

August 2018

## SCHOOL OF NURSING GRADUATE FACULTY & STAFF

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## History

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

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

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

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

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

The first cohort of students in the Bachelor of Science in Nursing (BSN) pre-licensure track were admitted in fall 1971 and graduated in May 1973. The first cohort of students in the RN to BSN completion track were admitted in 1973. 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 program was initially accredited by CCNE in 2005 and reaccredited in 2010. The next evaluation will occur in 2020. The most recent comprehensive review of the BSN curricula and program outcomes occurred in 2011 and 2012. The review utilized a gap analysis to identify congruence of the curricula with *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing [AACN], 2008), course content mapping, and input from consultants, faculty, students, and stakeholders. The revised curricula and program outcomes were approved in February 2013 and implemented in fall 2015. The pre-licensure program admits 76 students annually in the fall and there are 40 students currently enrolled in the RN to BSN completion track.

The RN to BSN track may be viewed as a flexible alternative program plan. Although adjustments are made in the course content of the registered nurse student, the curricular, graduation, and course

objectives are the same as those for the prelicensure student. To accommodate the needs of the registered nurse student, courses have been offered with flexible scheduling including ample use of distance technologies and online classes. In 2018, the RN to BSN program will be entirely online.

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

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

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

In June of 1995, the Family Nurse Practitioner curriculum for the Master of Science in Nursing began at Pittsburg State University in collaboration with the University of Kansas, Wichita State University, and Fort Hays State University. The Master of Science in Nursing program has been continuously approved by the Kansas State Board of Nursing since its inception. In 2000, the graduate program earned national accreditation from the National League for Nursing Accrediting Commission (NLNAC). The current Master of Science in Nursing program is fully accredited by CCNE. The Doctor of Nursing Practice program was granted accreditation for 5 years, extending to June 30, 2022. The accreditation action is effective as of October 17, 2016, which is the first day of the program's recent CCNE on-site evaluation.

As far back as 2009, PSU began planning for the Doctor of Nursing Practice (DNP) program. Starting in the fall of 2010, two different faculty were awarded sabbatical to begin the preliminary steps necessary to offer the first doctoral degree at Pittsburg State University. In 2011, a feasibility study was completed under the direction of Dr. Pomatto. A DNP task force, was formed by nursing faculty in 2012. In 2014, the PSU Irene Ransom Bradley School of Nursing received approval from the Higher Learning Commission, the Kansas Board of Regents, and the Kansas State Board of Nursing to transition the existing Master of Science in Nursing Program preparing Family Nurse Practitioners to the Doctor of Nursing Practice degree. PSU began its MSN to DNP Track on June 1, 2015, and began its BSN to DNP Track June 1, 2016.

With the MSN/Family Nurse Practitioner (FNP) program transitioning from a MSN/FNP to a DNP/FNP program, the School of Nursing had a strong desire to continue offering a Master of Science in Nursing degree. For many years, PSU School of Nursing has helped prepared regional nurse educators with graduate academic preparation. A task force determined the most logical degree would be a Master of Science in Nursing with Education Emphasis. This inter-disciplinary graduate program was developed in collaboration with the PSU Department of Teaching and Leadership from the College of Education.

The task force prepared a curriculum and program outcomes in concert with *The Essentials of Master's Education in Nursing* (AACN, 2011) and with input from faculty, community stakeholders, advisory board, and consultant input from the University of Kansas School of Nursing administrators. The PSU School of Nursing, College of Arts and Sciences and Graduate Council, as well as Kansas State Board of Nursing, and the Kansas Board of Regents approved the new program. Graduates of this program will be eligible to sit for the Nurse Educator Certification Examination, administered by the National League for Nursing's Academic Nurse Educator Certification Program. The first cohort of students will begin fall 2017.

In July 2013, the Kansas Board of Regents along with Pittsburg State University officials elevated the Department of Nursing to the rank of School within the university, in recognition of the nursing program's growing size and complexity. In September 2013, Dr. Fay Bradley was recognized for a generous donation to the program. The School of Nursing (SON) acquired the name Irene Ransom Bradley School of Nursing in honor of Dr. Bradley's mother.

Pittsburg State University is accredited by The Higher Learning Commission: A Commission of The North Central Association of Colleges and Schools. The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at Pittsburg State University are accredited by the Commission on Collegiate Nursing Education, 655 K. Street NW, Suite 750, Washington, DC 20001, 202-887-6791 or <http://www.ccneaccreditation.org>. The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at Pittsburg State University are approved by the Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson, Ste. 1051, Topeka, KS. 66612 785-296-4929

The current Director of the Irene Ransom Bradley School of Nursing is Cheryl Giefer. Mary Carol G. Pomatto served as Chair from 2005-2013 and Director from 2014 to 2016. Carolyn Keil served as Chair 1999-2005. Barbara Jean McClaskey served as Interim Chair 1998-1999 and 1988-1989; Jo-Ann Marrs served as Chair from 1989-1998; Roberta Thiry served as Chair from 1979-1988; Cecilia Waggoner, the first chair, served from 1970-1979. <https://academics.pittstate.edu/academic-programs/school-of-nursing/index.html>

## **Traditions**

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

Pittsburg State University is the youngest of the state institutions of higher education in Kansas. Founded in 1903, Pittsburg State opened as the Auxiliary Manual Training Normal School designed for the preparation of teachers of manual training and domestic science. Russell S. Russ, then superintendent of the Pittsburg Schools, was elected to be principal of the new normal school, which he had helped to found. The school opened in temporary quarters Tuesday, September 8, 1903, with 54 students and 5 faculty members. Mr. Russ spent considerable time in the state legislature of 1905 during the debate for an appropriation for the first school building. As the issue was drawing to a close, the legislators lightheartedly reviewed the problem of non-members of the house appearing on the floor, and the motion was made that the next offender be fined a barrel of apples. Shortly after, Russ appeared to inquire about the progress of the bill and was duly fined a barrel of apples.

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

Annually, this tradition is assessed by the student body, and apples furnished by the faculty are passed out to all those present at the Apple Day Convocation.

#### School of Nursing Spring Banquet

In the late spring, both undergraduate and graduate students are recognized at a banquet held in their honor. Students and faculty organize the event, which includes a dinner, and is an opportunity to invite families and significant others to share in the academic experience. The spring banquet allows for recognition of our nursing students. Students receive various school awards, and are recognized by their classmates for more light-hearted accomplishments. RN to BSN and Graduate students have an opportunity to participate in the program as well.

#### Pinning Ceremony

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

Approximately the size of a quarter, the pin is circular. The center of the pin is gold with the letters BSN, MSN, 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. Parents, spouses, children, relatives, and friends are invited to share in this formal ceremony.

## **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.

**PSU MSN Program Outcomes:**

1. Integrate theories and research from nursing science and other disciplines to improve nursing care. (AACN *Essentials 1*)
2. Evaluate organizational and systems leadership to promote quality and safety in patient care, primarily in the rural setting. (AACN *Essentials 2*)
3. Articulate analytical methods to determine quality in evidence-based patient care. (AACN *Essentials 3*)
4. Advance the translation and integration of scholarship into nursing practice. (AACN *Essentials 4*)
5. Contribute to improving nursing through information systems, communication, and patient care technology with emphasis in the rural setting. (AACN *Essentials 5*)
6. Intervene in healthcare policy and advocacy to influence health and healthcare, at the systems level, particularly in the rural setting. (AACN *Essentials 6*)
7. Communicate, collaborate, and consult with inter-professional teams. (AACN *Essentials 7*)
8. Improve health status for populations, particularly in rural settings, by evaluating the planning, delivery, and management of evidence-based nursing practice and prevention services. (AACN *Essentials 8*)
9. Support nursing practice through interventions for individuals, populations, or systems healthcare outcomes. (AACN *Essentials 9*)

(American Association of Colleges of Nursing,  
*Essentials for Master's Education in Nursing*, October 2011)

## Program Plan of Study

Full-time Master of Science in Nursing: Education Track

Year 1	Summer	Hours	Fall	Hours	Spring	Hours	Totals
			NURS 855/854 Teaching Strategies & Practicum	3	NURS 850 Curriculum Development	3	
			NURS 809 Advanced Pathophysiology	3	TCHL 891 Methods of Research	3	
<b>Total</b>				<b>6</b>		<b>6</b>	<b>13</b>
<b>Year 2</b>	NURS 853 Evaluation for Nurse Educators	1	NURS 803 Advanced Health Assessment  NURS 804 Advanced Health Assessment Practicum (96 clinical hours)	2 2	NURS 856 Education Practicum	2	
	NURS 885 Informatics for Healthcare	2	NURS 891 Research Problem or Elective Course	3	NURS 818: Applied Drug Therapy	3	
	EDTH 805 Design and Production of Instructional Materials	3	NURS 817 Pharmacokinetics and Pharmacodynamics	1	NURS 888 Health Policy	2	
<b>Total</b>		<b>6</b>		<b>8</b>		<b>7</b>	<b>20</b>
					<b>Program Total</b>		<b>33</b>

Part-time options available (per course offerings). A part-time program of study will be determined by the Academic Advisor and Student, for approval by the Director of the School of Nursing.

