

Master of Science in Nursing Student Handbook 2024-2025



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

**Welcome to the Irene Ransom Bradley School of Nursing
Master of Science in Nursing
Educational Leadership Emphasis and Organizational Leadership Emphases
Pittsburg State University**

A Message from the Director:

As you begin your academic year in the Master of Science in Nursing (MSN) Program with Educational or Organizational 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 an MSN educator or leader 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 and Leadership 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 the PSU mission “to make life better through education.” Nursing’s vital role in serving individuals and populations in a variety of settings perpetuates the University’s founding principle of “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,



Amy Hite, EdD(c), DNP, APRN, FNP-C
Director and 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

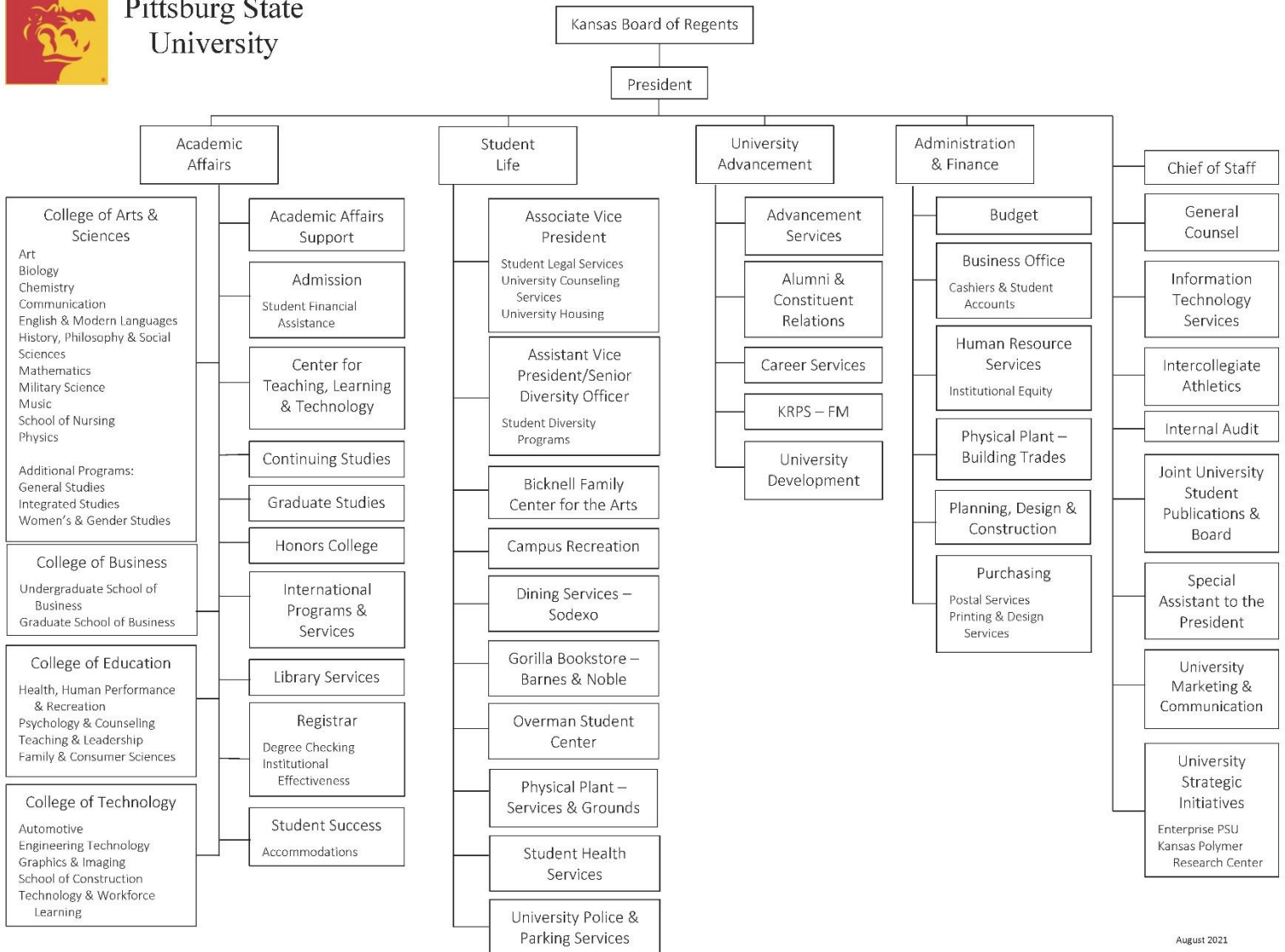
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Website: <https://www.pittstate.edu/hr/policies/affirmative-action-policy.html>

