

NEUMANN UNIVERSITY

School of Nursing & Health Sciences

Graduate Nursing

Student Manual





SCHOOL OF NURSING & HEALTH SCIENCES
GRADUATE STUDENT MANUAL ACKNOWLEDGEMENT

I, the undersigned, understand that there are policies specific to the graduate nursing program. I understand that I am responsible for those policies and have been given a copy of the program manual handbook. I have also been told how to access additional copies and updates of the program manual should I need them. I further agree that the School of Nursing and Health Sciences has the right to make necessary/needed changes in the policies and procedure here within and that it is my responsibility to read any new policy and/or update.

I, the undersigned have read the policy on academic Integrity and honesty. I understand that I am expected to submit work that is totally my own.

To Be Completed by Student

I have read and understand the Neumann University MSN Manual. I will uphold the policies as outlined therein. My signature is proof of my commitment to abide by the policies of the Neumann University School of Nursing and Health Sciences.

Last Name

First Name

Middle Name

Signature

Date

Letter from Administration

NU School of Nursing & Health Sciences

Dear Graduate Nursing Student:

Welcome to Neumann University School of Nursing & Health Sciences. We hope that you will have an exceptional learning experience in the School of Nursing & Health Sciences, as well as within the larger University. We know that committing to graduate nursing studies is a significant commitment for you and your family. All content contained in this manual is pertinent to the Master of Science in Nursing and the Post-Master's Certificate student. Faculty and staff are here to support your professional and educational experience and growth. Our hope and prayer is that you have a challenging, rewarding and enriching educational experience with us.

This manual was prepared as a supplement to the current *University Graduate [Catalog](#)*. The *University Graduate [Catalog](#)* is an important source of information about academic policies and should be referred to whenever you have questions. Please take the time to review both handbooks in its entirety.

Please feel free to contact any member of the faculty or staff should you have questions or concerns. It is our privilege to foster your educational experience. We wish you the best as you pursue your graduate nursing studies.

Warm regards,

Judy Neubauer

Judy Neubauer, MSN, CRNP, AGPCNP-BC
Assistant Professor of Nursing
Director, Graduate Nursing Programs

Theresa M. Pietsch

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Neumann University – School of Nursing and Health Sciences
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INTRODUCTION & ACCREDITATION

NU School of Nursing & Health Sciences

Introduction

The Graduate Nursing Program is governed by the policies and procedures published in the *Neumann University Graduate Catalog* ([Catalog](#)) and *Student Affairs Policy Manual*. The purpose of the **Graduate Nursing Program Student Manual** is to provide students with additional information and guidelines specific to the Program and to facilitate the student's personal and professional learning experience.

Students are responsible for using the bulletin as a resource when questions arise and as a guide to academic and nonacademic policies and procedures. Please note that as a graduate student you are responsible for:

- a. Reading the bulletin in its entirety
- b. Reviewing and understanding any changes made to the Bulletin during the entire time you are enrolled as a student in the School of Nursing & Health Sciences
- c. Recognizing that changes made to the policies and procedures may impact you as a student

The Nursing Program reserves the right to modify the program of studies, policies, procedures, and/or guidelines presented in these documents to meet students' academic and/or professional needs.

Modifications/revisions are reviewed annually at the Nursing Faculty Meeting, approved by the Dean and distributed to students in writing.

Nursing Program Accreditation and Approval

The Master's of Science in Nursing program at Neumann University at the Neumann University campus located in Aston, PA is accredited by the: Accreditation Commission for Education in Nursing (ACEN). 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326. Phone: (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Master's of Science in Nursing program is Continuing Accreditation.

The Post Master's Certificate in nursing program at Neumann University located in Aston, Pennsylvania is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

Phone: (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Post Master's Certificate in nursing program is Continuing Accreditation



Commonwealth of Pennsylvania State Board of Nursing

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Email: st-nurse@state.pa.us

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SECTION I: GENERAL INFORMATION

NU School of Nursing & Health Sciences

Mission of the Nursing Program

In accordance with Neumann University's *Mission and Vision Statements*, the purpose of the Nursing Program is to enhance professional nursing practice and to foster the provision of quality nursing education and care in the Franciscan tradition to persons of diverse populations and in varying circumstances and environments. Franciscan values and traditions are linked to strong liberal arts and professional education. Graduates of the Baccalaureate, Masters, and Doctoral Nursing Programs will have the knowledge, skills and attitudes that are required for competent, ethical, professional practice; for lifelong development of that practice; for advanced study in nursing; and for fulfillment of professional and societal responsibilities.

