

**MASTER OF SCIENCE IN NURSING**

**GRADUATE PROGRAM**

**STUDENT HANDBOOK**

**NORTHERN MICHIGAN UNIVERSITY  
COLLEGE OF PROFESSIONAL STUDIES  
DEPARTMENT OF NURSING**

**2008-2011**

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## **CHAPTER 1: MISSION, PHILOSOPHY AND STATEMENT ABOUT TEACHING AND LEARNING**

### **DEPARTMENT OF NURSING MISSION**

The primary mission of the graduate nursing program at Northern Michigan University is the preparation of advanced practice nurses who are caring, competent and qualified to practice in constantly changing environments and with diverse populations.

### **PHILOSOPHY**

The faculty of the Department of Nursing holds the following beliefs about nursing, person, environment, and health. These beliefs are congruent with the mission statement of the University and serve as a foundation for the curricula, instructional methodologies and practice.

**Nursing:** Nursing is a practice discipline that is both an art and a science, in which theories and knowledge from nursing and other disciplines are used to assist persons toward maximum health and well being. The art of nursing involves intuition, creativity, caring, application of nursing interventions, and communication skills. These competencies are integrated with knowledge from the natural and behavioral sciences through critical thinking and systematic investigation. Together the art and science of nursing provide direction for the profession in meeting its mission within health care systems and a diverse society. This mission takes into account the influence of historical, political, social, environmental, cultural, gender, economic, ethical, and legal factors.

**Person:** Person may be defined as an individual, family, aggregate, group, or community. Persons are unique, complex, interdependent, and continue to develop throughout their life experiences. Persons possess innate abilities, beliefs, and values, and have the right to make independent and collaborative choices regarding their health care.

**Environment:** The environment consists of biological, psychological, behavioral, social, cultural, and spiritual factors. The environment is constantly changing and influencing the person, which may result in alterations in health. Nurses, in providing health promotion, disease prevention, and illness care in hospitals, homes, and communities, become part of the person's environment, necessitating both artful collaboration and scientific knowledge in achieving positive outcomes within a caring environment. Nurses may influence the environment to promote wellness.

**Health:** Health is a dynamic process of biological, psychological, behavioral, social, cultural, and spiritual well-being and reflects each person's ability to interact with a constantly changing environment. Wellness and its absence are socially, culturally, and individually defined concepts representing the degree of variation in people's ability to alter or adjust to their environment. The nurse and person collaborate as partners to design, implement, manage, and evaluate interventions for the promotion and maintenance of well-being, the prevention of illness and the achievement of optimal functioning.

## **STATEMENT ABOUT TEACHING-LEARNING**

The faculty has the responsibility for implementing the three major functions of the University, that is, teaching, scholarship, and service. The faculty believes that in a dynamic society, education for membership in a profession includes not only development of competence, but also socialization as responsible citizens in a global environment. The faculty expresses this belief through teaching theory and evidence-based humanistic nursing and instilling in students a sense of service to the community and society.

The faculty believes that professional practice requires a liberal education. The University provides an environment of academic inquiry in which students are grounded in the arts, sciences, and humanities. This liberal education provides a common body of knowledge upon which the nursing curricula continue to develop the student's ability to think critically, intervene therapeutically, communicate effectively, and understand the value and ethics which are foundational to professional practice. The baccalaureate degree provides the foundation for entry into professional nursing practice and readies the student for graduate study at the master's level. The master's degree builds on the undergraduate education and prepares graduates to function in advance practice nursing roles and to pursue continued education at the doctoral level.

The faculty view learning as an active, continuous, cooperative, and developmental process that is reciprocal between the learner and teacher. Caring is the foundation to the teaching-learning process. The learner is actively engaged, and a self-directed participant in the teaching-learning process, demonstrating accountability, integrity, and a quest for learning. The teacher serves as a resource person, guiding and facilitating the learning process in an environment in which the learner has the opportunity to integrate knowledge, skills, values, beliefs, and self-awareness. Learning is recognized as a life-long process of continuous improvement and growth.

The faculty supports adherence to professional nursing standards to provide curricular guidance for the preparation of professional and advanced practice nurses. The curricula foster the development of graduates who think critically, make evidence-based decisions, communicate effectively, advocate for high quality and cost-effective care, and practice competently and compassionately. Leadership and management skills are essential to respond to the clinical, organizational, technological, and fiscal challenges inherent in a rapidly changing practice environment.

**Updated 7/25/08**

## CHAPTER 2: FNP PROGRAM

### FAMILY NURSE PRACTITIONER PROGRAM (FNP)

The FNP program provides registered nurses (RN) with advanced knowledge and clinical skills to serve as primary care providers for individuals of all ages and their families. FNPs practice in a variety of rural and urban ambulatory settings such as physician offices, outpatient clinics, health maintenance organizations, community health clinics, and specialty clinics. Graduates are eligible for national certification and state specialty certification.

### PROGRAM REQUIREMENTS

The FNP program consists of 45 credit hours and includes 720 supervised clinical hours. Courses are delivered using a mix of on-campus and online methods (hybrid or blended format). On-campus courses are scheduled one day per week. Clinical practicum hours may be completed in the student's community with an approved preceptor.

### PROGRAM OBJECTIVES (approved 7/08)

The graduate program objectives were developed from and reflect the mission and philosophy of the department.

1. Synthesize knowledge from nursing and other disciplines to provide holistic and culturally competent care.
2. Apply critical thinking and evidence-based models of care to improve health care delivery and patient care outcomes.
3. Utilize leadership strategies that foster professional role development.
4. Integrate the principles of effective communication when using written, verbal, nonverbal and information technology modes in advanced practice roles
5. Demonstrate a commitment to the professional values and standards of advanced practice nursing.
6. Acquire a foundation for and affirm the value of further education and professional development

### CURRICULUM MODEL

The master's curriculum is conceptualized as having three components:

1. **Graduate Nursing Core (18 credits):** Consists of content deemed essential for ALL students who pursue a master's degree in nursing, regardless of specialty.
2. **Advanced Practice Core (9 credits):** Consists of essential content to provide direct patient/client services at an advanced level.
3. **FNP Specialty Core (12 credits):** Consists of clinical and didactic learning experiences for the FNP role.

FAMILY NURSE PRACTITIONER PROGRAM			
GRADUATE NURSING CORE	ADVANCED PRACTICE CORE	FNP SPECIALTY CORE	
		THEORY COURSES	CLINIC COURSES
NE 501 = 3 credits	NE 541 = 3 credits	NE 542 = 3 credits	NE 543 = 4 credits
NE 506 = 3 credits	NE 552 = 3 credits	NE 544 = 3 credits	NE 545 = 4 credits
NE 510 = 3 credits	NE 554 = 3 credits		NE 547 = 4 credits
NE 512 = 3 credits			
NE 540 = 2 credits			
NE 587 or NE 599 = 4 cr.			
<b>Total Credits = 18</b>	<b>Total Credits = 9</b>	<b>Total Credits = 6</b>	<b>Total Credits = 12</b>