Organizational Chart, Pittsburg State University



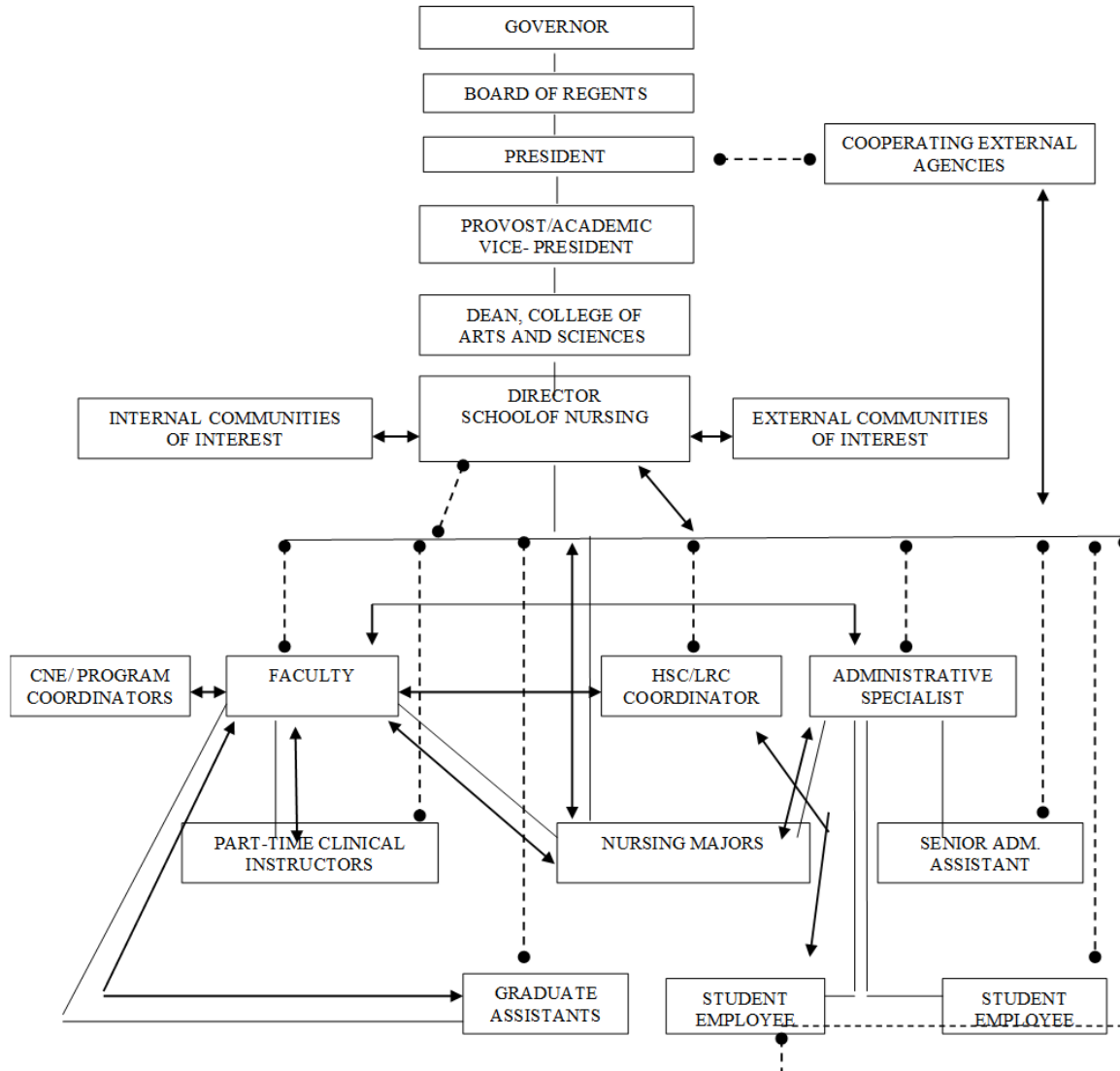
Pittsburg State University



August 2021

Organizational Chart, Irene Ransom Bradley School of Nursing

IRENE RANSOM BRADLEY SCHOOL OF NURSING ORGANIZATIONAL CHART



- - - - - • Contractual Agreement
- ↔ Cooperative Responsibilities
- Direct Responsibility

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

School of Nursing Graduate Faculty and Staff

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Dr. Kristi Frisbee Graduate Leadership Programs Coordinator	kfrisbee@pittstate.edu	121	620-235-4434
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Dr. Ashleigh Heter	aheter@pittstate.edu	116	620-235-4431
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Ms. Nancy Tyler Simulation Hospital Coordinator	ntyler@pittstate.edu	Simulation Hospital	620-235-4196

Introduction to Pittsburg State University

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

<https://www.pittstate.edu/registrar/transfer-equivalency-guidelines.html>

as well as articulation and 2-plus-2 agreements:

<https://www.pittstate.edu/academics/2-2-programs.html>

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

Department of Nursing, Irene Ransom Bradley School of Nursing

The PSU Department of Nursing (DON) began in 1970, following a recommendation by KBOR and establishment by the Kansas State Legislature. Establishment of the DON resulted from a shared vision and many years of collaboration and planning by the University, Mount Carmel Medical Center (MCMC), and the community. MCMC (now Via Christi Hospital) agreed to discontinue its diploma nursing program when the University was ready to begin a Bachelor of Science in Nursing (BSN) degree program. The DON admitted its first cohort of BSN pre-licensure students in fall 1971 and the first cohort of registered nurse (RN) to BSN students was admitted in 1973. During the DON era, the pre-licensure BSN and RN to BSN tracks, Master of Science in Nursing degree (MSN) program with Clinical Nurse Specialist (CNS) tracks in Family Health and Gerontology; and a Family Nurse Practitioner (FNP) track were established. The MSN program also included the functional areas of administration and education. The DON was granted school status in 2013 and was renamed the Irene Ransom Bradley School of Nursing (IRBSON) in honor of the mother of PSU alumnus Dr. Fay Bradley, who gifted one million dollars to the University to benefit nursing education. The IRBSON is one of twelve academic programs in the College of Arts and Sciences (CAS) and is the largest academic major at PSU. In addition to a Graduate School, the University consists of the College of Education, College of Technology, and the College of Business.

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

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

The first cohort of students in the MSN to DNP Advanced Practice track began in June 2015 and students graduated December 2016. The first BSN to DNP cohort began in June 2016 and these students graduated in May 2019. The last students admitted to the MSN program/FNP track graduated in July 2017 and the master's program continued as an MSN with Education Emphasis students in August 2017. The first four MSN Education students graduated in May 2019.

The DNP program is the first doctoral degree offered by PSU and the first rural-based DNP program in Kansas. The BSN to DNP track offers an Advanced Practice Nursing major with specialization in the FNP role while the MSN to DNP track offers a clinical doctorate for nurses who have a Master of Science of Nursing degree and are nationally certified as a FNP who wish to become leaders and scholars. Additionally, the DNP program offers a nursing education emphasis to address the clinical nursing faculty shortage in Kansas and across the nation. In 2024, a MSN to DNP Leadership degree program began with emphasis options in Educational Leadership or Organizational Leadership.