Philosophy of the Nursing Program

The Neumann University Core Values of reverence, integrity, service, excellence, and stewardship (*RISES*) infuse the educational process of the professional nurse. Neumann University students learn the art and science of nursing in a caring educational community. The science of nursing is based on clinical reasoning derived from the liberal arts and sciences, and theories of nursing. The art of nursing is based on ethical behavior, caring, and respect for human dignity.

Franciscan values provide a central focus for care of persons within the multicultural local, regional, national, and global communities.

Persons are holistic beings with interdependent physical, psychological, sociocultural, political, interpersonal, and spiritual dimensions. The discipline of nursing promotes evidence-based, patient-centered healthcare, and reflects advances in nursing, inter-professional practice, and technological knowledge. The overall goal of nursing is to maintain the highest level of health for persons along a continuum of wellness to illness.

Through the educational process, students develop the foundation for clinical reasoning, effective communication, competent delivery of quality care, research, professional accountability, advocacy, and leadership. Baccalaureate education provides the foundation for the development of professional knowledge, skills, and attitudes. Master's specialty education prepares the nurse with advanced knowledge, skills, and attitudes to practice as an advanced practice nurse in their chosen concentration.

Graduates of Neumann University Nursing Programs are prepared to practice to the full extent of their educational preparation. Graduates will provide leadership to influence the profession of nursing and effect health care practice within increasingly complex systems of care.

Non-Discrimination Policy

Neumann University seeks to promote and integrate Catholic Social Teachings:

- We honor as sacred the worth and dignity of each person
- We celebrate our relationship as sister and brothers with one another and all creation
- We create a compassionate, welcoming, and reconciling community.

We respect religious, ethnic, racial, and cultural diversity and seek to reconcile divisions of any kind. We promote communications which are meaningful, honest, and inclusive by listening reflectively to one another and encouraging varying points of view.

Neumann University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.

Further information can be found in the [Neumann University Student Affairs Handbook](#) on pages 22-23 of the document as well as in the [Neumann University Graduate Catalog](#).

SECTION II: STUDENT SERVICES & RESOURCES

NU School of Nursing & Health Sciences

Computer Facilities and Media Services

Computing and media services are managed by Neumann University's Office of Information Technology and Resources (ITR). The ITR staff views computers and the Internet as tools which support all fields of study, the Mission of the University, and all members of the University community. The University Computing Center is located on the ground floor of the Bachmann Main Building and consists of four state-of-the-art computer classrooms and the ITR administrative offices. ITR maintains a gigabit network which connects academic and administrative users, as well as residents in the Living and Learning Centers, to University resources, and to the Internet. Wireless connection to the network is available in most locations.

More than 100 computers in general and special purpose computing labs run Microsoft Windows software, with Microsoft Office (Word, Excel, Access, and PowerPoint) as the standard productivity suite. Software related to academic disciplines, such as statistical and scientific software, can be found in the Computing Center and labs. In the Digital Media Lab, students can record and edit audio and video projects. Computer labs and classrooms throughout the University are equipped with computers and video projectors for instructor use. Computer Lab hours are posted at the beginning of each semester.

Distance learning technologies (primarily the Blackboard Course Management System) are supported and maintained by ITR's Academic Technology group. This group also provides training for Neumann University faculty on advanced instructional delivery systems and related academic software. The Media Services component of ITR manages the University's audiovisual resources, including instructional and presentational equipment for ongoing academic use and for special events. Media Services also maintains the equipment in the University's television studio, radio station, and the Mirenda Center broadcast facility. Students can record, edit, broadcast or be a part of the production teams in each of these areas. The Administrative Computing group of ITR manages the University's student information system and provides access to it for student financial and academic services through the WebAdvisor portal. Secure accounts for WebAdvisor and for University email and network services are provided to all incoming students.

For additional information, please visit the Computing Services pages on the Neumann website or call the ITR Help Desk at 610-558-5620.

Library Services

Neumann University Library plays a crucial role in the learning experience of students as well as in the teaching and research needs of the faculty. The Library contains a balanced collection of resources to satisfy information needs across the disciplines. The Library media collection contains approximately 3,000 assorted films and compact discs. The rapidly expanding book collection combines print, electronic, and audio formats and currently numbers around 200,000 individual items. All physical Library materials require a valid Neumann ID to be presented at check out. All electronic books can be

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accessed using a standard personal computer, and some can be downloaded onto e-readers and mobile devices. All books, regardless of format, films, and music CDs can be located using the

Library's automated on-line catalog, Francis. Francis is just one of many Library resources that can be accessed online by members of the Neumann Community from anywhere in the world. The web site is available at <http://www.neumann.edu/academics/library.asp>. Proprietary resources such as electronic books or databases require log-in using an ITR-issued username and password.