<b>FNP CURRICULUM THREE YEAR PLAN</b>	
<b>FALL SEMESTER - 2008</b>	
NE 501 Nursing Science & Concepts of Nursing	3 credits
NE 540 Professional Role Development	<u>2 credits</u>
<b>Total</b>	<b>5 credits</b>
<b>WINTER SEMESTER - 2009</b>	
NE 510 Nursing Research	3 credits
NE 541 Advanced Health Assessment	3 credits
NE 587 Research Practicum/Scholarly Project or NE 599 Thesis	<u>1 credit</u>
<b>Total</b>	<b>7 credits</b>
<b>SUMMER - 2009</b>	
NE 512 Statistics for Health Care Professionals	<u>3 credits</u>
<b>Total</b>	<b>3 credits</b>
<b>FALL SEMESTER - 2009</b>	
NE 552 Advanced Clinical Pathophysiology	3 credits
NE 554 Advanced Pharmacology	3 credits
NE 587 Research Practicum/Scholarly Project or NE 599 Thesis	<u>1 credit</u>
<b>Total</b>	<b>7 credits</b>
<b>WINTER SEMESTER - 2010</b>	
NE 542 Primary Care Management-1	3 credits
NE 543 Practicum-1 (16 hours of clinic/week)	<u>4 credits</u>
<b>Total</b>	<b>7 credits</b>
<b>SUMMER SEMESTER - 2010</b>	
NE 506 Issues	3 credits
NE 587 Research Practicum/Scholarly Project or NE 599 Thesis	<u>1 credit</u>
<b>Total</b>	<b>4 credits</b>
<b>FALL SEMESTER - 2010</b>	
NE 544 Primary Care Management-1	3 credits
NE 545 Practicum-2 (16 hours of clinic/week)	<u>4 credits</u>
<b>Total</b>	<b>7 credits</b>
<b>WINTER SEMESTER - 2011</b>	
NE 547 Practicum-3 (16 hours of clinic/week)	4 credits
NE 587 Research Practicum/Scholarly Project or NE 599 Thesis	<u>1 credit</u>
<b>Total</b>	<b>5 credits</b>
<b>Total Credits</b>	<b>45 credits</b>

**POST-MASTER’S CERTIFICATE**

The Post-Master’s Certificate is designed for nurses who already possess a nursing master’s degree but wish to pursue a FNP specialty. All candidates must make an application to the program and must meet the admission requirements for the MSN program. Course of study is individualized based upon previous course work.

Candidates, who are already certified nurse practitioners and are seeking additional certification as a FNP, will need to meet different requirements from those MSN graduates seeking NP certification for the first time. A portfolio must be submitted to verify previous work/clinical experiences. The portfolio will be used to individualize a program of study.

**NURSE EDUCATOR POST-MASTER’S CERTIFICATE**

The department also offers a post-master’s nurse educator certificate program. This is a 12-credit certificate program aimed at nurses who already possess a master’s degree and who want to achieve an entry-level nurse educator position either in an academic or health-related setting. All courses are offered in an online format. It is not anticipated that students will be required to attend classes on campus.

<b>Post-Master’s Nurse Educator Certificate Program</b>		
		<b>Credits</b>
Fall	NE 562 Foundations of Nursing Education	3
Winter	NE 564 Teaching Methods and Strategies in Nursing Education	3
Summer	NE 566 Technology for Teaching and Learning in Nursing Education	2
	NE 568 Educational Evaluation Strategies in Nursing Education	2
Fall	NE 569 Nursing Education Practicum (8 hours/week)	2
<b>Total Credit Hours</b>		<b>12</b>

**ACCREDITATION STATEMENT**

The MSN program received full, ten-year accreditation (2003-2013) status from the Commission on Collegiate Nursing Education (CCNE). CCNE is the accrediting agency recognizing professional baccalaureate and graduate programs in nursing in the United States. The curriculum is consistent with national guidelines and standards published by the American Association of Colleges of Nursing (AACN) and the National Organization of Nurse Practitioner Faculties (NONPF).

## CHAPTER 3: MSN PROGRAM INFORMATION

Students, who complete the FNP curriculum or Post-Master’s Certificate, are eligible for national certification and Michigan specialty certification. National certification is required to practice in Michigan and many other states.

### NATIONAL CERTIFICATION

The FNP exam is offered by two certifying bodies: The **American Nurses Credentialing Center (ANCC)** and the **American Academy of Nurse Practitioners (AANP)**. Both certifications are nationally recognized in all states. Please check their web sites for the most up-to-date information. The following is a comparison of the two examinations:

	<b>ANCC</b>	<b>AANP</b>
Cost	ANA Member = \$270 Non Member = \$390	ANA Member = \$240 Non Member = \$315
Type of Exam	Computer-Based Multiple Choice Test	Computer-Based Multiple Choice Test
Content Areas	Clinical Management Professional Role and Policy NP and Patient Relationship Research Health Promotion, Disease Prevention Scope of Practice and Ethics Assessment of Acute/Chronic Illness	Assessment Diagnosis Formulation & implementation of tx plan Evaluation and follow up Health Promotion, Disease Prevention Professional Issues
Exam Dates	Scheduled at candidates convenience and are generally offered 5-6 days a week, depending on the site.	The computer-based exam is offered during three 12-week windows each year. The ten week schedule for 2008 is: January 28 -April 21, 2008 May 28 - August 20, 2008 September 10 – December 10, 2008
Exam Sites	More than 300 testing centers across country. One in Sault Ste. Marie	Many testing centers across the US 7 testing centers in MI (all downstate)
Initials used after successful completion of exam	FNP-BC (Family Nurse Practitioner-Board Certified) Certification is valid for 5 years	NP-C (Nurse Practitioner-Certified) Certification is valid for 5 years
Retesting	Minimum 60-day waiting period after your original test date	May retake the exam in the next testing window. Fifteen CEU’s in area of weakness required for retesting.

### MICHIGAN SPECIALTY CERTIFICATION

Students who plan to practice as nurse practitioners in Michigan must apply to the Board of Nursing for specialty certification. Nurses in Michigan may not use the title “nurse midwife,” “nurse anesthetist” or “nurse practitioner” unless they have achieved nurse specialty certification from the Michigan Board of Nursing. Application materials are available online at: [http://www.michigan.gov/documents/cis\\_fhs\\_bhser\\_nursespeccertpkt\\_74413\\_7.pdf](http://www.michigan.gov/documents/cis_fhs_bhser_nursespeccertpkt_74413_7.pdf)

## **COMPUTER REQUIREMENTS**

**Computer Literacy:** Competency in basic computer skills is required to ensure that students will be able to collaborate with both course faculty and peers. These skills include: word processing using Microsoft Word, communicating by email including sending and retrieving attachments, using basic Power Point, and accessing the internet.

**Laptop Requirements:** Students are required to participate in NMU's laptop program. Students must also have high speed internet connection to access some forms of technology (e.g. video streaming). The advantage of using NMU's laptop is that faculty and students are equipped with the same computer hardware and software package. Students have access to campus network applications and are able to get technical support from the HelpDesk. Help is available via email ([helpdesk@nmu.edu](mailto:helpdesk@nmu.edu)), telephone (906-227-2468), or walk-in service (116 Learning Resources Center Computing Lab).

**Email Policy:** All course electronic mail will only utilize NMU addresses. E-mail will be answered within 48 working hours. Weekends will be variable.

## **SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING**

Xi Sigma is the chapter of Sigma Theta Tau at NMU. Graduate students who meet the following criteria are invited to join:

1. Have completed  $\frac{1}{4}$  of the nursing curriculum (12 credits)
2. Have a GPA  $\geq 3.5$
3. Meet the expectations of academic integrity

## **OUTSTANDING GRADUATING GRADUATE STUDENT AWARD**

The Graduate Curriculum Committee (GCC) selects the Outstanding Graduating Graduate Student with input from graduate faculty. The award recognizes academic achievement, leadership qualities and high professional standards. The award is presented during the NMU Spring Honors Day Banquet.