Accreditation Status

The BSN program was initially accredited by the National League for Nursing Program Council of Baccalaureate and Higher Degree Programs in 1975 and reaccredited in 1981, 1989, and 2000. The BSN and MSN programs were initially accredited by CCNE in 2005, reaccredited in 2010 with the next evaluation occurring in 2019. The DNP program was granted CCNE accreditation in October 2016. The BSN and DNP nursing programs are approved by the Kansas State Board of Nursing (KSBN) and comply with regulations outlined in the Kansas Nurse Practice Act, Statutes & Administrative Regulations (October 2023). The last on-site review by CCNE and KSBN occurred on November 4-6, 2019 for the BSN, MSN, and DNP programs. **The BSN, MSN Education, and DNP Advanced Practice programs at Pittsburg State University are accredited by CCNE through June 30, 2030.**

The Bachelor of Science in Nursing, Master of Science in Nursing and Doctor of Nursing Practice programs at the Pittsburg State University Irene Ransom Bradley School of Nursing are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. The Commission on Collegiate Nursing Education, an autonomous arm of the American Association of Colleges of Nursing, is officially recognized by the U.S. Secretary of Education as a national accreditation agency. The Bachelor of Science in

Nursing and Doctor of Nursing Practice programs are approved by the Kansas State Board of Nursing, Landon State Office Building, 900 SW Jackson Street, Suite 1051, Topeka, Kansas 66612-1230; 785-296-4929.

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

Irene Ransom Bradley School of Nursing Directors

2024-Present: Amy Hite
2016-2024: Cheryl Giefer
2014-2016: Mary Carol Pomatto

Department of Nursing Chairs

2005-2013 Mary Carol Pomatto
1999-2005 Carolyn Keil
1998-1999 Barbara Jean McClaskey (interim)
1989-1998 Jo-Ann Marrs
1988-1989 Barbara Jean McClaskey (interim)
1979-1988 Roberta Thiry
1970-1979 Cecilia Waggoner

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

PSU Commemoration Day (Apple Day)

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

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

body, and apples furnished by the faculty are passed out to all those present at the Apple Day Convocation.

Pinning Ceremony

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

Approximately the size of a quarter, the pin is circular. The center of the pin is gold with the letters BSN or DNP in the center. Around this appears a red band on which is printed Pittsburg State University School of Nursing. An outer band is a gold edge of scallops. This same design has been adapted for use on school invitations, brochures, patches, etc. The tradition of pinning emphasizes the importance of the pin. At this event, held in conjunction with university commencement, each graduate is pinned by the person of his/her choice. The custom is to announce future plans of each graduate as the pinning occurs. Parents, spouses, children, relatives, and friends are invited to share in this formal ceremony.

Mission and Governance

Mission Statement

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

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

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

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

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

Core Values:

Student Focused – Make students and their success the driving force behind decisions at all levels.

Excellence – Demand quality in all aspects of the college's operation.

By Doing Learn – Provide academic programs and acceptance of a variety of ideas, beliefs and cultures.

Diversity – Support an understanding and acceptance of a variety of ideas, beliefs and cultures.

Community – Enhance the College's strong relationship with the Pittsburg area community, region and beyond.

Innovation – Support creative and critical thinking that promotes informed intellectual risk taking.

Sustainability – Establish best practices relevant to resource conservation.

Mission Elements

Teaching

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

Learning

Learning is a complex, mutual process of growth and development identified by changes in the behavior of the learner. It is the art or process of acquiring knowledge, skills and values by means of study,

instruction, observation, interaction, practice and experience. As an active internal process, learning involves cognitive, psychomotor and affective aspects of human behavior. Learning is a lifelong growth process that facilitates the development of human potential. Learners accept responsibility for learning and seek opportunities to increase knowledge, skills and clinical competencies.

Teaching-Learning

Teaching-learning in nursing education is the process by which faculty and students collaborate to achieve educational goals. Teaching-learning is a reciprocal process involving the exchange of information that occurs between students and faculty. The process fosters intellectual, social and emotional growth of both teacher and student. When learning occurs, there is measurable evidence that the student has acquired knowledge and demonstrates appropriate clinical competencies and skills.

Scholarship

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

Conceptual Framework

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

Person

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

Environment

We believe that environment includes all conditions, circumstances and influences that are part of the person's being. The environment includes natural, biological, psychological, social, spiritual and cultural factors. The internal and external environments of person are complex, diverse and ever-changing, influencing the person and sometimes resulting in alterations in health. The nurse coexists as part of the person's environment and works with the person to maximize health.

Health

We believe that health is a dynamic state and reflects the ability of the person to adapt to the environment. Health is unique to each person and is viewed as a function of perception and observation. Health incorporates illness and wellness and is viewed as actualization of human potential for development.

Nursing and Nursing Practice

Nursing is a professional discipline with both components of art and science. Nursing as an art involves the implementation of caring strategies to promote well-being. Those strategies may include but are not limited to intuition, creativity and compassion, nursing therapeutics, communication skills, patient advocacy and empowerment. Caring encompasses the nurse's authentic presence reflected through empathy for and connection with the person through all aspects of being. The caring nurse identifies questions to be investigated and builds a sound, evidence base for nursing practice. The caring nurse provides care, both direct and indirect, assisting persons to achieve the highest level of functioning. Accountability for design, coordination and management of safe, high quality care delivered by self or others is assumed by the caring nurse as is responsibility for assuming a professional identity that values continued growth in judgment, knowledge and skills through adoption of lifelong learning.

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)

Plan of Study

Full Time Master of Science in Nursing – Leadership, Educational Leadership Emphasis

Year 1	Summer	Hours	Fall	Hours	Spring	Hours	Totals
	NURS 712 Professional Identity in Advanced Level Nursing	2	NURS 715 Leadership in Nursing Education	3	NURS 892 Healthcare Research	4	
	NURS 885 Informatics for Healthcare	2	NURS 730 Advanced Health Promotion: Individual, Family, Community	3	NURS 717 Advanced Patho/Pharm for Nurse Leaders	3	
			NURS 800 Theory Related to Nursing	2			
Total		4		8		7	19
Year 2	NURS 853 Testing and Evaluation for Nurse Educators	2	NURS 703 Advanced Health Assessment for Nurse Educators NURS 704 Advanced Health Assessment Practicum for Nurse Educators (48 clinical hours)	2 1	NURS 850 Curriculum Development	3	
	EDTH 805 Design and Production of Instructional Materials	3	NURS 855/854 Teaching Strategies & Practicum	3	NURS 888 Health Policy	2	
					NURS 856 Education Practicum	2	
Total		5		6		7	18
					Program Total		37

Green = MSN Core Courses

Blue = Educational Leadership Emphasis Course

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 School of Nursing.