**MSN Education Track  
33 Credit Hours**

**Nursing Education Courses: Total 9 credit hours (Meets Eligibility to sit for NLN Nurse Educator Certification)**

NURS 855/854 - Teaching Strategies & Practicum: 3 credit hours

NURS 850 - Curriculum Development: 3 credit hours

NURS 856 - Education Practicum: 2 credit hours

NURS 853 - Evaluation for Nurse Educators: 1 credit hour

Option III Podium Presentation

**MSN Core Courses: Total 11 credit hours**

NURS 803/804 - Advanced Health Assessment/Practicum: 4 credit hours

NURS 809 - Advanced Pathophysiology: 3 credit hours

NURS 817 - Pharmacokinetics and Pharmacodynamics: 1 credit hour

NURS 818 - Applied Drug Therapy: 3 credit hours

**Additional Course Work: Total 13 credit hours**

TCHL 891 - Methods of Research: 3 credit hours

EDTH 805 - Design and Production of Instructional Materials: 3 credit hours

NURS 885 - Informatics for Healthcare: 2 credit hours

NURS 888 - Health Policy: 2 credit hours

NURS 891 - Research Problem or Elective\*: 3 credit hours

**\*Elective course in Nursing or Teaching and Leadership, approved by academic Advisor, Director of School of Nursing, and/or Chair of Teaching and Leadership.**

## **Course Descriptions:**

**NURS 855 - Teaching Strategies:** The development of teaching methods based on teaching/learning theory in nursing education. Emphasis is on teaching and learning pedagogy and development of innovative teaching strategies.

**NURS 854 - Teaching Strategies Practicum:** Practicum for implementation of teaching plan and use of technology in the classroom.

**NURS 850 - Curriculum Development:** The nature of higher education faculty roles, curriculum design, instructional process, evaluation, and issues in nursing education.

**NURS 856 - Education Practicum:** Offers a broad perspective of evaluation for improvement. Models of evaluation and research evidence provide base for demonstration of accountability. Standards for accreditation and approval are examined. Links to allocation of resources and opportunity for innovation are explored. Effect of relationship between evaluation and improvement of nursing and health care delivery is analyzed.

**NURS 803 - Advanced Health Assessment:** Course is designed to assist students to refine history taking, psychosocial assessment, and physical assessment skills. Content focuses on assessment of individuals throughout the life span. Emphasis is placed on detailed health history taking, differentiation, interpretation, and documentation of normal and abnormal findings. The course includes lecture, discussion, and demonstration of history taking and an integrated physical assessment.

**NURS 804 - Advanced Health Assessment Practicum:** Reviews and builds upon the student's previous skills in physical assessment. It offers more comprehensive and systematic advanced physical assessment content as the foundation for the advanced practice nursing role. Directed laboratory and simulated experiences afford the opportunity to apply the clinical decision making process to accurately and efficiently gather and analyze subjective and objective data for diverse patient populations. In addition, students will be provided the opportunity to develop health assessment knowledge and skills in clinical experiences to facilitate building partnerships with patients and other health care professionals. Students will relate assessment findings to the pathology or physiological change to establish differential diagnoses to determine the plan of care, use of diagnostic testing, and provide patient education.

**NURS 809 - Advanced Pathophysiology:** An in-depth scientific knowledge based on relevant selected pathophysiological states confronted in primary care is designed to provide advanced comprehension for the formulation of clinical decisions related to diagnostic tests and the initiation of the therapeutic regimens. Age specific and developmental alterations are correlated with clinical diagnosis and management.

**NURS - 817 Pharmacokinetics and Pharmacodynamics:** Basic principles of pharmacokinetics and pharmacodynamics are discussed in preparation for the advanced practice nurse to prescribe. The foundation of decision-making about proper drug selection, prescription, and monitoring are examined.

**NURS 818 - Applied Drug Therapy:** Clinical application of specific categories of drugs, commonly encountered in primary care settings. Use of protocols, prescription writing, ethical/legal, and economic issues surrounding advanced nurse's role in prescribing and monitoring pharmacologic therapies in ambulatory settings. Age appropriate content related to pharmacokinetics, dosages, expected outcomes, and side effects.

First versus second line drugs, alternate drugs, interactions, dosages, patient education, and compliance issues addressed. Nurse's role and responsibilities are explored. Application through case studies, quizzes, and exams.

**TCHL 891 - Methods of Research:** Methods and techniques of research, interpretation, evaluation, and use of research. Emphasizes analysis of problems, selection of topic and development of a research plan.

**EDTH 805 - Design & Production of Instructional Materials:** Emphasizes the basic techniques of producing mediated instruction appropriate for educational settings. Experience with developing materials appropriate for both individual and whole-class instruction will be gained.

**NURS 885 - Informatics for Healthcare:** The evolution of informatics in healthcare will be discussed as well as the risks, benefits, legal and ethical considerations of common types of technologies in healthcare that monitor delivery of patient care. Evaluate the use of advanced communication and technology in quality improvement and patient safety initiatives. National initiatives, current use of information systems, and projected future directions on the use of information systems in healthcare will also be emphasized. Consider the selection and implementation of healthcare systems and technologies for patient care.

**NURS 888 - Health Policy:** Critical analysis of interdependence of health policy and health care practice across disciplines. Evaluation of social, cultural, financial, and globalization issues on development of policy. Examination of relationship among power, politics, and policy. Contributes to development of policy through advocacy for policies promoting access, equity, quality, and practice. Focus is nursing and health care system providers, but open to all majors with an interest in health care policy.

**NURS 891 - Research Problem:** Taken by students pursuing a research problem in the Master of Science in Nursing.

## **Standards for the Master of Science in Nursing, Education Emphasis 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 healthcare 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*. It was published by the American Nurses Association and 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.

## **Pittsburg State University Irene Ransom Bradley School of Nursing Graduate Program**

### **Code of Ethics**

The PSU graduate nursing student follows the American Nurses Association's Scope and Standards of Practice, Second Edition (2010) 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:

- Uses *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2015) to guide practice.
- Delivers care in a manner that preserves and protects healthcare consumer autonomy, dignity, rights, values, and beliefs.
- Recognizes the centrality of the healthcare consumer and family as core members of any healthcare team.
- Upholds healthcare consumer confidentiality within legal and regulatory parameters.
- Assists healthcare consumers in self-determination and informed decision-making.
- Maintains a therapeutic and professional healthcare consumer-nurse relationship within appropriate professional role boundaries.
- Contributes to resolving ethical issues involving healthcare consumers, colleagues, community groups, systems, and other stakeholders.
- Takes appropriate action regarding instances of illegal, unethical, or inappropriate behavior that can endanger or jeopardize the best interests of the healthcare consumer or situation.
- Speaks up when appropriate to question healthcare practice when necessary for safety and quality improvement.
- Advocates for equitable healthcare consumer care.

### **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 inter-professional 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.