## **CLINICAL EXCELLENCE AWARD**

MSN students are eligible to receive a clinical excellence award at the end of the program. The award will be determined by clinical faculty and will be based on student performance in the clinical setting. The award recognizes academic achievement and high professional standards. Criteria for the award: (1) GPA  $\geq 3.7$  (A-); (2) demonstrates outstanding clinical knowledge and skills and (3) demonstrates excellence in clinical practice.

## **STUDENT REPRESENTATION ON GRADUATE CURRICULUM COMMITTEE (GCC)**

Two graduate students may serve on the Graduate Curriculum Committee. Students may volunteer for this position. The following guidelines describe the student's role on the committee:

1. Attend meetings
2. Actively participate in meetings. Students are to represent their fellow students' opinions on issues that arise.
3. Share information gained from these meetings with fellow students
4. Vote on all non-confidential issues.
5. Receive and be familiar with copies of the minutes and agenda for each meeting.
6. When confidential issues are discussed, (e.g. student grade), the student representative may be asked to leave the meeting.

## **POLICY ON MAKING COPIES OF STUDENT WORK**

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Periodically, a faculty member may request permission to copy students' work for the purposes of accreditation and licensing bodies or as an exemplary product (**Appendix A**).

## CHAPTER 4: ADMISSION

### **NMU ADMISSION - COLLEGE OF GRADUATE STUDIES**

Students must complete a **NMU Application for Admission** and submit by **April 15** to the College of Graduate Studies, 401 Cohodas, along with a **\$25.00** application fee. Send official transcripts from all universities previously attended (with the exception of NMU) **DIRECTLY** to the College of Graduate Studies. Students must be admitted to NMU before being admitted to the Department of Nursing, FNP Program.

### **ADMISSION TO THE MASTER OF SCIENCE IN NURSING PROGRAM**

Students must complete a **FNP Application for Admission** and submit by **April 15** to the Department of Nursing, MSN Program, 2301 New Science Facility, Marquette, MI 49855. To be eligible to apply for admission to the MSN Program, applicants must meet the following criteria:

1. Be admitted to Northern Michigan University
2. Completion of a BSN with a 3.0 GPA from an accredited nursing program
3. Current RN License
4. One year of experience as a professional registered nurse (RN).

The following must be attached to the application:

1. Current Resume
2. Copy of RN License
3. One page description of your goals for graduate study
4. Three letters of reference
  - Recommendation forms are included with the MSN application materials.
  - Suggested sources for recommendations include nurse educators, nurse administrators, nurse practitioners, and colleagues from other disciplines who have worked with you.

The Department of Nursing's Graduate Curriculum Committee reviews the applications. Admission decisions will be made prior to the beginning of the semester. The following describes types of admission status.

### **TYPES OF ADMISSION STATUS:**

**Regular Admission:** Students who meet the admission requirements of NMU and the Department of Nursing will be awarded a regular admission.

**Conditional Admission:** Students who do not meet the admission requirements may be admitted to the program on a conditional status. Conditional status indicates that students may enroll in courses until completion of 12 graduate credits. If, at that time, the student has achieved a cumulative GPA of 3.0, regular status will be awarded. If a 3.0 cumulative GPA has not been achieved, students may not apply for candidacy nor continue in the program.

**Non-Degree Admission:** Students who do not wish to obtain a master's degree, but have interest in work beyond their baccalaureate degree may be admitted as a non-degree student.

Students who are non-degree can later elect to change to a degree seeking program by petitioning for admission with a Request for Change in Curriculum form, available in the College of Graduate Studies Office. All other admission requirements of the department and the College of Graduate Studies must be met.

**ADMISSION TO CANDIDACY / GRADUATE PLAN OF STUDY**

Admission to the College of Graduate Studies does not imply admission to candidacy for a graduate degree. Admission to candidacy will be granted upon the recommendation of the adviser and department head and with the approval of the Dean of Graduate Studies. The following requirements must be met:

1. The applicant must have regular degree status
2. The applicant must have a cumulative graduate grade-point average of 3.0

**Procedure for Applying to Candidacy:**

1. The Graduate Plan of Study must be submitted to the Office of Graduate Studies within the completion of 12 credit hours of work. These 12 hours can include a maximum of 6 semester hours of acceptable transfer credits. Students late in applying may forfeit credits earned in excess of 12 semester hours.
2. The FNP advisor distributes the Graduate Plan of Study forms to students' winter 2009. Students complete the Plan of Study and return the completed form to the MSN office by the end of May 2009. The FNP advisor reviews the completed Plan to ensure that students have achieved a 3.0 GPA and then forwards them to the Office of Graduate Studies.
3. The Office of Graduate Studies also audits the Plan of Study and makes their recommendations for admission to candidacy.
4. The Graduate Plan of Study is not an irrevocable contract between the student and the university. The university may need to change program requirements during the course of study.

The Department of Nursing follows all policies set by the College of Graduate Studies. It is the responsibility of all graduate students to be familiar with policies and procedures contained in the current *Graduate Bulletin*. Please read carefully the sections labeled Admission, General Information and Academic Policies, Grading, Graduation and Degree Requirements and the section describing the MSN Program.

## CHAPTER 5: PROGRESSION AND RETENTION

### ACADEMIC ADVISING

Melissa Romero MSN FNP-BC is the academic advisor for the FNP students. She can assist students in registering for classes and is also available to answer questions about career choice, academic policies, graduation and certification requirements. Students are ultimately responsible for meeting the academic requirements for the MSN degree. If you have any questions about the program, you may contact her by phone (227-2488) via email ([mromero@nmu.edu](mailto:mromero@nmu.edu)) or in person (2131 New Science Facility).

### REGISTRATION FOR CLASSES

Students register for classes online at <http://www.my.nmu.edu>. This web site allows students to perform many tasks such as register for classes, check class schedules, view grades and transcripts, check financial accounts, pay university bills and access NMU email. It is accessible off the NMU home page ([www.nmu.edu](http://www.nmu.edu)) and Academic Computing Services' web site ([www.acs.nmu.edu](http://www.acs.nmu.edu)). Students who have trouble logging into my.nmu.edu should contact NMU Help Desk ([helpdesk@nmu.edu](mailto:helpdesk@nmu.edu)), 906-227-2468, Room 116 Learning Resources Center

### HOLD POLICY

NMU places a hold on a student's registration for classes when a student has not met conditions or obligations due the university. To have the registration hold removed, contact your advisor. Check for registration hold on the web at my.nmu.edu. A registration hold may be placed for the following general reasons:

Financial	Academic	Admissions/Registrar
Disciplinary	Library Books	Graduate Office
Medical	Public Safety	Advisor Hold

A more detailed description of the hold policy is provided in the *Graduate Bulletin and Schedule of Classes*.

### COMPLETE WITHDRAWAL FROM THE UNIVERSITY

Students who decide to leave NMU without finishing the semester for which they are currently enrolled must complete a *Notice of Withdrawal* form at the *Dean of Students Office*, C.B. Hedgcock, Room 2001. Students can withdraw by mail provided that the student states his/her reason for withdrawing, includes his or her student identification number, a photocopy of a valid form of identification (e.g., Student ID Card, Drivers License) and signs a letter requesting the withdrawal. Students may also fax their withdrawal requests to the Office of the Dean of Students at 906-227-1714. Following the proper withdrawal procedure ensures that

1. The maximum allowable proportion of fees due the student will be refunded
2. The appropriate grades will be recorded on the student's transcript
3. The individual records will be properly maintained in the event of future enrollment at NMU or transfer to another university or college.