Plan of Study

Full Time Master of Science in Nursing – Leadership, Organizational Leadership Emphasis

Year 1	Summer	Hours	Fall	Hours	Spring	Hours	Totals
	NURS 712 Professional Identity in Advanced Level Nursing	2	NURS 716 Introduction to Organizational Leadership	3	NURS 892 Healthcare Research	4	
	NURS 885 Informatics for Healthcare	2	NURS 730 Advanced Health Promotion: Individual, Family, Community	3	NURS 717 Advanced Patho/Pharm for Nurse Leaders	3	
			NURS 800 Theory Related to Nursing	2	NURS 865 Strategic Development	3	
Total		4		8		10	22
Year 2	HRD 716 Behavioral Assessment for HRD Professionals	3	NURS 703 Advanced Health Assessment for Nurse Educators NURS 704 Advanced Health Assessment Practicum for Nurse Educators (48 clinical hours)	2 1	NURS 888 Health Policy	2	
			NURS 760/761 Nursing and Health Care System Management/Practicum	3	NURS 866 Administration Practicum – 96 hours	2	
			NURS 720 Healthcare Economics	3			
Total		5		9		7	18
					Program Total		38

Green = MSN Core Course Green = Organizational Leadership Emphasis Course

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 School of Nursing.

MSN Leadership – With Emphases in Organizational or Educational Leadership

Pittsburg State University Irene Ransom Bradley School of Nursing

This 37- 38 credit hour online program will serve as a non-advanced practice option for BSN prepared nurses to obtain their MSN Leadership degree to serve as nurse leaders in academic or healthcare settings. The graduates will be eligible to lead student nurses, patients, families, staff nurses and other direct patient care providers. MSN prepared nurses can fill a variety of innovative roles that extend from healthcare reform and evolving healthcare systems.

MSN Core Courses: Total 21 credit hours

NURS 703/704 Advanced Health Assessment/Practicum: 3 Credit hours (48 practicum hours)
NURS 712 Professional Identity in Advanced Level Nursing: 2 credit hours
NURS 717 Advanced Patho/Pharm for Nurse Leaders: 3 Credit hours
NURS 730 Advanced Health Promotion: Individual, Family, Community: 3 credit hours
NURS 800 Theories Related to Nursing: 2 credit hours
NURS 885 Informatics for Healthcare: 2 credit hours
NURS 888 Health Policy: 2 credit hours
NURS 892 Healthcare Research: 4 credit hours

Educational Leadership Core Courses: Total 16 credit hours (Meets Eligibility to sit for NLN Nurse Certified Nurse Educator Exam.)

NURS 715 Leadership in Nursing Education: 3 credit hours
NURS 850 Curriculum Development: 3 credit hours
NURS 853 Testing and Evaluation for Nurse Educators: 2 credit hours
NURS 855/854 Teaching Strategies/Practicum: 3 credit hours (48 practicum hours)
NURS 856 Education Practicum: 2 credit hours (96 practicum hours)
EDTH 805 Design and Production of Instructional Materials: 3 credit hours
Option III Podium Presentation

OR

Educational Leadership Core Courses: Total 17 credit hours (Meets Eligibility to sit for Certified Nurse Manager and Leader (CNML) exam through AONL.)

NURS 716 Introduction to Organizational Leadership: 3 credit hours
NURS 720 Healthcare Economics: 3 credit hours
NURS 760/761 Nursing and Health Care System Management/Practicum: 3 credit hours (48 practicum hours)
NURS 865 Strategic Development: 3 credit hours
NURS 866 Administration Practicum: 2 credit hours (96 practicum hours)
HRD 716 Behavioral Assessment for HRD Professionals: 3 credit hours
Option III Podium Presentation

NOTE: This plan of study includes 192 hours of practicum work that can be completed at the student's location.

Course Descriptions

NURS 703 - Advanced Health Assessment: Course is designed to assist graduate education students to refine history taking, psychosocial assessment, and physical assessment skills. Content focuses on assessment of individuals throughout the lifespan. 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 for nurse educators.

NURS 704 - Advanced Health Assessment Practicum: 6 practicum hours per week. This clinical laboratory experience reviews and builds upon the students previous skills in physical assessment. It offers more comprehensive and systematic advanced physical assessment content as the foundation for nurse educators. Precepted clinical and simulated experiences afford the opportunity to apply the 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 712 – Professional Identity in Advanced Level Nursing: Exploration of role development in advanced level nursing. Advanced level nursing as influenced by rural, social, cultural, political, ethical, and economic forces interacting with complex client/family systems is examined. Past, present, and future roles of advanced level nurses are explored. Prerequisite: Admission to PSU graduate school and Irene Ransom Bradley School of Nursing Graduate program.

NURS 715 – Leadership for Nursing Education: Explores organizational and leadership theories related to nursing education and the nurse educator. Current and futuristic issues and trends relevant to organizational leadership to foster quality improvement will be included.

NURS 717 – Introduction to Organizational Leadership: Explores organizational and leadership theories related to nursing leadership. Current and futuristic issues and trends relevant to organizational leadership to foster quality improvement will be included. Prerequisite(s): Admission to PSU Graduate School and Irene Ransom Bradley School of Nursing Graduate Program or permission of instructor.