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

### **Dishonesty in Academic Work**

See University Catalog online:

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=124&sid=1&menu\\_id=7980](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980)**

### **Honesty Pledge**

Each student will be asked to sign an “Honesty Pledge” at the beginning of this program that states: *“I pledge that all work that I submit online, in theory courses, and/or clinical practicum will be mine and mine only unless designated in the course syllabi as a team effort.”*

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

## **Curriculum, Academic Requirements & Progression**

### **Graduate School Policies**

Visit Graduate and Continuing Studies Web page for commonly used policies:

**<https://www.pittstate.edu/graduate/>**

A complete registry of Graduate School policies can be found in the University Catalog:

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=34&sid=1](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=34&sid=1)**.

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

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

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=98&sid=1&menu\\_id=348](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=98&sid=1&menu_id=348)**

### **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.

**<https://www.pittstate.edu/graduate/files/documents/policies/transfercourses.pdf>**

### **Validation of Previous Work**

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

**<https://www.pittstate.edu/graduate/files/documents/policies/validationofpreviouswork.pdf>**

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

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

**[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=130&sid=1&menu\\_id=8584](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=130&sid=1&menu_id=8584)**

### **Academic Standing**

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

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

### **Graduate Nursing Program Progression and Continuous Enrollment Policy:**

Students must maintain continuous enrollment in the MSN program based upon their Program of Study. If a lapse of enrollment is requested, the Director of the SON must be notified in writing by Certified Letter. The student and academic advisor will meet and plan an altered Program of Study. The altered Program of Study will require approval by the Graduate committee and Director of the School of Nursing. Students must meet with their graduate academic advisor prior to re-enrollment. Re-enrollment may be based upon space availability and course offerings as determined by the Director of the SON. Requests to return to study should be made per written Certified Letter.

A graduate nursing student must maintain an overall average of 3.0 GPA with no more than two Cs in 700 level and above course work in nursing taken as part of the MSN program. A graduate nursing student earning a grade of "C" or below in more than two courses must submit a request written Certified Letter to the Director of the SON and Graduate Committee for consideration for readmission and repetition of the course. According to PSU policy, only 6 hours may be repeated with no course repeated more than once.

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

All students are to develop an initial Program of Study or degree plan with their assigned advisor. A Program of Study that varies from the course sequence specified in the Program of Study will be submitted by the student in writing, with rationale for the variance, to the Director of the School of Nursing, who forwards it to the Graduate Committee. The faculty must approve the altered Program of Study or degree plan.

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

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

### **Withdrawal from Classes**

It may be necessary for a student to withdraw from course work due to unforeseeable circumstances. It is the responsibility of the student to inform the Registrar's Office of the withdrawal in writing or the grade may be recorded as an F. The student is responsible to seek counsel from the academic advisor or the Director of the School of Nursing. The student may request re-admission to School of Nursing courses within a year of voluntary withdrawal. Re-enrollment may be based on space available as determined by the Director of the School of Nursing.

**[http://catalog.pittstate.edu/content/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=130&sid=1&menu\\_id=8584](http://catalog.pittstate.edu/content/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=130&sid=1&menu_id=8584)**

### **Incomplete Work/In-Progress**

Incomplete grade is to be utilized in rare instances when a student is unable to complete a course due to circumstances beyond his/her control. The student must have successfully completed a majority of the course work to be eligible. The instructor must state clearly in writing what is needed to successfully complete the course.

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

### **Student Success**

The Office of Enrollment Management and Student Success helps students establish and achieve their educational goals. Student Success programs assist in reaching desired levels of academic achievement, career development, planning, decision-making, and leadership development. We try to remove the roadblocks that historically may have prevented students from making the most out of their educational experiences. <http://www.pittstate.edu/office/enrollment-management-student-success/>

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

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

### **Steps for Resolving Academic Conflicts**

If you have a conflict regarding a nonharassment-based circumstance in the academic setting, it is recommended you take the following steps to resolve it.

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

### **Graduate Catalog and Handbooks for Graduate Students**

It is recommended that doctoral students have access to a *Pittsburg State University Catalog* effective for the year in which study is begun. Beginning in 2011 the University Catalog is online only. It can be found at:

[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=34&sid=1](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=34&sid=1)

### **Pittsburg State University Graduate School - Options**

At PSU, there are three options at the Master's level for degree completion: thesis, applied research, or course work. The PSU Catalog and the School of Nursing Master of Science in Nursing Handbook specify requirements for each option. **The MSN Education Emphasis program incorporates the course work option. The 9 credits of nursing education courses fulfill the coursework option degree requirements.**

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

**MSN Check List for Option III Completion**  
**Irene Ransom Bradley School of Nursing**

- \_\_\_\_\_ 1. Consultation with the MSN Education Advisor.
- \_\_\_\_\_ 2. Selection of topic for NURS 891 - Research Problem or Elective
- \_\_\_\_\_ 3. Candidacy Form completed on GUS and signed off by Advisor, Student, and  
Director
- \_\_\_\_\_ 4. Assigned Committee Chair (Option III) \_\_\_\_\_
- \_\_\_\_\_ 5. Assigned Committee Members (Option III)  
Member 1. \_\_\_\_\_
- \_\_\_\_\_ 6. Selection of Option III Course Work
1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_
- \_\_\_\_\_ 7. PSU Graduate Colloquium \_\_\_\_\_
- PSU Graduate Banquet \_\_\_\_\_
- \_\_\_\_\_ 8. Option III Podium Presentation Date \_\_\_\_\_

**Pittsburg State University - Irene Ransom Bradley School of Nursing  
Master of Science in Nursing**

**Permission and Acknowledgement to serve on Option III Coursework Committee**

The following faculty members have been assigned and acknowledged the commitment to serve on the Option III Committee for the following MSN student. This form is for the student and does not require signatures or returning to the School of Nursing.

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

Director of School of Nursing: \_\_\_\_\_

Faculty Acknowledgement:

Committee Advisor: \_\_\_\_\_

Committee Member: \_\_\_\_\_

**Option III Course Work:**

- NURS 855/854 Teaching Strategies & Practicum
- NURS 850 Curriculum Development
- NURS 856 Education Practicum
- NURS 853 Evaluation for Nurse Educators
- Option III Podium Presentation

**NOTE:** This information is submitted on GUS **prior to beginning** Option III Process.

### **Podium Presentations and Written Comprehensive Exam – Option III Specifications**

1. Option III presentations must address in detail how the Option III coursework and learning experiences have specifically contributed to completion of the nine Graduate program objectives.
2. Oral podium presentations will be scheduled by the Graduate Committee. The scheduling shall be according to the timeline published by the school.
3. Students will be notified of the date and room for their presentation.
4. Attendees must include all committee members. All nursing faculty and graduate students shall be invited. Time, place, presenter, and title of oral presentation shall be posted in the School office.
5. The presenter may also invite adult family members or friends, preceptors, or representatives from agencies that assisted with the Option III coursework and learning experiences.
6. The student will meet with the Option III Committee to determine if there are additions or variances in expectations for content of presentation required by them.
7. The Option III Podium Presentation (including PowerPoint notes and handouts) will be sent to the Committee Chair at least one week prior to the scheduled podium presentation.
8. Each student is allotted 20 minutes for the presentation including questions, answers, and committee/faculty evaluation.
9. The student should have all materials and technologies ready to begin prior to the scheduled time including handouts, flash drives, and other requirements.
10. Professional attire is required.
11. The student should be prepared to respond to questions related to the attainment of the graduate program objectives through their additional coursework.
12. Those present should be attentive to the presentation and courteously leave cell phones, laptops, and other hand held devices outside of the room or turned off.
13. 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).
14. The student will review the grading rubric for evaluation of Podium Presentation prior to the podium presentation.
15. Presentations will be conducted in accord with the standards included in the Evaluation of Podium Presentation.

16. Please begin meeting with your Committee Chair early in the semester. All questions will be directed to your chair and committee.
17. Written Comprehensive Exams are completed on Canvas and Graded by your podium presentation advisor. Instructions and guidance will be provided by the MSN Coordinator and your podium advisor during your final semester of coursework. The Evaluation of Written Comprehensive Exam rubric is provided in this handbook.