## **GRADES**

The grades used by the College of Graduate Studies, with the corresponding numerical value are as follows:

<b>GRADES / NUMERICAL VALUE</b>	
A = 4.0	C+ = 2.3
A- = 3.7	C = 2.0
B+ = 3.3	C- = 1.7
B = 3.0	D+, D, D-, F = 0.0
B- = 2.7	

### **GRADES CONSISTING OF “I”, “R”, “X”, “S” or “U” (see *Graduate Bulletin*)**

**“I” = Incomplete:** The “I” grade applies to work of acceptable quality when the full amount is not completed because of reasons acceptable to the instructor, such as illness. It is never applied to poor work. If the incomplete is not made up by the established deadline, the “I” grade reverts to the alternate grade designated by the instructor.

**“R” = Research in Progress:** A grade of “R” may be given to designated graduate courses where research, thesis, or internship work is likely to continue beyond the end of the semester in which the student is registered for the course. The maximum amount of time that can be given to complete an “R” grade is three years from the date of enrollment in the course, although the instructor has the option to specify a shorter period of time. Should the student not complete the work required, the grade of “R” will remain on their transcript, no semester hours of credit will be earned for this course, nor will it enter into the computation of overall GPA.

**“X” = Course in Progress:** An “X” grade is assigned when a course cannot meet the required number of sessions during the semester because of unusual circumstances or conditions and which, therefore, necessitates an extension of class period beyond the last official day of the semester for reasons such as: adverse weather conditions resulting in cancellation of classes, illness, death, or termination of the instructor.

**“S” = Satisfactory:** A grade of “S” is issued when a course has been satisfactorily completed. Courses graded “S” are counted in earned hours. The grades are not included in the computation of the GPA.

**“U” = Unsatisfactory:** A grade of “U” is issued when a course has not been completed satisfactorily. Courses graded “U” are included in attempted hours. The grades are not included in the computation of the GPA.

### **ACADEMIC AND RETENTION STANDARDS**

Students must earn the equivalent of an 83% (B grade) or better in all MSN courses. If a student achieves < 83%, the course may be repeated once. The grade received in the second attempt is substituted for the first grade in the computation of the student’s GPA. A maximum of two graduate courses may be repeated.

### **GRADUATION AND DEGREE REQUIREMENT**

Students must pass the comprehensive exam administered during the final semester of the program. The minimum passing score is 80%. Students may repeat the exam to achieve  $\geq 80\%$ .

**TIME LIMITATION (See Graduate Bulletin)**

All credits and requirements applied toward a master's degree including transfer credits must be completed within seven years prior to the date on which the degree is to be conferred.

**REPEATING COURSES (See Graduate Bulletin)**

A student may repeat a maximum of two graduate courses. A course may be repeated only once. The grade received in the second attempt is substituted for the first grade in the computation of the student's GPA.

**GRADE APPEALS OR OTHER COMPLAINTS**

The policy to follow regarding complaints concerning grades or other concerns is delineated in *NMU's Student Handbook: Student Rights and Responsibilities, Student Code, and University Policies and Related Documents*. This document may be obtained from the Dean of Students Office (2001 Hedgcock) and is also available online at <http://dso.nmu.edu/handbook/>

**GUIDELINES FOR REQUESTING EXCEPTIONS TO DEPARTMENT OF NURSING POLICY OTHER THAN GRADE APPEALS**

A formal request must be submitted in writing to the Graduate Curriculum Committee (GCC) Chairperson requesting an exemption to any established departmental policy. The GCC usually meets twice a month and should receive the request two weeks before the next scheduled GCC meeting for the committee to act upon the request. Supporting data must be attached to the request, such as rationale for the request, description of previous course work and/or syllabi, letters of support from faculty or other appropriate individuals and/or other appropriate documentation. The student has the option to meet with the Committee when the request is discussed.

## CHAPTER 6: COURSE-RELATED POLICIES & PROCEDURES

### DOCUMENTATION OF CLINIC REQUIREMENTS

Students must complete the **Health Renewal Form (Appendix B)** prior to each clinical course (NE 543, 545, 547) to show evidence of current RN license, NP student liability insurance, CPR certification and immunization status.

### IMMUNIZATIONS

Immunizations must be current. Students are responsible for all costs associated with immunizations.

1. TB Skin Test (PPD) - A TB skin test is required yearly and may be obtained free of charge at the Nursing Technology Center (NTC). Students with a positive PPD need to provide evidence of a negative chest x-ray. The chest x-ray report is valid for 3 years. However, a TB Symptom Questionnaire must be completed yearly (**Appendix C**)
2. Measles (Rubeola) – Northern Michigan University requires that all new students or re-entry students born after 1956 provide proof of immunity to measles (Rubeola). To comply with this policy, students must submit satisfactory evidence of immunity to measles to the NMU Health Center using the form available at <http://www.nmu.edu/healthcenter/measles.pdf>. Students born before 1957 do not need to submit this form. Nearly all persons in this age group acquired measles as children and are immune.
3. Hepatitis B: Students must have proof of a series of three vaccinations. Booster is not routinely required. Vaccines are available at the University Health Center (\$42.00 each), Marquette County Health Department and physician offices.
4. Tetanus: Booster every 10 years is recommended.
5. Chicken Pox Vaccine: Two vaccinations one month apart. This vaccine is not required but recommended for those who have not had chickenpox.

### CPR CERTIFICATION

Current certification in CPR is required. Information on courses is available at the American Heart Association (AHA) or Red Cross (RC). The AHA is the certificate preferred by the Department of Nursing. It can be obtained through Marquette General Hospital (MGH), is valid for 2 years, and is less costly than the RC Certificate, which is valid for only 1 year. If the student chooses to use the RC Certification, they must obtain the *Professional Classification* **NOT** the Community Classification.

**NP STUDENT LIABILITY INSURANCE**

Although NMU provides graduate students with malpractice insurance when the student is performing duties on behalf of, or under the direction of NMU, students are also required to carry their own NP student liability insurance. Coverage must be at least \$1,000,000 for each incident and \$3,000,000 aggregate. The liability insurance must be in effect during the semester the student is enrolled in clinical courses. Several companies provide NP student coverage and some home owner’s policies provide for “riders” for such insurance. Nurses Service Organization (NSO) is a national insurance company that many students have used in the past. NSO’s annual premium for students is currently \$250.00. Students are encouraged to check the web for the best prices.

**CRIMINAL BACKGROUND INVESTIGATION**

Student placement in a clinical site/agency assumes that the applicant possesses good moral character and the ability to successfully pass the rigors of a background investigation and criminal history check. While it is NOT the policy of NMU’s Department of Nursing to conduct background checks, federal guidelines for many agencies mandate that the clinical site/agency may perform background checks. The nature and scope of the background investigation is the prerogative of the specific agency and is in accordance with federal or state guidelines mandating the background check. Students may choose to deny consent for a criminal background investigation. However, this may disallow a student from being placed in that clinical site/agency and, therefore, may prohibit the student from progressing in the program.

**DRESS CODE**

Your standard of personal care and dress represent you as an individual, the Department of Nursing and the profession of nursing. Students are expected to be neat, clean, and well groomed. White lab coats are required over appropriate business clothes (no jeans, cut offs, shorts, etc.) when working in a clinical area. Students are required to wear a name tag in clinical settings.

NAME TAGS MAY BE ORDERED FROM:	AMERICAN NAMEPLATE 2292 US 41 WEST MARQUETTE, MI 49855 (906) 228-3161
Name tags should read as follows:	Student Name, RN NMU - Master of Science in Nursing Family Nurse Practitioner Program <b>OR</b> Post Master’s Nurse Educator Program

**EQUIPMENT**

A stethoscope is required. Since you will be using this equipment throughout your clinical courses and during your career, we recommend that you purchase a good quality stethoscope. The stethoscope must have a bell and a diaphragm. Stethoscopes with shorter tubing have better quality of sound.