NURS 717 – Pathophysiology and Pharmacology for Nurse Educators: This course combines two related concepts, advanced pathophysiology and advanced pharmacology. This course explores in-depth pathophysiology as it relates to the manifestations of disease, risk factors for disease, and the principles of pathology underlying illness and injury to therapeutic nursing interventions and outcomes. Pharmacology focuses on the basic drug classification, concepts and principles of pharmacology with special consideration for the nursing role in developing a comprehensive approach to drug therapy.

NURS 720 – Healthcare Economics: This course will provide the foundation for assessing the financial impact of practice policies, procedures, and initiatives when meeting the health needs of the practice populations. The course will emphasize principles of economics and finance, the analysis of practice quality, and cost effectiveness of care. Strategies to design effective and realistic care delivery or practice initiatives are examined. Focus is nursing and health care system leaders but open to all majors with an interest in healthcare economics.

NURS 730 – Advanced Health Promotion: Individual, Family, and Community: Exploration of advanced family nursing through theories of human and family development, family assessment, and health promotion across the lifespan. Evaluation of health gaps, development and implementation of health promotion for risk reduction/illness prevention for various populations including the rural health care environment will be emphasized. Prerequisites: Admission to PSU Graduate School and admission to Irene Ransom Bradley School of Nursing Graduate Program or permission of instructor.

NURS 760/761 Nursing and Health Care System Management/Practicum: Leadership and administrative theory and management strategies for nursing advanced practice role and healthcare. Emphasis on management of organizational resources and legal/regulatory issues and processes within the rural health care delivery system. Prerequisites: Admission to the MSN program or special permission. Corequisite: NURS 761 Nursing and Health Care System Management: Practicum.

NURS 800 – Theories Related to Nursing: Explores the philosophical underpinnings of nursing and development of theory. Students will synthesize different nursing theories to provide the context for health care delivery, outcomes and advanced practice. An emphasis will be placed on the inter-relationships of theories, research and use of concepts to guide evidence-based practice. Prerequisites: Admission to PSU Graduate College and admission to Irene Ransom Bradley School of Nursing Graduate Program or permission of instructor.

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

NURS 853 – Testing and Evaluation for Nurse Educators: In this course, an overview of educational assessment and evaluation is provided. Methods of evaluating teaching effectiveness, student learning, and student performance are explored, with particular emphasis placed on test construction and analysis. 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 854 - Teaching Strategies Practicum: Practicum for implementation of teaching plan and use of technology in the classroom. Must be taken with NURS 855.

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 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 865 – Strategic Development: Analyzes the overall plan for applying methods and techniques of strategic development in pursuit of an organizational goal.

NURS 866 Administration Practicum: Clinical practicum 6 hours per week. Prepares the student for an administrative role in nursing and health care. Prerequisites: Completion of both common and advanced practice core courses (with exception of NURS 890 Research Thesis/NURS 891 Research Problem); clinical specialty courses, and either NURS 760 Nursing and Health Care System Management/NURS 761 Nursing and Health Care System Management: Practicum or NURS 865 Strategic Development or special permission. Corequisites: NURS 760 Nursing and Health Care System Management/NURS 761 Nursing and Health Care System Management: Practicum or NURS 865 Strategic Development.

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 892 – Healthcare Research: Overview of the components and steps of the research process. Focus will be on interpreting, critiquing and synthesizing research findings from qualitative, quantitative and other methods of research. Knowledge will be applied by critical appraisal of research studies and evidence-based practice reviews at a graduate level. Prerequisites: Admission to the PSU Graduate School and Irene Ransom Bradley School of Nursing Graduate Program or permission of instructor, NURS 800 Theories Related to Nursing.

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.

HRD 716 Behavioral Assessment for HRD Professionals: In-depth study of the four distinct human behavior styles as they relate to team processes, management/subordinate relationships, communication, coaching/mentoring in the workplace. The examination of human resource development strategies as influenced by behavioral management to enhance employee performance in the workplace.

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.

Curriculum, Academic Requirements & Progression

Time Limit to Complete Degree

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

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.

The Irene Ransom Bradley School of Nursing reserves the right to make changes if necessary. Please consult the Irene Ransom Bradley School of Nursing website <https://www.pittstate.edu/nursing/index.html> and current MSN program booklet for any recent changes.

<https://www.pittstate.edu/registrar/catalog/archive/2024-2025/college-of-arts-and-sciences/school-of-nursing/ms-in-nursing.html>

Dishonesty in Academic Work

See Code of Student Rights and Responsibilities: <https://www.pittstate.edu/studentlife/code-of-student-rights-and-responsibilities.html>

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.

Graduate School Policies

Visit Graduate and Continuing Studies Web page for commonly used policies: <https://www.pittstate.edu/graduate/>

Academic Standing

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

A student who has not maintained a 3.0 grade point average, earned more than six hours of C grade work, and/or has failed a course with a grade of D or F; can be dismissed from the Graduate School by

the College Dean. The College Dean, after consultation with the student's academic advisor, may terminate a student's graduate status because of unsatisfactory academic performance.

Students who have been Academically Dismissed are not eligible to be admitted to a graduate degree program until one full semester (fall or spring) has elapsed after the date of dismissal.

Students who have been Academically Dismissed in accordance with the University Academic Honesty and Integrity Policy are not eligible to be admitted to a graduate degree program for a period of 2 years after the date of dismissal.

https://www.pittstate.edu/graduate/_files/documents/policies/academicstanding-2021.pdf

Credit Used for a Second Emphasis

Credit Used for a Second Emphasis Approved by Graduate Council 4/11/12 Students can earn a second emphasis within a major with approval from the academic department and by meeting all admission and conditional requirements. Students must complete the second emphasis' requirements as legislated and listed in the University Catalog. The second emphasis will be noted on the student's transcript if it is completed prior to graduating with the first emphasis.

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

Grade Appeal

Approved by Graduate Council May 6, 2009

Final course grades are to be awarded upon criteria communicated to the student at the beginning of the semester. Additional work or rework after a final grade was submitted cannot be used to change the grade.