Revised: 7/31/20

### **Option III Podium Presentations Guidelines**

Podium Policy: The Podium Presentation begins with assignment of your committee by the graduate committee early in your final semester of coursework. The Graduate Committee will prepare a schedule of Podium Presentation dates and will keep a running chart of Option III committees. A committee meeting with the Option III chair will occur 6 weeks prior to the presentation. A draft of the presentation will be sent to the chair no later than 7 days prior to presentation date or your presentation may be cancelled and rescheduled per your committee's availability.

\_\_\_\_ Assignment of Committee Chair.

\_\_\_\_ Permission and Acknowledgement to Serve on Option III Committee completed by student on GUS. Faculty will approve on GUS.

\_\_\_\_ Schedule meetings with your chair and committee member to discuss requirements of your podium presentation and to preview your defense to demonstrate how Option III coursework and learning experiences have contributed to completion of the 9 MSN program objectives. Your initial meeting should be scheduled by April 1.

\_\_\_\_ Date and Time of presentation will be provided to Option III students by the Graduate committee.

\_\_\_\_ Provide a draft of your Podium Presentation to your chair at least 7 days prior to your presentation date.

\_\_\_\_ Complete required edits and suggestions from your Chair, provide a final version of presentation to your Chair and Committee Member 72 hours prior to your scheduled date.

\_\_\_\_ Your Committee Chair will also guide you and grade your Written Comprehensive Exam. This is completed on Canvas and due three weeks prior to graduation. Edits and additional submissions may be required.

\*\*Questions related to your podium presentation should be directed to your committee chair.

## Evaluation of MSN Education Podium Presentation

Date \_\_\_\_\_

Circle One  
Option III – Course Work

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

1. The graduate student presented in an organized style.									
1	2	3	4	5	6	7	8	9	10
2. The graduate student's statements and responses were accurate; communicating clearly and concisely.									
1	2	3	4	5	6	7	8	9	10
3. The graduate student addressed in detail how they met the 9 9 IRBSON Program Objectives for the MSN Education Emphasis									
1	2	3	4	5	6	7	8	9	10
4. There was evidence of depth and breadth of knowledge in the student's presentation and responses to questions.									
1	2	3	4	5	6	7	8	9	10
5. All questions were answered by the student in a professional manner.									
1	2	3	4	5	6	7	8	9	10
6. The student's use of handouts and/or technology enhanced the presentation.									
1	2	3	4	5	6	7	8	9	10
7. Evidenced integration of Essentials for Masters Education in Nursing and ANA Code of Ethics for Nurses.									
1	2	3	4	5	6	7	8	9	10
8. The graduate student integrated ability to provide leadership in health care education.									
1	2	3	4	5	6	7	8	9	10
9. Synthesis of education findings was evident, specific information for area of clinical expertise was presented.									
1	2	3	4	5	6	7	8	9	10
10. Evaluated both long and short term personal and professional goals relevant to obtaining MSN Education.									
1	2	3	4	5	6	7	8	9	10

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

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

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

## **Protection of Human Subjects (IRB) Policy**

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

Research to be conducted by any nursing student must have approval of the School of Nursing, Human Subjects committee, and an appropriate IRB form must be on file. Please request forms from the graduate office or your academic faculty advisor. IRB forms must be signed and on file prior to collection of data or applied research implementation. School of Nursing IRB review dates follow Curriculum Committee Meetings and are held on third Friday of the following months: September, October, November, January, February, April.

## **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.

## FINANCIAL ASSISTANCE AND SCHOLARSHIPS

### **Student Financial Assistance**

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

### **Nursing Scholarships**

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

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

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

Scholarship Information:

**4 State APN** <http://www.4stateapn.org/>

**AANP** <https://www.aanp.org/practice/grants-scholarships2>

**KNF** [https://c.ymcdn.com/sites/ksnurses.site-ym.com/resource/resmgr/knf\\_resources/KNF\\_2017\\_SCHOLARSHIP\\_GENERAL.pdf](https://c.ymcdn.com/sites/ksnurses.site-ym.com/resource/resmgr/knf_resources/KNF_2017_SCHOLARSHIP_GENERAL.pdf)

**U.S. Army ROTC for Nursing - pays tuition, fees, books, uniforms, and a monthly stipend during the academic year. Please contact the Department of Military Science.**

<https://www.pittstate.edu/military/index.html>

## POLICIES FOR MASTER’S OF SCIENCE IN NURSING MAJORS

### **Documentation of Learning Outcomes**

MSN students are given entrance and exit evaluations per standardized testing. Scores are evaluated for program effectiveness and student development. It is a requirement of the program and students bear the responsibility for all costs associated with testing.

### **Educational Data**

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

### **Learning Resources in McPherson**

The learning environment which is afforded to students in McPherson Hall is most conducive to enhancing knowledge and utilizing educational tools for success. The Health Simulation Center and Learning Resource Center (HSC/LRC) together with the video-capable health assessment rooms are

key resources. All classrooms in McPherson Hall are equipped with smart technologies.

Computer-assisted instruction, up-to-date media and learning packages, high-fidelity simulators, and other learning technologies are regularly used in the program and available for student use. Ample equipment and supplies for practice of psychomotor skills, individual use laptop computers, books, DVDs, and other resources are available. Faculty/staff coverage of both day and evening study hours is a norm. Hours are posted at the Center entrance. The HSC/LRC has comfortable seating, donated textbooks, and other resources. Students have desktop computers, scanners, printers, paper, and office supplies available to them. Unscheduled classrooms can be utilized by students for quiet study.

### **Learning Resources on Campus**

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

## **Special Programs**

### **Continuing Education for Nurses**

The School of Nursing is approved by the Kansas State Board of Nursing as a long-term provider of continuing education offerings. A series of programs is offered throughout the year which meet the mandatory continuing education requirements for 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 SON 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 tape, 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**

Irene Ransom Bradley School of Nursing  
Recording Release Form

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 forbidden unless permission for same and the conditions under which same may be done are detailed below.

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

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

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

Printed names of client(s)	Signatures
_____	X _____

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

### **Access to School of Nursing Student Records**

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

### **Privacy Issues**

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

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

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation of FERPA. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA. Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.

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

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

### **Standards for Written Work**

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

### **Absence from Examination**

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

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

Absences due to serious health issues of students will be considered on an individual basis. Absence without notification from clinical experience is an unsatisfactory behavior that may result in dismissal from the course. For university and course policy see the University Catalog and Course Syllabus

[http://catalog.pittstate.edu/contentm/blueprints/blueprint\\_display.php?bp\\_listing\\_id=162&blueprint\\_id=120&sid=1&menu\\_id=7976](http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=120&sid=1&menu_id=7976)

### **Preparation for Nurse Educator Certification**

Upon completion of their MSN Education Emphasis, graduates will be eligible to apply for National League for Nursing, Certification for Nurse Educator. <http://www.nln.org/professional-development-programs/Certification-for-Nurse-Educators>

**Materials Costs**

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

**Standardized Testing Cost/TYPHON Cost**

MSN students take (at their own cost) Critical Thinking testing. A pre-test is administered as part of the application process and a post test is administered at the end of the program. The pre-test and post-test costs are collected as part of the application fees.

**This form (completed in ink) 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 school file.

Student Legal Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_  
Last First MI

Day-time Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

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

Complete name of person or organization \_\_\_\_\_

Complete address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Yes  No

► Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Communications Policy**

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

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

## **Gorilla Geeks**

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

Some of the services available to all include:

- help with GUS and Gus PINs
- 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 PINs <https://www.pittstate.edu/it/gorilla-geeks.html>

## **Ethics for Computer Use**

### I. Statement of User Responsibility:

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

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

- Valid uses of computer resources include instructional or course activities and requirements, faculty research and professional services, and administrative support.
- Unauthorized copying, sending, or receiving of copyrighted files is strictly prohibited.
- It is a violation of Pittsburg State University policy to use the computer for promoting outside business interests. Computing resources shall not be used for private consulting or personal gain.
- It is in violation of Pittsburg State University policy to send unsolicited, annoying, or obscene messages or mail.
- It is inappropriate to examine, or attempt to examine, another computer user's files or mail without permission.

- Game playing on Pittsburg State University owned equipment is on a resource available basis. If another user needs resources for a valid use (see II A above) then the user playing a game must end the game and surrender said resources. This includes MUD's, MUCK's, Personal Computer games, etc.
- Fraudulent use of computer accounts, networks, mail services, or other resources is a serious violation. Kansas State Law (Section 21-3755) makes unauthorized access and interference with computer systems, computer data, and other computer users illegal.