### **CLINICAL HOURS BETWEEN SEMESTERS:**

Due to liability issues, no clinical hours may be completed between semesters for application to a future course. If students want to spend time in a clinical setting between semesters, it must be done as an individual and **NOT** as a NMU MSN student.

### **INVASIVE PROCEDURE POLICY** (updated 7/08)

No student shall perform an invasive procedure on another student or volunteer. Invasive procedures are any nursing procedures that involve entry into any body cavity and/or invade the integrity of the skin or body cavity. Only manikins shall be used for such practice. Exceptions to the policy include the following procedures:

1. Oral and ear assessments
2. Oral and tympanic temperatures
3. Oral feeding
4. Nasal exams
5. Vaginal exams

**Rationale:** The potential for the transmission of blood-borne pathogens, bacteria and other infectious agents creates a potential health risk for the students and/or their volunteer who does not need to have these procedures practiced on them.

### **STUDENT ACCIDENT/INJURY**

An accident/injury is defined as an undesirable and unexpected event which results in potential or personal harm during clinical or classroom time. In addition, an accident/injury includes occupational exposure to blood and body fluids and airborne pathogens during clinic/classroom labs. Occupational exposure may be described as a percutaneous (needle stick, cut, or puncture) or mucous membrane (splash to the eyes, nasal mucosa or mouth), a cutaneous exposure when chapped or abraded skin or otherwise non-intact skin is contaminated with infectious material or exposure to infectious airborne agents by way of inhalation or contact.

Students are to report such accidents or injuries which occur in the clinical setting or classroom labs to their faculty member immediately. The Procedure for Management of Exposure to Blood Borne Diseases (**Appendix D**) should be reviewed. The exposed person will be referred to the NMU Health Center for lab work. In addition, clinical faculty must complete the Incident Report for Accident/Injury/Illness (**Appendix E**). If the exposed person refuses to accept referral to the Health Center, Documentation of Refusal to Accept Referral (**Appendix F**) must be completed and returned to the NTC Supervisor.

### **UNIVERSAL PRECAUTIONS**

Hepatitis B and HIV infections are significant and growing risks in the U.S. Health care workers are especially at risk for developing these infections due to exposure to needle-stick injuries and splashed blood/body fluids. Hepatitis B and HIV can be prevented through consistent use of universal precautions. Universal precautions must be followed by faculty and students in the clinical settings.

### **THEORY COURSES:**

**Class Attendance:** Refer to course syllabi. Requirements for class attendance are at the discretion of the faculty. Students are responsible for course material covered and all assignments made during class sessions. The student will assume the responsibility for contacting the faculty to ascertain the nature of any assignments or make-up examinations for an excused absence.

**Make-Up Exams:** Refer to course syllabi. If a student is unable to take an exam as scheduled, he/she must notify the instructor **PRIOR** to the exam (either in person, by phone or email). Within two school days following the student's return to school, he/she must contact the faculty regarding the make-up exam. Scheduling a make-up exam is at the discretion of the course faculty.

**Request for Extension:** If a student is unable to complete an assignment as scheduled, he/she should consult with the instructor **PRIOR** to the due date to request an extension.

### **CLINICAL COURSES**

The clinical practice experience permits students to work with clinical experts in a specific health care setting while under the guidance of a faculty member. It provides an opportunity for collaborative / independent problem solving.

**Clinical Practice Hours:** Refers to hours in which **direct** clinical care is provided to individual clients, families or groups. The required number of clinical practice hours is 240 per clinical course (NE 543, NE 545 and NE 547) for a total of **720 clinical hours**. The following may NOT be used in lieu of clinical practice hours: attendance at workshops or conferences, skills lab hours, physical assessment practice sessions, or community projects (National Task Force on Quality NP Education, 2002).

**Clinical Practice Sites/Preceptors:** Students are encouraged to pursue clinical practicum sites that meet their academic and clinical interests as well as their geographic preference. Students are encouraged to take an active role in identifying and developing these practicum sites. Whenever possible, a site in which an experienced MSN NP and physician function in a collaborative practice model should be selected. All clinical sites/preceptors must be approved by clinical faculty.

#### **Criteria for Selection of Clinical Practice Site:**

- Must emphasize primary care across the lifespan and must provide experiences in caring for children, adults, elderly and pregnant women. Primary care is defined as coordinated, comprehensive and personal care available both on a first contact and continuous basis.
- Practice sites must be separate and distinct from the student's usual employment hours and/or responsibilities.

### **Criteria for Selection of Preceptors:**

- Must be licensed and nationally certified in their specialty area with at least one year of clinical experience. Such clinicians may include nurse practitioners, nurse midwives or physicians.
- Enjoys opportunities to teach others.
- Role models desired skills and competencies.
- Willing to socialize the student into the professional role.
- Willing to allow students to complete H & P's or other assessments.
- Willing to allow students to work more slowly than other practitioners.
- Willing to listen to case presentations and answer student's questions.
- Available to check the student's assessment findings.

### **Procedure for Approval of Practicum Sites**

- The selection of a practicum site begins the semester before the student actually enrolls in the clinical course.
- The student completes the *Clinic Site-Preceptor Information Form (Appendix G)* after a preceptor/clinic site has been identified.
- The student returns the completed form to course faculty. Preceptors and clinic sites must be approved by course faculty.
- The course faculty establishes a written affiliation agreement
- Students are expected to meet with their preceptors prior to the start of the semester to discuss their clinical goals and to negotiate scheduling of the weekly clinical practicum.

**Evaluation:** The course faculty will visit the practicum site to observe the student at least once during each practicum experience. This visit provides an opportunity for a discussion concerning the student's clinical performance, the preceptor's role and the utility of the practicum site in providing meaningful and adequate experiences and opportunities for the student to achieve the course objectives. A second site visit may be requested by the student, the preceptor or the clinical faculty for matters of clarification or remediation of previous concerns.

**Clinical Absences:** It is the student's responsibility to notify the faculty and preceptor/agency of any absences and to make arrangements for a make-up. Students must complete ALL clinical hours.

**Transportation to Clinical Sites:** Students must provide their own transportation to and from clinical facilities. Any transportation costs incurred are the student's responsibility.

**Driving / Transporting Clients:** Due to liability issues, students are NOT to transport clients in student's personal motor vehicle .

**CHAPTER 7: NLN NURSE EDUCATOR COMPETENCIES, ACADEMIC DISHONESTY, ANA CODE OF ETHICS, ANA STANDARDS OF ADVANCED PRACTICE REGISTERED NURSING, AND POLICY ON UNSAFE, UNPROFESSIONAL OR WEAK PRACTICE**

**NATIONAL LEAGUE FOR NURSING COMPETENCIES OF NURSE EDUCATORS**

Core competencies consist of activities or practices that have been determined by a governing body to be critical toward the long-term success and growth of a profession. For this reason, the National League for Nursing developed eight core competencies and task statements for nurse educators. For the entire document please refer to the following website:

<http://www.nln.org/facultydevelopment/pdf/corecompetencies.pdf>

1. Nurse educators are responsible for creating an environment in classroom, laboratory, and clinical settings that facilitates student learning and the achievement of desired cognitive, affective, and psychomotor outcomes.
2. Nurse educators recognize their responsibility for helping students develop as nurses and integrate the values and behaviors expected of those who fulfill that role.
3. Nurse educators use a variety of strategies to assess and evaluate student learning in classroom, laboratory, and clinical settings, as well as in all domains of learning.
4. Nurse educators are responsible for formulating program outcomes and designing curricula that reflect contemporary health care trends and prepare graduates to function effectively in the health care environment.
5. Nurse educators function as change agents and leaders to create a preferred future for nursing education and nursing practice.
6. Nurse educators recognize that their role is multidimensional and that an ongoing commitment to develop and maintain competence in the role is essential.
7. Nurse educators acknowledge that scholarship is an integral component of the faculty role and that teaching itself is a scholarly activity.
8. Nurse educators are knowledgeable about the educational environment within which they practice and recognize how political, institutional, social, and economic forces impact their role (National League for Nursing, 2005).