If the student believes that an error has been made in the assignment or recording of a final grade, the student should first confer with the instructor. If such a conference does not resolve the problem, a grade appeal form must be submitted to the head of the academic department that offers the course in question. This appeal form must be submitted no later than six weeks after the beginning of the fall or spring semester immediately following the semester in which the grade being appealed was received.

The appeal form is available online on the Registrar's Office or Graduate School's webpage under forms.

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

Incomplete Work/In-Progress

Revised IN policy approved by Graduate Council 4/14/10 and Faculty Senate 5/10/10 Addendum (last paragraph regarding IX) approved by Graduate Council 4/14/10

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 department chairperson. The plan cannot require the student to repeat the course as an option for removing an "IN" grade.

Instructor must provide the grade the student would earn if no additional work is completed by entering a grade of “IB” “IC” “ID” “IF”, calculating the missing work as zero grades. The second letter supplies the default grade that will replace the “IN” grade at the end of one full subsequent fall or spring semester if no additional work is completed. If the student opts to graduate prior to the allowed deadline for removal of an incomplete, the default grade will be recorded, and the student may not complete the work to achieve a higher final grade after graduation.

A grade of In Progress “IP” may be given when a student is enrolled in a course that requires the student to engage in projects that extend past the end of the semester. Such courses must be legislated and approved by the Graduate Council for use of the “IP” grade. As with incomplete grades, an In Progress not removed within one year shall be regarded as a failure and the “IP” grade will be changed to an “F” and included in the computation of the student’s GPA.

Courses that do not automatically change to an F after a year will, if still Incomplete or In Progress after two years of no enrollment in graduate courses, be regarded as permanently Incomplete and will receive the designation “IX”. Once a grade of “IX” has been posted for a course, a student wishing to earn credit for that course will be required to re-enroll in it and to pay the required tuition and fees.

<https://www.pittstate.edu/graduate/files/documents/policies/itoix-addedumtoinippolicy.pdf>

Transfer and Waiver of Credit Policy

Credit by Transfer Graduate credit 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 course in which a grade of Pass was earned cannot be used as a transfer course. No courses taken for undergraduate credit at Pittsburg State University or from another institution may be transferred to Pittsburg State University to count towards a Master’s degree. Pittsburg State University does not accept graduate-level credit for life/work experience as transfer graduate credit.

<https://www.pittstate.edu/graduate/files/documents/policies/transfer-policy-change-10.12.22.pdf>

Validation of Previous Work

Approved by the Graduate Council 10/12/05

Students requesting to use graduate coursework completed more than six years from the time of the student’s last semester before graduating must submit the coursework for review to their academic department. Departments may choose to accept the course; require validation of the course by interview, test, or other means of evaluation; require the student to re-enroll and repeat the course; or deny the course.

<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.

Graduate Nursing Program Progression and Continuous Enrollment Policy:

MSN Education students will be graded according to achievement on course assignments and participation in course activities. After a 2nd activity is late, the student and their advisor will be notified in writing. A warning will be issued that the next late activity may warrant being dropped from the class. If more than two activities (assignments, discussion boards, quizzes, exams, etc.) with due dates are not submitted on time, the student may be dropped from the course for excessive absence. This will necessitate the student meet with their academic advisor, adjust the program of study, discuss how this may affect financial aid eligibility, continued progression in the MSN program, and anticipated graduation date.

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.

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 non-harassment-based circumstance in the academic setting, it is recommended you take the following steps to resolve it.

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

Graduate Catalog and Handbooks for Graduate Students

It is recommended that doctoral students have access to a Pittsburg State University Catalog effective for the year in which study is begun. Beginning in 2011 the University Catalog is online only. It can be found at: <https://www.pittstate.edu/registrar/catalog/index.html>

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 MSN Education Emphasis program incorporates the course work option. Nine of the emphasis (organizational leadership or educational leadership) core credits fulfill the coursework option degree requirements.**

MSN Check List for Option III Completion :

Podium Presentation Irene Ransom Bradley School of Nursing

- Consultation with the MSN Education Advisor.
- Candidacy Form completed on GUS and signed off by Advisor, Student, and Director
- Assigned Committee Chair (Option III) _____
- Assigned Additional Committee Member (Option III) _____
- Preparation of a 15-minute presentation over Option III Course Work: Emphasis Core Courses
- Option III Podium Presentation – See item 3 below
- Written Comprehensive Exam
- PSU Graduate Colloquium - Optional, Recommended

Option III Podium Presentation and Written Comprehensive Exam Guidelines

Option III presentations are completed via Zoom.

1. In the student's final semester of coursework, the Graduate Committee will assign the student's committee by the graduate committee during the first Graduate Committee of the semester (Early September/Early February).
2. The graduate student is responsible for communicating with the Option III chair at least 6 weeks prior to the presentation.
3. The Option III presentation must address in detail how the emphasis core coursework and learning experiences have specifically contributed to completion of the Graduate program objectives.
4. A draft of the presentation will be sent to the chair no later than 21 days prior to presentation date or your presentation may be cancelled and rescheduled per your committee's availability.
5. Your chair has 14 days to return the presentation with recommended edits.
6. 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.
7. Oral podium presentations will be scheduled by the Graduate Committee. We try to schedule for the 12th Thursday of each Fall and Spring semester at 1 pm. Please check the IRBSON calendar for specific date and time in your final semester. If a summer graduate, you will present in the Spring prior to your final semester.
8. Students will be notified of the specific date, time at the beginning of their final semester.
9. Graduating MSN students are required to **attend all other presentations** for their peers.
10. Attendees must include all committee members. All nursing faculty and graduate students shall be invited.
11. 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.
12. Each student is allotted 15 minutes for the presentation plus an additional 5 minutes for questions, answers, and committee/faculty evaluation.
13. The student should have all materials and technologies ready to begin prior to the scheduled time including handouts, flash drives, and other requirements.