### III. Possible Sanctions for Misuse:

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

### **Student Participation in School of Nursing and Committee Meetings**

MSN students elected in accord with School of Nursing Bylaws, members to represent them at the IRBSON 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 MSN 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. MSN students are also asked to volunteer to serve on the Graduate Committee, the CERN (Continuing Education and Resources for Nursing), the Curriculum Committee, and to bring student concerns to the committee.

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

### **Graduate Assistantships**

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

- All graduate assistants must be admitted to a graduate degree program and be up to date with Graduate School requirements.
- Full-time and part-time graduate assistants must enroll in and complete at least 6 hours of graduate credit each semester of the appointment, at the 700-800 level. These 6 hours must appear on the student's candidacy plan as legislated by the department.

Students who have foundation course requirements should check with the Graduate Office for clarification of eligibility.

- International students must have approval to work in the United States.
- 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 located at:

**<https://www.pittstate.edu/president/policies/student-crisis-response-procedure.html>**

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

### **Purpose**

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

This procedure is intended to:

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

### **Implementation Steps**

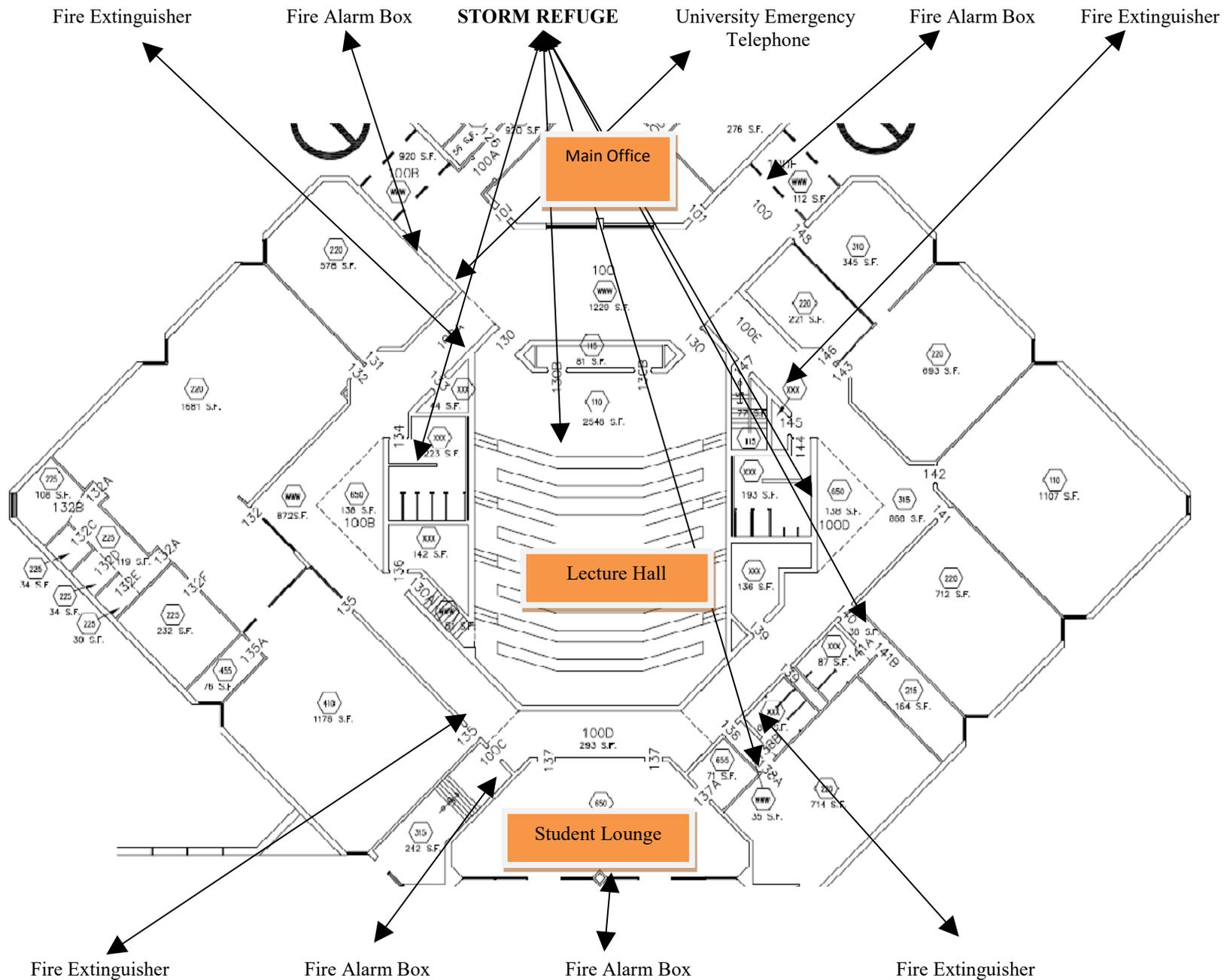
In the event of a student crisis, any individual first to respond must contact emergency personnel (University Police) by dialing 911.

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

### **Severe Weather Emergency Plan**

In an effort to better protect students, faculty, staff and visitors in the event of severe weather, the university has updated its Severe Weather Emergency Plan and identified storm refuge areas across campus. The update to the plan includes a requirement that ALL activities cease when a tornado warning is declared stating, “All activities occurring within buildings or university grounds will cease immediately and remain suspended until such time as the tornado warning has ended.” Signage designating STORM REFUGE AREAS (black background with white lettering) are installed in all campus buildings. The updated severe weather emergency plan, with additional information and detailed instructions, may be found at **<https://www.pittstate.edu/police/safety.html>**

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



## **McPherson Hall - Active Shooter Response Plan**

Pittsburg State University has implemented “Guidelines for Response to Hostile Situations: Hostile Intruders”. Please review the information at:

**<https://www.pittstate.edu/president/policies/response-to-hostile-situations-hostile-intruders.html>**

We can never be too prepared for an active shooter situation.

### 1.) Alert — Call 911

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

### 2.) Lockdown — Shelter in Place

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

### 3.) Inform — Constant, Real-time Updates

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

### 4.) Counter the Attack — A Last Resort

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

### 5.) Evacuate — Get Out

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

### Active Shooter Defined

- A suspect or assailant whose activity is immediately causing death and serious injury
- Threat is not contained and there is immediate risk of death and injury
- There is no TYPICAL PROFILE for an active shooter

### Active Shooters Intent is to Kill and Injure

- This necessitated a change in tactics by law enforcement. Losses can be mitigated with community preparedness training and response during actual event
- If a person, or situation, is an immediate threat to themselves, someone else, or they are incapable of caring for themselves, CALL University Police, 620-235-4624, or DIAL 911.

- Please review information on the PSU Behavior Intervention/Threat Assessment Team.  
<https://www.pittstate.edu/.../Threat-Assessment-and-Behavioral-Intervention-Team.pdf>
- If a student hears another student make threats against another student or faculty/staff – tell an administrator/faculty or staff member. The threat may be real, the active shooter normally has intended victims and searches them out.

Unlike the middle/high schools, University facilities do not feature

- Intercoms in classrooms
- Doors that lock automatically
- One centralized administrative office
- Visitor access points
- Monitoring and control of students and other people on campus
- Multiple means for reporting emergencies and alerting the community to an emergency
- Places of refuge
- Multiple escape routes

Building Coordinator Responsibility

- Dissemination of emergency messages and needs to building staff and occupants
- Email
- Phone tree
- Paging, etc.
- Encourage Deans, Directors, and/or Department Chairs to bring training to individual departments for all staff.