**ACADEMIC DISHONESTY (See Student Handbook)**

The Department of Nursing adheres to the policies delineated in the NMU *Student Handbook: Student Rights and Responsibilities, Student Code, and University Policies and Related Documents*. Students have an obligation to abide by accepted standards of academic honesty, which dictate that all scholastic work shall be original in nature. Procedures and penalties pertaining to academic dishonesty are outlined in the NMU *Student Handbook*.

It is the student's responsibility to review these rules. The Student Handbook is available from the Dean of Students Office, 2001 Hedgcock (906- 227-1700).

**ANA CODE OF ETHICS**

When engaged in nursing functions, the student must do so within legally prescribed boundaries and is accountable for his/her actions. The student has an obligation to adhere to the *Code of Ethics for Nurses with Interpretive Statements*. The nine primary provisions of the Code of Ethics without explanatory provisions are:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patients.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy (American Nurses Association, 2001).

## **ANA STANDARDS OF ADVANCED PRACTICE REGISTERED NURSING**

Standards are authoritative statements in which the nursing profession describes the responsibilities for which its members are accountable. Therefore, standards reflect the values and priorities of the profession. *Standards of Advanced Practice Registered Nursing* is generic in nature and applies to all advanced practice registered nurses engaged in clinical practice. These standards build directly upon the *ANA Standards of Clinical Nursing Practice*.

### **STANDARDS OF CARE**

1. **ASSESSMENT:** The advanced practice registered nurse collects comprehensive client health data.
2. **DIAGNOSIS:** The advanced practice registered nurse critically analyzes the assessment data in determining the diagnoses.
3. **OUTCOME IDENTIFICATION:** The advanced practice registered nurse identifies expected outcomes derived from the assessment data and diagnoses and individualizes expected outcomes with the client, and with the health care team when appropriate.
4. **PLANNING:** The advanced practice registered nurse develops a comprehensive plan of care that includes interventions and treatments to attain expected outcomes.
5. **IMPLEMENTATION:** The advanced practice registered nurse prescribes orders, or implements interventions and treatments for the plan of care.
6. **CASE MANAGEMENT / COORDINATION OF CARE:** The advanced practice registered nurse provides comprehensive clinical coordination of care and case management.
7. **CONSULTATION:** The advanced practice registered nurse provides consultation to influence the plan of care for clients, enhance the abilities of others, and effect change in the system.
8. **HEALTH PROMOTION, HEALTH MAINTENANCE, and HEALTH TEACHING:** The advanced practice registered nurse employs complex strategies, interventions, and teaching to promote, maintain, and improve health and prevent illness and injury.
9. **PRESCRIPTIVE AUTHORITY AND TREATMENT:** The advanced practice registered nurse uses prescriptive authority, procedures, and treatments in accordance with state and federal laws and regulations to treat illness and improve functional health status or to provide preventive care.
10. **REFERRAL:** The advanced practice registered nurse identifies the need for additional care and makes referrals as needed.
11. **EVALUATION:** The advanced practice registered nurse evaluates the client's progress to attaining expected outcomes. (American Nurses Association, 1996)

## **STANDARDS OF PROFESSIONAL PERFORMANCE**

Standards of *Professional Performance* describe a competent level of behavior in the professional role.

1. **QUALITY OF CARE:** The advanced practice registered nurse develops criteria for and evaluates the quality of care and effectiveness of advanced practice registered nursing.
2. **SELF EVALUATION:** The advanced practice registered nurse continuously evaluates his/her own nursing practice in relation to professional practice standards and relevant statutes for providing competent clinical care.
3. **EDUCATION:** The advanced practice registered nurse acquires and maintains current knowledge and skills in the area of specialty practice.
4. **LEADERSHIP:** The advanced practice registered nurse serves as a leader and a role model for the professional development of peers, colleagues, and others.
5. **ETHICS:** The advanced practice registered nurse integrates ethical principles and norms in all areas of practice.
6. **INTERDISCIPLINARY PROCESS:** The advanced practice registered nurse promotes an interdisciplinary process in providing client care.
7. **RESEARCH:** The advanced practice registered nurse utilizes research to discover, examine, and evaluate knowledge, theories, and creative approaches to health care practice. (American Nurses Association, 1996).

## **POLICY ON STUDENT CLINICAL PRACTICE:**

Student grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure of the course.

## **EVALUATION OF UNSAFE, UNPROFESSIONAL, AND WEAK CLINICAL PRACTICE**

Students practice within the boundaries of the state Nurse Practice Act, current professional standards of practice, nursing course objectives, and Department, College, University, and clinical agency policies, procedures and protocols.

A student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weakness that may lead to unsafe and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations for the student to attain to remedy those weaknesses in the current and/or subsequent semester.

**Rationale:** Faculty of the Department of Nursing have a legal and professional responsibility to assure the public, other nursing students, the University, and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational experience. This policy embodies accountability by defining unsafe practice, unprofessional practice, and weak practice; by establishing guidelines for faculty to make a judgment of unsafe, unprofessional and/or weak practice; and by providing procedures to be followed when a judgment of unsafe, unprofessional and/or weak clinical practice is made.

**DEFINITIONS OF UNSAFE, UNPROFESSIONAL AND WEAK PRACTICE WITH POTENTIAL FOR UNSAFE AND/OR UNPROFESSIONAL PRACTICE**

It is not possible to enumerate all forms of inappropriate behavior, which would raise serious questions concerning a nursing student's status as a health professional in training. The following, however, are examples of behaviors, which would constitute a violation of safe practice and professional standards.

1. **DEFINITION OF UNSAFE PRACTICE**

Unsafe nursing student practice behavior fails to achieve standards of care, violates the ANA Code of Ethics, ANA Standards of Advanced Practice Registered Nursing, Nurse Practice Act and/ or calls into question the professional accountability of the student.

The behavior causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a patient may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe practice include, but are not limited to the following:

- (a) Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
- (b) Demonstrating behavior that puts a client at risk of harm by violating a standard of care.
- (c) Acting in a manner likely to cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience.
- (d) Performs acts of omission or commission that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide ordered treatment of care.
- (e) Failure to provide accurate, inclusive, written and verbal communication, or falsely documenting any clinical record, written assignment or student logs.
- (f) Attempting activities without adequate orientation, knowledge, assistance or supervision.

2. DEFINITION OF UNPROFESSIONAL PRACTICE

Unprofessional nursing student practice behavior fails to achieve standards of care, violates the ANA Code of Ethics, ANA Standards of Advanced Practice Registered Nursing, Nurse Practice Act and/ or calls into question the professional accountability of the student.

Examples of unprofessional practice include, but are not limited to the following:

- (a) Failure to notify the agency and / or clinical instructor of absence or lateness.
- (b) Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
- (c) Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.
- (d) Engaging in behavior that is disrespectful to a client.