14. Professional attire is required.
15. The student should be prepared to respond to questions related to the attainment of the graduate program objectives through their additional coursework.
16. 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.
17. All students are required to attend with their cameras on.
18. 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).
19. The student will review the grading rubric for evaluation of Podium Presentation prior to the podium presentation. It is on the page immediately following this section of the handbook.
20. Presentations will be conducted in accord with the standards included in the Evaluation of Podium Presentation.
21. Please begin communicating with your Committee Chair early in the semester. All questions will be directed to your chair and committee.
22. Following the Option III Podium Presentation the Written Comprehensive Exam will be available in Canvas and will be 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.
23. The Evaluation of Written Comprehensive Exam rubric is provided in this handbook immediately following the Evaluation of Option III Podium Presentation Evaluation rubric.

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

Evaluation of Written Comprehensive Exam

Date _____

Circle One

Option III – Course Work

Student's Name: _____ Evaluator's Name _____

1. The graduate student responded in an organized style.									
1	2	3	4	5	6	7	8	9	10
2. The graduate student's statements and responses were accurate.									
1	2	3	4	5	6	7	8	9	10
3. The student communicated clearly and concisely.									
1	2	3	4	5	6	7	8	9	10
4. There was evidence of depth and breadth of knowledge in the student's written response to questions.									
1	2	3	4	5	6	7	8	9	10
5. All questions were answered by the student in a professional manner.									
1	2	3	4	5	6	7	8	9	10
6. The student's knowledge and use of outside information enhanced the written response.									
1	2	3	4	5	6	7	8	9	10
7. Evidenced integration of Essentials 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 of 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

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. This includes any collection of data for course papers. The most common occurrence of this outside regular research classes are surveys of public opinion on a topic. 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/

Nursing Scholarships

We have two opportunities for MSN students choosing the Educational Leadership emphasis at PSU:

1. **Kansas Nurse Educator Service Scholarship.** This program is offered in conjunction with the Kansas Board of Regents. To qualify students must live in Kansas and agree to teach in a Kansas School of Nursing upon graduation. If you qualify and think you might be interested in starting the program in Fall 2024, please complete the attached application and send to me by July 1, 2024.
2. **Nurse Faculty Loan Program (NFLP) through HRSA.** This national program loans students preparing to be Nurse Educators funding for their education and the loan can be 85% forgiven when the students document (annual documentation required) four years of service as a nurse educator at any College or University. That is the biggest financial aid we have for MSN students. To apply for this loan, complete a FAFSA form and contact Julie Blanken in the financial aid office to learn more. Her e-mail address is: jblanken@pittstate.edu

Additional Sources for Financial Assistance

Other opportunities for scholarships and grants come periodically from various clinical professional organizations and other sources and will be communicated to students via email as they arrive.

Policies for Masters of Science in Nursing Majors

Documentation of Learning Outcomes

MSN students are given entrance evaluations per standardized testing. Scores are evaluated for program effectiveness and student development.

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.

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 record, for a course by the course faculty, a School of Nursing Recording Release form must be signed by appropriate individual(s) and submitted to faculty prior to recording.

Recording Release Form



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 _____
_____	X _____
_____	X _____
_____	X _____
_____	X _____

Student name

Date

Access to School of Nursing Student Records

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

Privacy Issues

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

Posting of Grades by Faculty

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

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

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

Standards for Written Work

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

Absence from Examination

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

Class Attendance/Class Absence

Attendance in this on-line course is defined as completion of learning activities, quizzes, discussion board posts and written assignment(s) in a timely manner. The success of not only the individual student but the entire class is dependent upon engagement in discussions and timely feedback. The instructor acknowledges that during the course of the semester major life events may interfere with the student's ability to complete an assignment. If such an event should occur, the students is asked to communicate

with the instructor in a timely manner so alternative arrangements can be made. Alternative arrangements may include but are not limited to: 1) a one-time extension of assignment deadline, or 2) recommendation that the student drop the course and enroll in the next course offering. Students who do not actively participate by completing assignments for three consecutive weeks without discussing their absence from the course with the instructor may be dropped from the course.

Preparation for Certification

Upon completion of the MSN Leadership with Educational Leadership emphasis, graduates can apply for National League for Nursing, Certification for Nurse Educator.

<https://www.nln.org/certification/Certification-for-Nurse-Educators/cne>

Upon completion of the MSN Leadership with Organizational Leadership emphasis, graduates can apply for the Certified Nurse Manager and Leader (CNML) exam through AONL.

<https://www.aonl.org/initiatives/cnml>

Fees

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

Application Fees

- Application and Critical Thinking Test
- CastleBranch Background Check
- KBI Background Check (if applicable)

Semester Fees

Educational Leadership

NURS 715 Leadership for Nurse Educators, \$100

Organizational Leadership

NURS 716 Introduction to Organizational Leadership, \$100

Reference/Recommendations Request

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

Daytime 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.**

***Please check each course syllabus for the instructor's preferred method of communication**

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>

Student Participation in School of Nursing and Committee Meetings

Pittsburg State University and the Irene Ransom Bradley School of Nursing are committed to shared governance. That means we seek and appreciate MSN student service on several IRBSON committees. Those committees include: School of Nursing (4th Friday afternoon) and the Graduate Committee (1st Monday following the first Friday afternoon). The Graduate Leadership Programs Coordinator will send out request to all MSN students at the beginning of each academic year (Fall semester) to seek those willing to serve. MSN students elected in accord with School of Nursing Bylaws, will represent the entire cohort throughout the academic year excluding summer session. The elected student(s) is/are expected to attend every meeting and is/are granted voting privileges. The student(s) is/are 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.

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.

Ethics for the Use of Pittsburg State University Computers

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 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>

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 sharp's container. (Please review Personal Injury Policy above).

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.

Policy on Prevention of Alcohol and Drug Abuse

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

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.

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 circumstance's 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.

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.

Faculty Office Hours

Faculty members are scheduled for five clock hours of office time each week to be available to students. Faculty members post office hours on or near their door, and in their course syllabi. Students are encouraged to make appointments to meet with faculty during office hours.