Your Response

- Stay calm. Your actions will influence others
- Assure others that you and the police are working to protect them
- Secure the immediate area whether classroom, bathroom, or office
- Lock or secure the door. This may require advance planning to ensure ability to lock/secure the door, key and type of lock.
- Most doors in the university buildings are solid core, and many walls are block and brick. This may provide some protection.
- Block the door using whatever is available desks, file cabinets, books, other furniture
- If the shooter enters your room and leaves, lock/barricade the door behind him.
- If able to do so safely, allow others to seek refuge with you.
- The shooter will not stop until his/her objectives have been met, unless engaged by law enforcement
- Consider the risk exposure created by opening the door
- Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area
- The shooter may bang on the door and yell for help to entice you to open the door
- Remember the safety of the masses versus the safety of a few
- If there is any doubt to the safety of the individuals inside the room, the area needs to remain secured

### Doors, Windows, Openings, and Noise

- Close blinds, Block windows
- Turn off radios and computer monitors if necessary
- Silence cell phones
- Signs can be placed in the interior doors, windows, but remember the shooter can see these
- Place signs in the exterior windows to identify the location of injured persons
- Keep occupants calm and quiet
- After securing the room people should be positioned out of sight and behind items that might offer additional protection walls, desks, file cabinets, etc.

### Contacting Emergency Personnel

- 911
- Keep in mind that emergency circuits may be overwhelmed
- Busy signal
- Multiple rings

### Law Enforcement Response

- Law enforcement will immediately respond to the area.
- It is important for you to convey to others that help is on the way. Remain inside the secure area.
- Law Enforcements goal is to locate, contain, and stop the shooter.
- The safest place for you to be is inside a secure room
- The shooter will not flee when law enforcement enters the building, instead they will have new targets to shoot.
- Remember the shooters mindset is not escape. Their goal is to kill and injure.
- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized
- You may need to explain this to others in an attempt to calm them
- Once the shooter is contained, officers will begin treatment and evacuation
- Safety corridors will be established. This may be time consuming
- Remain in secure areas until instructed otherwise
- You may be instructed to keep your hands on your head
- You may be searched
- You will be escorted out of the building by law enforcement personnel

### Closing Statement

- We can no longer predict the origin of the next threat.
- Assailants in some recent incidents across the country were not students or employees
- There were no obvious specific targets and the victims were unaware they were targets, until attacked.
- The police are not going to get to our location in time to prevent shootings.
- It is no secret that the actions of staff members during a critical incident will save more lives than responding law enforcement officers. Statistically, once the shooting starts, a life is taken every 15 seconds.
- Your goal here is to put as much time and distance as possible between you and the attacker.

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

### **Concealed Carry**

In 2013, the Kansas Legislature passed a law allowing lawful gun owners to carry concealed handguns on all public university campuses and campus buildings in Kansas. In order to comply with the state law, the Kansas Board of Regents approved new weapons policies for all Regents institutions in December 2016. The complete policy can be found online at <https://www.pittstate.edu/police/policies.html#undefined1>

### **Student Health and Counseling Services**

Health care is the fiscal responsibility of the student. It is recommended that students carry personal health insurance. Health insurance is available through the University at a reasonable cost. Health services, including mental health and counseling, are available at the Student Health Center, 1801 S. Broadway, 620-235-4452. The Health Center is open Monday through Friday, 8:00 a.m. until 4:00 p.m. A physician and/or nurse practitioner is on duty at the Student Health Center.

### **Personal Injury Policy**

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

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

To ensure the safety of students using sharps (needles, scalpels, suture, etc) in the IRBSON HSC/LRC, safety precautions will be followed by the manufacturer guidelines. There will be no recycled sharps used in the IRBSON lab and after use they will be deposited in the sharps container. (Please review Personal Injury Policy above).

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

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

### **Arrests and/or Convictions**

#### **The PSU IRBSON programs requires students to:**

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

### **Disciplinary Policy**

***The Pittsburg State University IRBSON program requires applicants and admitted clinical nursing students to:*** Notify the School of Nursing in writing of any past disciplinary action or current pending actions against ALL licenses, certifications and/or registrations as well as disciplinary action by a state board of/or a governmental agency. (Some examples are: Driver's License; Fishing License; Hunting License; Day Care License; Nursing Home Administrator License; Nursing License in Kansas or another state; CNA/CMA/HHA certification; School Teacher certification; Dishonorable discharge and/or other than honorable discharge from any branch of the military or disciplinary sanction from any branch of the military).

Applicants with past disciplinary action or current pending actions are evaluated for admission on an individual basis with no guarantee of admission. Admitted clinical nursing students are required to self-report in writing within 24 hours to the Director of the School of Nursing any new pending or actual disciplinary action as a condition of progression in the nursing program. Admitted students may be suspended until the action is fully investigated. Progression will be evaluated on an individual basis and continued participation in the program is not guaranteed. Failure to notify as an applicant or admitted clinical nursing student results in not being admitted, being suspended until action is fully investigated or dismissal from the program. Continuance in the School of Nursing is at the sole discretion of the PSU School of Nursing. If disciplinary action has ever been taken against your driver's license or other license, registration or certification, in Kansas or any other state, (for any reason), you are required to provide an explanatory letter regarding the disciplinary action (s) taken against your driver's license or other license, registration or certification.

**EXPLANATORY LETTER:** You are REQUIRED to submit an explanatory letter regarding EACH conviction and/or disciplinary/administrative action. The letter should include the following information: Date of the criminal offense or disciplinary/administrative action; Circumstances leading up to the arrest or disciplinary/administrative action; Actual conviction or disciplinary/administrative action; Actual sentence or board/regulatory agency order; Current status of sentence, order or action; and Rehabilitation (if any). The applicant is required to provide certified/dated copies of disciplinary documents.

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

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

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

**<https://www.pittstate.edu/president/policies/policy-on-prevention-of-alcohol-abuse-and-drug-use.html>**

**School of Nursing Substance Abuse and Drug Testing Policy**

It is the policy of the School of Nursing to provide a learning environment, which is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of alcohol and other legal drugs. Additionally, this policy requires that students perform their duties without the presence of illegal drugs, alcohol, or inappropriate legal drugs in their systems. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student is prohibited. Arriving at McPherson or other school related locations, while under the influence of an illegal drug is prohibited. The School of Nursing prohibits the use or abuse of such drugs. The objective of this policy is to ensure a safe, healthy and work efficient environment for students and the general public. The faculty and staff of the School of Nursing will utilize every reasonable measure to maintain a drug and alcohol free environment.

**Definitions: Illegal Drugs**

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

**Medication or Prescribed Drugs**

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

**Practices**

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

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

Students shall notify their instructor when taking prescribed medication, which could adversely affect their performance. If a student is taking a prescribed drug, which might hinder the safe and efficient performance of their job duties, the student must obtain a release to return to school and the clinical setting from the prescribing health care professional. Specifically, the prescribing

professional must assure that the student is able to perform in a clinical setting. If a release cannot be obtained, the student may be suspended from clinical.

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

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

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

#### **Notification**

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

#### **Consents**

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

#### **Reasonable Suspicion Testing**

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

*IMMUNITY FROM CIVIL LIABILITY:* By law (KSA 65-4926), any person making a report, in good faith, shall not be liable in a civil action for damages arising from reporting. The following shall serve as examples of behavior which can form reasonable suspicion: changes in attitude or performance level, disorientation, mood swings, slurred speech, odor of alcohol on breath, unexplained disappearances while on duty, confusion or lapses in memory, excessive absences and/or tardiness, or imprudent judgment under the set of circumstances. (This list is for reference and is not intended to be complete).

**The Director of the School of Nursing must authorize Reasonable Suspicion Testing on a student before a test is administered. In the absence of the Director, the Vice-Director may authorize a test. No Reasonable Suspicion Test will be administered without the written authorization of the Director or the Vice-Director.** No advance notice to the student is required to conduct for reasonable suspicion testing. Tests may be performed on blood, urine, or breath.

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

The School of Nursing may conduct a drug and alcohol-screening test immediately after an accident or incident to either confirm or refute drug or alcohol use as a possible cause.