3. DEFINITION OF WEAK PRACTICE WITH POTENTIAL FOR UNSAFE AND/OR UNPROFESSIONAL PRACTICE

Weak student practice behavior fails to achieve standards of care, violates the ANA Code of Ethics, ANA Standards of Advanced Practice Registered Nursing, Nurse Practice Act and/ or calls into question the professional accountability of the student.

Examples of weak practice include, but are not limited to the following:

- (a) Difficulty or inability to apply theoretical knowledge to specific clinical situations.
- (b) Difficulty or inability to successfully organize care and to document clinic assignment.
- (c) Difficulty or inability to correctly interpret laboratory and/or diagnostic test results.
- (d) Difficulty or inability to determine priorities in completing clinical assignments.
- (e) Difficulty or inability to communicate with clients, families, peers, or other health personnel.
- (f) Difficulty or inability to complete assignments.
- (g) Requiring frequent guidance and instruction and cannot be left unsupervised.

**PROCEDURE FOR MANAGING UNSAFE OR UNPROFESSIONAL OR WEAK CLINICAL PRACTICE**

1. UNSAFE OR UNPROFESSIONAL CLINICAL PRACTICE

NOTE: Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice may be sufficient to warrant failure of the course and/or suspension from the program

When the course faculty has reason to conclude that a student has practiced unsafely or unprofessionally, the course faculty needs to notify the student promptly in writing of the reasons. A copy of the written notification will be forwarded to the Department of Nursing Department Head. Included in this written notification will be:

- (a) The description of the unsafe/unprofessional practice the student engaged in.
- (b) Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk.
- (c) The time during which the corrective actions must be achieved.
- (d) Any modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice including, but not limited to, restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience, and/or alteration in clinical agency site.

Students removed from the clinical experience who, in the course faculty judgment, have taken the specific corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience contingent upon the availability of clinical placements and adequate resources.

Students achieving corrective action will either pass the course or pass the course with identified improvement activities as prescribed by the current and subsequent course faculty.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain in their student record. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed at the time any potential for litigation expires.

The action to be taken, if the specific corrective actions prescribed are not achieved, includes:

- (1) failure of the course or
- (2) failure of the course and recommendation for discipline under the University Code of Conduct.

Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue re-entry to the course by notifying the Department Head of the Department of Nursing within one week of rescheduling the class. This does not preclude an appeal.

Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the course faculty's judgment through the Grievance Procedure (See *Student Handbook*).

## 2. WEAK CLINICAL PRACTICE

When the course faculty has reason to conclude that a student's clinical practice is weak with potential for unsafe and/or unprofessional practice, the student will be notified promptly in writing of the reasons. A copy of the written notification will be forwarded to the Department Head.

Included in this written notification will be:

- (a) A description of the weak practice the student engaged in.
- (b) Specific actions to be taken to improve the clinical practice and the support provided by faculty to promote improvement.
- (c) The time period during which the specific improvement actions must be completed.
- (d) Any modifications in the clinical experience to demonstrate safe and/or professional practice including but not limited to restriction of activities and responsibilities, supervision of activities/procedure, removal from clinical experience and/or alteration in clinical agency site.

The action to be taken, if specific improvement actions prescribed are not fully achieved, includes:

- (a) Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).
- (b) Fail the course because behavior has become unsafe and/or unprofessional.
- (c) Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the course faculty of the current semester and the course faculty responsible for the subsequent clinical course will mutually agree upon and provide the student with a written description of expectations.

The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester, and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

## CHAPTER 8: UNIVERSITY POLICIES

### **CIVIL RIGHTS POLICY** (See *NMU Student Handbook*)

Northern Michigan University prohibits discrimination based on race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation or veteran status in employment or the provision of services.

### **DISABILITY LAW COMPLIANCE POLICY** (See *NMU Student Handbook*)

Northern Michigan University adheres to the Americans with Disabilities Act (ADA) and all other applicable federal and state disability law.

If you have a need for disability related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 Hedgcock (906-227-1700; TTY 277-1543). Reasonable and effective accommodations and services will be provided to students with disabilities whose requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and university guidelines.

### **SMOKING AND TOBACCO USE POLICY** (See *NMU Student Handbook*)

Smoking or the use of tobacco products is not permitted in any facility or vehicle owned, operated or under the control of Northern Michigan University except in designated areas identified by smoking permitted or tobacco use permitted signs.

### **STUDENT COMPLAINTS CONCERNING GRADES** (See *NMU Student Handbook*)

Students who feel they have reason to believe that the grades, which they have received, are incorrect or unfair should first consult with the instructors for the courses. If, after talking with the instructor, the student feels that the complaint has not been resolved the student shall ask the department head to review the matter. The Department Head shall discuss the matter with the instructor involved, seeking resolution. If, in the opinion of the student, the complaint remains unresolved, the student may submit a formal request in writing to the department head that the complaint be submitted to adjudication through an appeals system involving two appellate levels: a departmental appeals committee and a college appeals committee. The instructor may make a written response to this request and provide that response to the department head who will share it with the departmental and college appeals committees, as appropriate, and make it a matter of record. Please refer to the *NMU Student Handbook* for additional information concerning the grade appeal process

The *NMU Student Handbook* is available from the Dean of Students Office, 2001 Hedgcock, 227-1700. It is also available online at <http://dso.nmu.edu/handbook/>

# APPENDICES

**APPENDIX A**

**NORTHERN MICHIGAN UNIVERSITY  
MASTER OF SCIENCE IN NURSING  
FAMILY NURSE PRACTITIONER PROGRAM**

**PERMISSION TO COPY STUDENT WORK**

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, research practicum, scholarly project, paper, model, slides) related to the discipline and completed for academic credit excluding exams. The faculty are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies.
2. For the explicit purpose of using the paper / product as a positive example for student learning including placing that paper/product on reserve in the library or Department of Nursing.
3. Papers/products completed for research practicums, thesis work, or scholarly projects will be bound and placed in the Library or Nursing Office for the purpose of allowing the general public to have access

Thank you for your cooperation in this matter.

c: Student's File

I give the Faculty of the Department of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**APPENDIX B  
FNP PROGRAM  
HEALTH RENEWAL FORM**

<b>Student Name:</b>		<b>Date:</b>	
<b>RN License</b> (Attach Copy)	<b>ID #:</b>	<b>Expiration Date:</b>	
<b>NP Student Liability Insurance</b> (Attach Copy of Face Sheet)	<b>Policy #:</b>	<b>Expiration Date:</b>	
<b>CPR Certification</b> (Attach Copy)	<b>Expiration Date:</b>		
<b>IMMUNIZATIONS</b>			
<b>PPD</b> (Attach Copy)	<b>Expiration Date:</b>		
<b>Hepatitis B</b> (Attach Copy of Record)	<b>#1</b>	<b>#2</b>	<b>#3</b>
<b>Reviewed by:</b>			
<b>Date:</b>			

**Revised 8/2005:MW**

**APPENDIX C  
TB SYMPTOM QUESTIONNAIRE**

Students with a past positive PPD, need to have evidence of a negative chest x-ray (within the past three years) and need to complete the **TB SYMPTOM QUESTIONNAIRE yearly.**

**CONTRAINDICATIONS TO PPD TESTING** include the following:

- Pregnancy
- Past Positive PPD test result.

Breast-feeding is not a reason for exclusion. Students who are pregnant must present physician documentation of the pregnancy. If they wish to have a PPD, they need to provide physician approval. Within a month of the delivery date, they need to have a negative PPD on file.