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/public-files/NCSBN_SocialMedia.pdf

MSN Clinical Experience Requirements

Documentation of Immunization and TB Screening

Documentation of immunizations, a current 2-step TB screening and BLS certification is required of MSN students to complete the NURS 704 clinical practicum experience. Contracts with clinical preceptor agencies are contingent on students meeting the agencies' immunization requirement policies in addition to other requirements. Prior to completing any practicum hours for NURS 704, students will be required to provide documentation of influenza vaccination as well as all agency required immunizations, BLS certification, and a 2-step TB screening completed within the last year. A delay in providing the documentation may impact the student's ability to complete the clinical hours and result in an incomplete in the course.

Basic Life Support (BLS) Policy

BLS certification is required for admission to the MSN Leadership program. Certification must be kept current throughout enrollment in the Program. The Healthcare Professional course of Basic Life Support (BLS) offered by the American Heart Association will meet this requirement. This course covers care for infants, children, and adults. The requirement is the American Heart Association, BLS and **NOT** Red Cross or Online BLS courses. *PLEASE NOTE* The back of the BLS card does not need to be signed for approval. **** Please ensure that the date of expiration is included when submitting and/or updating this requirement.

Registered Nursing License

Graduate nursing students must be licensed (unencumbered) as a Registered Nurse in their state of practice or residence, at the time of application and throughout their educational program. Additional state licensures or Nurse Licensure Compact will be required, if completing clinicals or practicums in a different state.

Advanced Cardiac Life Saving (ACLS) Policy

ACLS certification is at the request of your clinical or practicum site. Please check on this requirement prior to establishing clinical or practicum hours and abide by the facility policy.

Essential Nursing Physical Functions

Each student will regularly perform the following activities during practicum hours:

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 stressful situations (physically, emotionally, & mentally).
8. Communicate effectively with physicians, patients, staff and patients' families.
9. Document in the patient's chart (a legal document) clearly and neatly.
10. Hear a telephone ring and can take orders over the telephone.
11. Hear vital signs with stethoscope to assess blood pressure, heart rate, lung and vascular and abdominal sounds.

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

Health Impairment in Clinical Practicum Experiences

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

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

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

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

The Coordinator of Student Disability Services is responsible for coordination of reasonable classroom accommodations for students with disabilities at Pittsburg State University. Students who have a disability should complete the Request for Accommodations. This form and additional information can be found at: <https://www.pittstate.edu/office/center-for-student-accommodations/>

Liability Insurance

All students are covered during clinical/practicum experiences under the School of Nursing blanket liability policy student during their course of study at PSU. This insurance does not cover liability while engaged in activities at your place of employment.

Dress Code (Clinical and Practicum Assignments)

The MSN student will dress professionally and appropriately when in the clinical/practicum 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. Preceptors may report a dress code violation which will be considered an unsatisfactory performance and hours for that clinical day will not count towards total clinical hours. **Pants**

The MSN student will dress professionally. No denim is allowed (including colored denim).

Alternatively, students may choose to wear black scrubs and a lab coat and Students must wear the PSU ID badge visibly while participating in clinical/practicum hours.

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.

Evaluation of Clinical Performance

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

Blood and Body Substance Exposure Policy

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

Smoking Policy

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

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

Laboratory Hours

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

Available Resources

Computers are available for student use in the student library study area (Room 131). There are an additional fifteen laptops that can be checked out in the office (Room 101) for use in McPherson Hall. These computers may not be removed from the building and must be checked back in by 4:30 PM unless the student has made arrangements with a faculty member who will take responsibility for checking in the computer. When you check out a computer you are responsible to return the laptop in working condition. Computer-assisted instructional units are also available for independent use in the student library study area.

Other resources that may be utilized and/or checked out include selected periodicals, texts, videos, filmstrips, B/P cuffs, otoscopes, ophthalmoscopes, and neuro exam kits.

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.**

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. 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 graduate students at the PSU School of Nursing Pinning Ceremony, held each spring semester. If the student does not attend pinning, their award will be mailed to them. 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

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. 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.

Graduate Clinical Preceptors

Preceptors are used in the MSN program for NURS 703/704 must be an APRN, MD or DO. The clinical preceptorship is a clinical experience that allows students the opportunity to apply knowledge gained in the didactic portion of the program to patient care management or educational setting. Practice in the clinical setting provides Pittsburg State Students with the opportunity to observe and actively participate in the delivery of health care and to incorporate advanced practice concepts. Preceptors actively practicing in clinical settings are qualified to facilitate the development of students in the advance nursing 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 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 by paper after each clinical/practicum course and must be on file at the School of Nursing 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.

Clinical Facility and Preceptor Information Form
FOR SCHOOL OF NURSING CONTRACT FILE

This completed form as well as the following forms must be submitted as attachments in one email to: Elizabeth Middendorf: emiddendorf@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) Verification of Board Certification
- 4) 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 Leadership _____

Students do not write below this line:

Date submitted to School of Nursing: _____

Approved by: _____ Date: _____

(Instructor Signature)

Pittsburg State University

COLLEGE OF ARTS AND SCIENCES

Irene Ransom Bradley
School of Nursing
1701 South Broadway
Pittsburg, KS 66762-7514
620-235-4431 fax: 620-235-4449
www.pittstate.edu/nurs

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 August 1, 2022 through December 31, 2025.

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

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

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

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

Sincerely,

Elizabeth Middendorf
Administrative Associate
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 Number State

Name of clinic, address, and phone number:

Date

Disclaimer

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

All Pittsburg State University Policies may be found in the University Catalog, which may be located online at www.pittstate.edu. Students should be familiar with the University Catalog covering his or her enrollment at Pittsburg State University. The Workplace Violence Policy and the Protected Health Information Policy are located online at <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>

Elizabeth Middendorf, School of Nursing Administrative Associate, E-mail: emiddendorf@pittstate.edu

Like us on Facebook
Pittsburg State University
Irene Ransom Bradley School of Nursing

Please check our website for program or equivalency changes.

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

Pittsburg State University

Irene Ransom Bradley
School of Nursing

“Caring to Make a Healthy Difference”

Irene Ransom Bradley School of Nursing Motto