Incident/Post-Accident Testing may apply to both the injured and/or those individuals affecting the accident or incident. **The Director or the Vice-Director must authorize Incident/Post-Accident Testing on a student before a test is administered.**

### **Confirmation Test**

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

### **Peer Reporting**

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

### **Confidentiality**

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

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

If a student's test result is confirmed to be positive through a confirmation test, the testing laboratory will notify the director of the School of Nursing. The director will notify the student who must then contact a counselor within 24 hours after receiving notification of a positive test result. The IRBSON will jointly evaluate the positive test result and the surrounding circumstances and determine whether to allow the student to remain at school/clinical or be subject to disciplinary action. Referral for counseling/rehabilitation is considered a "last chance" for the student to rehabilitate themselves. If the student reverts to the use of illegal drugs or alcohol, the student will be subject to dismissal. Participation in counseling, however, does not preclude appropriate action by the School of Nursing when work performance is impaired during or after receiving counseling/rehabilitation. **Refusal to consent to a substance abuse test will result in dismissal from the program.**

### **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 and possibly immediate dismissal from the program.

### **Faculty/Staff Responsibility**

Every faculty/staff member working for the School of Nursing is required to ensure a safe and effective work environment for student/patient through awareness, education, and appropriate training in recognition of alcohol and other drug issues. Faculty/staff will be subject to

disciplinary action if the Substance Abuse and Drug Testing Policy is not personally supported in principle and practice. It is part of professional obligation to report unsafe practice according to ANA code of ethics. Questions concerning this policy should be directed to the Director of the School of Nursing.

### **Drug-Free Workplace Policy**

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

1. Abide by the terms of this policy; and
2. Notify the School of Nursing in writing of his or her arrest/conviction/diversion for any drug or drug related crime no later than 24 hours after such arrest/conviction/diversion. Failure to notify the school within 1 day may result in dismissal.
3. Student may be suspended until the legal issue is resolved.

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

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

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

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

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

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

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

### **School of Nursing Violence and Abuse Policy**

See University Work Place Violence at

**<https://www.pittstate.edu/president/policies/workplace-and-campus-violence-policy.html>**

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

The PSU nursing program requires students to

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

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

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

### **Faculty Office Hours**

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

### **A Nurse's Guide to the Use of Social Media**

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

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

## **MSN CLINICAL EXPERIENCE REQUIREMENTS**

### **MYRECORDTRACKER©**

Immunization documentation is required of students for admission. Contracts with clinical preceptor agencies are contingent on students meeting the agencies' health policies in addition to other requirements. Immunization documentation must be completed with documentation uploaded to the MyRecordTracker© webpage before students begin nursing courses. The School of Nursing contracts with Certiphi, a company that handles our Immunization Tracking. If you are offered and accept a seat in the degree program your name will be uploaded to the Certiphi Website. You will receive an e-mail from [myrecordtracker@verticalscreening.com](mailto:myrecordtracker@verticalscreening.com) with instructions to log into the MyRecordTracker© site to set up your account by registering and paying. You will then be able to upload your required immunization documents. All immunization information is housed on this website. Please note: All incoming students will be required to document one dose of influenza vaccination each fall.

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

ACLS certification is required of all MSN nursing students prior to enrollment in advanced practice clinical nursing courses. ACLS certification with hands-on component is required to be kept current throughout the program.

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

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

### **Registered Nursing License**

Graduate nursing students are required to be licensed 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 MSN program.

### **Annual Tuberculin Screening**

All MSN students are required to document an annual TB screening or T-spot. Beginning Fall 2012, PSU has implemented a new tuberculosis evaluation policy fulfilling requirements by Kansas Statue 65-129e. The state of Kansas is requiring all NEW students to answer a short online survey concerning risk screening for tuberculosis that is available on the Student Health Services website. For more information regarding the Tuberculosis Prevention and Control Policy go to:

**<https://www.pittstate.edu/president/policies/tuberculosis-prevention-and-control-policy.html>**

### **Essential Nursing Physical Functions**

Each student will regularly perform the following activities:

1. Remain alert and able to engage in safe patient/client care including being able to respond to patient/client needs in an emergency at all moments in time.
2. Stand for long periods of time.
3. Work or walk at a fast pace.
4. Lift heavy objects (25 lbs. or more) several times a day.
5. Speak clearly and distinctly.
6. Work alternating shifts (8-12 hours).
7. Respond appropriately to stress situations (physically, emotionally, & mentally).
8. Communicate effectively with physicians, patients, staff and patients' families.
9. Write in 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 of time. 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 interfere with their ability to perform at all times 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 IRBSON, Office 102 McPherson Hall, 620-235-4438, [cgiefer@pittstate.edu](mailto:cgiefer@pittstate.edu) Upon receipt of report, the Director will notify and meet with appropriate faculty and the Director of Equal Opportunity. If it is determined that there may be a potential that student/patient/client health, safety, well-being or care can be compromised by the student engaging in clinical practicum experiences, a Nursing Student Clinical Function Release Form (NSCFRF) signed by a physician or licensed health care provider (knowledgeable of the student's illness/issue/condition and/or injury) will be required as well as further assessment and documentation of the illness/issue/condition or injury as appropriate.

This will be required prior to engaging in any patient/client care in clinical practicum experiences. Any missed clinical practicum experiences and expected teaching-learning outcomes must be met prior to receiving a completed grade(s) in course work and proceeding in further clinical practicum courses. Each student situation is reviewed on a case-by-case basis. Some physical, mental health or other health illnesses/issues/conditions or injuries may be found to inhibit the student's ability to safely engage in care.

Failure to report per this policy could preclude the student from further participation in clinical practicum experiences in the nursing program. If you have questions, please contact Dr. Cheryl Giefer at the contact information listed above. The Equal Opportunity Office is the central office for coordination of student physical disabilities and reasonable classroom accommodations at Pittsburg State University. Students who have a disability should register with the Equal Opportunity Office. Contact information: Ms. Cindy Johnson, 218 Russ Hall, [cynthia.johnson@pittstate.edu](mailto:cynthia.johnson@pittstate.edu), 620-235-4189.

### **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 after payment. Check, money order, or cashier's check must be submitted before the student will be permitted in the clinical areas. All nursing students are required to be endorsed to the blanket policy. This insurance does not provide any personal health insurance coverage.

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

#### **Rationale for Dress Code:**

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

It is the policy of the School of Nursing that students who are employed will not wear their uniforms with patches to their place of employment. These symbols signify that you are operating as a graduate student nurse under the supervision and guidance of an instructor and preceptor of Pittsburg State University.

**Uniform:** The MSN student will dress professionally and appropriately when in the clinical setting. The entire uniform, including shoes, must be clean and neat in appearance. Any request for deviating from the dress code must have a written request and be approved by the Graduate 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 MSN 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 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 be worn at all times 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. Shoe strings 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 at all times while working with clients and fastened to prevent hair from falling forward. Extreme hairstyles will not be permitted in clinical settings. Examples of extreme hairstyles may include, but are not limited to, Mohawk, reverse Mohawk, and atypical hair color. Only functional hair bows, bands, or clips will be permitted in the clinical setting.
- Hair, beards, and sideburns must be clean and neatly groomed.
- Perfumes, colognes, and after shaves should not be worn, as this could be an irritant to client(s), visitors, and other staff members.
- Jewelry permitted includes wedding bands without protruding sets, watches, small pierced post earrings and no more than two earrings per ear.
- Visible body piercing jewelry is prohibited. This includes but is not limited to pierced facial jewelry, gauged earlobes and gauge plugs in ear lobes. The wearing of jewelry in eyebrow, nose, lip, and/or tongue is prohibited.
- Clinical assignments may restrict the wearing of jewelry, including the amount and/or style, for safety, and other reasons.
- Tattoos must be covered.
- Nails must be short and clean. Polish, if worn, should be a neutral or light color and without ornaments, cracks or chips. Artificial nails are prohibited in the clinical setting.
- Gum chewing is not permitted in clinical areas.

- Cell Phones are allowed in the clinical areas **according to clinic policy**.