NAME _____	DATE: _____
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I am unable to receive a PPD skin test due to:

(+) Reaction

Pregnancy

Other (specify) \_\_\_\_\_

Please check the appropriate response	YES	NO
1. Have you had any recent, unintentional weight loss?		
2. Have you had a persistent cough over 3 weeks?		
3. Have you had a fever?		
4. Have you had night sweats?		
5. Have you had changes in your sputa (e.g. bloody)?		

Please explain any YES responses

  
  
  
  
  
  
  
  
  
  

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## APPENDIX D

### NORTHERN MICHIGAN UNIVERSITY DEPARTMENT OF NURSING

#### PROCEDURE FOR MANAGEMENT OF EXPOSURE TO BLOOD-BORNE DISEASES

1. Significant exposure is defined as percutaneous, ocular or mucous membrane exposure to blood or other body fluids containing visible blood.
2. If possible, the wound or exposure area shall be immediately and thoroughly washed with soap and water, or irrigated with tap water for eyes or other mucous membrane exposure.
3. The NTC supervisor shall be notified as soon as possible.
4. A NMU **INCIDENT REPORT FOR ACCIDENT/INJURY/ILLNESS** shall be completed and returned to the NTC Supervisor (**Appendix E**)
5. If the **SOURCE PERSON** is identifiable, they shall be informed of the incident and requested to report to the Health Center to have the following labs drawn:
  - HIV antibody
  - HCV
  - Hepatitis B Surface Antigen

**BILLING:** The cost will be paid by the Health Center as incentive for the source patient to be tested

6. The **EXPOSED PERSON** will be referred to the NMU Health Center. A physician's visit is not needed but a scheduled nurse's visit for lab work must be completed that same day as the incident. If the exposed person has not received Hepatitis B vaccine, the initial immunization will be offered. For greatest effectiveness, Hepatitis B immune globulin (HBIG) should be given as soon as possible after exposure, preferably within 24 hours. Its value beyond seven days after exposure is unclear. The dose is 0.06 ml/kg to a maximum of 5 ml, IM. The patient will be responsible for this charge. The **EXPOSED PERSON** will have the following labs drawn:
  - HIV Antibody
  - HCV
  - ALT (SGPT)
  - Hepatitis B Surface Antigen (HbsAg)
  - Hepatitis B Surface Antibody (HbsAB)
  - Diagnosis Code E 920.5

### Appendix D (continued)

If the EXPOSED PERSON does not give consent at this time for HIV testing, the health center must still have the patient sign the MHD Booklet refusing testing. Health Center will draw an extra tube and tell the patient it will be frozen for 90 days. They can elect to have testing up to that time. Otherwise, the sample will be discarded.

Billing: The bill will first be submitted to the Exposed Person's Health Insurance, then to the department where the incident occurred. At no time should anyone be denied testing. Any problems with billing will be handled by the medical director.

7. If the injury is from a needle stick or sharp, the Health Center RN will administer tetanus toxoid 0.5 ml IM if the injured person has not had a booster within 10 years.
8. If the EXPOSED PERSON refuses to accept referral to the Health Center, **DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL (Appendix F)** shall be completed and returned to the NTC Supervisor. The Health Center is to be notified of the Exposed Person's refusal to accept the referral.
9. If the EXPOSED PERSON is an employee or a student, who has not had the Hepatitis B vaccine, and refuses to accept referral to the Health Center, **DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL AND HEPATITIS B VACCINE WAIVER (Appendix G)** shall be completed.
10. The NTC Supervisor is responsible for assuring that the vaccine is offered and the waiver is signed.
11. Employees who initially decline the Hepatitis B Vaccine but who later wish to have it, may then have the vaccine provided at no cost to the employee.
12. If the EXPOSED PERSON is an employee not covered by the plan, they will be provided the same opportunities as a covered employee.

**APPENDIX E**

**NMU INCIDENT REPORT FOR ACCIDENT / INJURY / ILLNESS**

**APPENDIX F**

**NORTHERN MICHIGAN UNIVERSITY  
DEPARTMENT OF NURSING  
NURSING TECHNOLOGY CENTER**

**DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL**

Date	
Name	
Date of Birth	

Reason for the referral:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have been advised to go to the NMU Health Center for testing because of the above-mentioned reason(s). Even though it has been recommended that I do so, I do not plan to go the Health Center now for the following reason(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following possible risks of not accepting or acting upon the referral have been explained to me.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby release Northern Michigan University from any and all liability arising out of or connected with my decision not to follow the above medical recommendation.

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

I witness the fact that the individual signed the above and said he/she read and understood the same.

\_\_\_\_\_  
Witness's Signature Date

cc: NMU Health Center

**APPENDIX G  
NORTHERN MICHIGAN UNIVERSITY  
FAMILY NURSE PRACTITIONER PROGRAM  
CLINIC SITE -PRECEPTOR INFORMATION FORM**

<b>STUDENT INFORMATION</b>			
Student Name			
Address			
City / State / Zip			
Home Phone			
E-Mail Address			
<b>CLINIC SITE INFORMATION (please print clearly)</b>			
Clinic Name			
Address			
City / State / Zip			
Phone Number			
Practice Setting	<input type="checkbox"/> Physician's Office <input type="checkbox"/> Ambulatory Clinic <input type="checkbox"/> Hospital Outpatient Clinic <input type="checkbox"/> Hospital In-Patient Clinic <input type="checkbox"/> Extended Care/Nursing Home	<input type="checkbox"/> Public / Home Health <input type="checkbox"/> School / University Clinic <input type="checkbox"/> Occupational / Industrial Clinic <input type="checkbox"/> VA / Military <input type="checkbox"/> Correctional Facility <input type="checkbox"/> Other _____	
Client Population	<b>PATIENT POPULATION</b>	<b>ETHNICITY</b>	
	<input type="checkbox"/> Pediatrics <input type="checkbox"/> Adolescents <input type="checkbox"/> Adult <input type="checkbox"/> Geriatric <input type="checkbox"/> OB-Gyne	<input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other _____	
<b>PRECEPTOR INFORMATION (Please print clearly)</b>			
Preceptor Name			
Title	<input type="checkbox"/> NP <input type="checkbox"/> Nurse Midwife	<input type="checkbox"/> MD <input type="checkbox"/> DO	<input type="checkbox"/> PA <input type="checkbox"/> Other _____
Practice Specialty			Years in Practice Specialty _____
Certification and/or License #			Expiration Date: _____
Certifying Agency			
<b>SIGNATURES</b>			
Preceptor			Date
Faculty			Date

**APPENDIX H**  
**NORTHERN MICHIGAN UNIVERSITY**  
**DEPARTMENT OF NURSING**  
**LATEX SENSITIVITY / ALLERGY QUESTIONNAIRE**

The purpose of this questionnaire is to identify an individual who may be allergic to latex products and to enable the Department of Nursing to provide appropriate accommodations.

Name (please print)	
Student ID #	
Current Position (If employed)	
Previous Employer	

Please check all of the following that apply:

- History of multiple surgeries
- History of itching/hives
- History of oral allergy syndrome (OAS)
- History of progressive reactions to food known to cross-react with natural rubber latex (NRL) including bananas, kiwi, avocados, potatoes, tomatoes, chestnuts or almonds
- History of self-catheterization
- History of breathing problems after anesthesia
- Family history of spina bifida

Please explain if you have checked any of the aforementioned:

  
  
  
  
  
  
  
  
  
  

**Please report any known or suspected latex allergy to NMU, Department of Nursing at 906-227-2833**

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