### **Evaluation of Clinical Performance**

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

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

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

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

### **Absence from Clinical Assignments**

This will be addressed in each clinical course syllabus. The graduate student must complete the required total number of clinical hours for advanced practice and national certification eligibility. The required number of clinical hours for individual courses will be stated in each clinical course syllabus. Students are to notify the instructor and the clinical site of any absences. ***Absence without notification from clinical experience is an unsatisfactory behavior that may result in dismissal from the course.***

### **Blood and Body Substance Exposure Policy**

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

### **Smoking Policy**

The PSU campus and all clinical agencies have “No Smoking” policies. Smoking policies of all agencies must be followed. Students are not allowed to leave the grounds of the clinical facility for smoking. In addition, students are not allowed to present to clinical with the odor of tobacco products on their uniform. As guests, we comply with agency policies. The Kansas Tobacco Use Prevention Program, a program of the Kansas Department of Health and Environment, provides information to help stop smoking and can be found at: **[www.kdheks.gov/tobacco/](http://www.kdheks.gov/tobacco/)** Persons may call a 1-866 number and request a personalized Quit Kit. Help is available 24 hours a day. The number is 1-866-KAN-STOP (1-866-526-7867).

## **Health Simulation Center/Learning Resources Center (HSC/LRC) Policies**

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

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

### **III. HSC/LRC Equipment**

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

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

1. Shelves textbooks may be checked out for 3 days.
2. Reserve books (those requested by instructors and used in their class work) may not be checked out nor removed from the HSC/LRC unless authorized by instructor.
3. HSC/LRC Coordinator and/or course faculty or Director will contact any person failing to return borrowed material in allotted time as appropriate.
4. The following **may not** be checked out from the Lab
  - a. PDRs (latest issue)
  - b. All books on the Reserve Shelf
  - c. Handouts submitted by instructors for class work, unless otherwise specified by the instructor.
  - d. Video/CAI media

### **Transportation Policy**

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

### **Inclement Weather**

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

### **University Policies**

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

### **Special Concerns**

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

### **School of Nursing Academic Honors**

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

#### *Criteria for Graduate Teaching Award*

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

#### *Criteria for Graduate Scholarship Award*

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

### *Criteria for Graduate Research Award*

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

### *Criteria for Graduate Service Award*

1. Graduate student in final year of program of study
2. Demonstration of outstanding service to: School of Nursing, PSU, community, state, and United States

## **Nursing Student Organizations**

### **Graduate Student Nurses' Organization**

The Graduate Student Nurses' Organization has been founded to: a) foster graduate education; b) assist the student in the development of the whole person, and his/her professional role; c) promote and encourage participation in interdisciplinary activities; d) provide educational programs for nurses and the community; e) collaborate with other health care professionals, institutions and the consumer to improve understanding of wellness; f) serve as advocate to the community and to families for health promotion; and, g) promote understanding of the role of the Advanced Practice Nurse. All students admitted to the graduate-nursing program at Pittsburg State University are members of the Graduate Student Nurses' Organization. There are no membership dues. All active members shall be able to hold office and vote. There are at least two meetings per academic year.

### **Nurses Christian Fellowship (NCF)**

A part of intervarsity Christian Fellowship, Nurses Christian Fellowship is a non-denominational organization that encourages nurses and nursing students to consider the total patient/client in their nursing practice. The national director and Kansas staff director work with local chapter facilitators to plan activities. At Pittsburg State University, the chapter currently meets twice a month. Meeting dates are confirmed at the organizational meeting held at the beginning of each semester and are available through NCF Faculty Advisor, Dr. Kristi Frisbee.

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

Student organizations are eligible for partial funding to support activities through PSU student fees, which are awarded by Student Government on a competitive basis. Examples of activities that received partial funding for baccalaureate and graduate students are: transcultural nursing experiences in out-of-state locations during semester break; the Graduate Research Colloquium; and the Graduate Research Banquet.

## **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 clinical practice role
- Area of practice must be relevant to the course objectives
- Able to provide supervision, teaching and evaluation of students for achievement of clinical course objectives and learning needs
- Able to facilitate active participation of students in the delivery of health care
- Committed to the concepts of advanced practice nursing
- Proof of National Board Certification

### **Physicians**

- Doctor of Medicine or Osteopathy from an accredited university
- Currently licensed and practicing in the state where students engage in clinical experience
- Area of practice must be relevant to the course objectives
- Able to provide supervision, teaching and evaluation of students for achievement of clinical course objectives and learning needs
- Able to facilitate active participation of students in the delivery of health care
- Committed to the concepts of advanced practice nursing
- Proof of National Board Certification

All preceptors sign contracts acknowledging willingness to serve as a preceptor. Each preceptor receives 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.

## **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 at

**<https://www.pittstate.edu/nursing/graduate-clinical-preceptors.html>**

**Step 1:** Discuss with clinical preceptor (APRN, MD, DO) who meet requirements as PSU Graduate Clinical Preceptors. 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 vita (resume) of the preceptor**

**2) Preceptor licensure verification from: <https://www.nursys.com> (Note: preceptor and student must be licensed in the state of clinical experience)**

**3) Graduate preceptor contract signed by preceptor**

Preceptor evaluations of students are completed after each clinical course and must be on file at the School of Nursing (on paper or online via *Typhon*) prior to grades being submitted to the Registrar. The evaluations are reviewed by the course faculty after each course and yearly by the Graduate Committee. Faculty complete Preceptor/Facility evaluations at each site visit completed during clinical courses. Students evaluate the preceptors and facilities at the conclusion of every clinical practicum course.

### **Websites to be Included on Preceptor Link:**

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

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

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

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

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

### **Additional Links:**

American Nurses Association:

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

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

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

**This completed form as well as the following forms must be submitted as attachments in one email to: Janene Hudiburg: [jhudiburg@pittstate.edu](mailto:jhudiburg@pittstate.edu) or they can be delivered in person to the School of Nursing.**

1. **Current curriculum vitae (resume) of preceptor**
2. **Preceptor licensure verification from: <https://www.nursys.com/> (Note: preceptor AND student must be licensed in the state of clinical experience)**
3. **Graduate preceptor contract signed by preceptor**

Student Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Semester: \_\_\_\_\_ Clinical Course Faculty Name: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Level of the student who will be using the preceptor:

BSN to DNP \_\_\_\_\_ MSN to DNP \_\_\_\_\_ MSN Education Emphasis \_\_\_\_\_

**Students do not write below this line:**

---

Date submitted to School of Nursing: \_\_\_\_\_

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

(Instructor Signature)

## **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, 2019 through December 31, 2024.

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,

Janene Hudiburg  
Administrative Associate  
Irene Ransom Bradley School of Nursing

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/YR

\_\_\_\_\_  
License # and State

Name of clinic, address, and phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Evaluation of Written Comprehensive Exam  
 MSN Education Emphasis

Date \_\_\_\_\_

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

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

1. The student responded in an organized style.									
1	2	3	4	5	6	7	8	9	10
2. The student's statements and responses were accurate.									
1	2	3	4	5	6	7	8	9	10
3. The student communicated clearly and concisely.									
1	2	3	4	5	6	7	8	9	10
4. There was evidence of depth and breadth of knowledge in the student's written response to questions.									
1	2	3	4	5	6	7	8	9	10
5. All questions were answered by the student in a professional manner.									
1	2	3	4	5	6	7	8	9	10
6. The student's knowledge and use of outside information enhanced the written response.									
1	2	3	4	5	6	7	8	9	10
7. Evidenced integration of The Essentials for Masters Education in Nursing and Code of Ethics for Nurses.									
1	2	3	4	5	6	7	8	9	10
8. The student integrated evidence of preparation for Nurse Educator Roles.									
1	2	3	4	5	6	7	8	9	10
9. Synthesis of nursing education was evident in responses.									
1	2	3	4	5	6	7	8	9	10
10. Clearly delineated MSN Education Program Outcomes.									
1	2	3	4	5	6	7	8	9	10

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

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

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

All Pittsburg State University Policies may be found in the University Catalog, which may be located online at [www.pittstate.edu](http://www.pittstate.edu). Students should be familiar with the University Catalog covering his or her enrollment at Pittsburg State University. The Workplace Violence Policy and the Protected Health Information Policy are located online at <https://www.pittstate.edu/president/policies/index.html>

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

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

Website: <https://academics.pittstate.edu/academic-programs/school-of-nursing/index.html>

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**The Irene Ransom Bradley School of Nursing reserves the right to make changes and  
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School of Nursing Communications Policy.**

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**Irene Ransom Bradley  
School of Nursing**

***“Caring to Make  
a  
Healthy Difference”***

***Irene Ransom Bradley School of Nursing Motto***