Neumann University Library also provides access to approximately 50 electronic databases that contain hundreds of thousands of resources including scholarly journal articles, popular magazine articles, newspapers, dissertations and theses, full-text reference books, government documents, music libraries, and statistical data. *JSTOR*, *Project Muse*, *Ovid*, *Up to Date*, *ProQuest Full-text Dissertations & Theses*, and *EBSCOhost* databases such as *Academic Search Complete*, *Business Source Premier*, *CINAHL*, *ERIC*, and *PSYCArticles* are just a few of those databases that collectively provide full-text article access and indexing of hundreds of thousands of online journals. These databases can be found on the Library web site, along with a growing library of web-based Research Guides that may help new users navigate online resources or simply provide research assistance to students near and far, whenever a professional Librarian may not be available. There are general and specialized Subject guides that are filled with research tips, video tutorials, recommended scholarly resources, and technology suggestions to help innovate research writing and presentations. Students, faculty and staff can ask questions with just a click of the "Ask Us" button on the Library web page. Questions are answered promptly by professional Neumann librarians and the resulting question and answer session will live on as part of an organic FAQ knowledge base. Questions can also be submitted by telephone, email, or addressed by appointment or in person.

Librarians strive to keep students growing increasingly more information literate by keeping abreast of emerging technologies and actively collaborating with faculty to create the best lessons. Library lessons are designed to help students think critically about their information needs and then successfully navigate the exponentially growing information environment. Librarians work with faculty on assignments, visit classrooms to aid with specific projects, and develop online activities that may be used by Faculty or students on their own to hone research skills. Instructional sessions and online tools help students better identify their information needs, efficiently locate reliable information sources, and ethically interpret and synthesize their findings with their own thoughts and hypotheses. Please contact Maureen Williams, Coordinator of Information Literacy, to plan information literacy activities for your class: williamm@neumann.edu

To further supplement its resources, the Library is a member of several academic consortia. Neumann University is a founding member of SEPCHE (The Southeastern Pennsylvania Consortium for Higher Education) and receives the benefit of resource sharing with other member libraries. SEPCHE member libraries provide on-site access to resources and extend borrowing privileges to students, faculty, and staff. The eight SEPCHE institutions are: Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy College, Holy Family University, Immaculata University, Neumann University, and Rosemont College. The SEPCHE collaboration makes available nearly one million volumes, scores of electronic databases, and several special collections on various subjects. The materials and services of

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more than 42 area libraries are also made available through the Library's consortium membership in the Tri-State College Library Cooperative. As an active member of OCLC (Online Computer Library Center), the Library is also able to provide interlibrary loan service to both students and staff, bringing in outside resources from both near and far.

The Library is open seven days a week and provides plenty of tables and study carrels to satisfy the needs of students who want to work collectively as well as those who prefer to study alone. The staff is professional, well-informed, and completely service centered. The atmosphere is friendly and the space bustles with equal parts of scholarly activity and peer interaction.

The Library special collection of Frances and Clare is also housed in the Neumann Institute for Franciscan Studies, which is located outside of the Library on the third floor of the Bachmann Main Building. The collection and the Institute was designed to strengthen the vision and charisma of Francis and Clare of Assisi within a context of contemporary experiences in higher education. The Institute focuses on integrating teaching experience and student learning, the embodiment of Neumann University's higher standards and response to future challenges that foster educational excellence. A more comprehensive description of Library Policies can be found in the Academic Administration Handbook Policies portion of NU Learn.

Academic Advising

The School of Nursing & Health Sciences Master's Program Coordinators meet at least twice a year with their students to discuss career goals, approve course transfers, and to serve as mentors. Upon acceptance to the MSN program students are assigned to the Director of Graduate Studies as the advisor who will develop the student's Plan of Study. Advisors and full-time students are expected to meet each semester and annually with part time students to review progress. All students are encouraged to talk with their specific Program Coordinator if you are considering dropping a course or if you are changing the sequence of courses from your original program plan.

Neumann University recognizes academic advising to be an integral part of its commitment to educational excellence in the Franciscan tradition.

Academic advising assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. Academic advising is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor.

Academic advisement is, therefore, a collaborative endeavor between the individual graduate student and his/her academic advisor. This arrangement continues for as long as the student is enrolled in the specific program. It is the *student's* responsibility to notify the academic advisor of any change in course schedule or program plan. It is the *advisor's* responsibility to notify the student in case of a course schedule or program change necessitated by the School Dean, Program Coordinator/Director, faculty, or University.

Nursing Content Tutor

The purpose of the Nursing Content Tutor is to provide support, improve study skills and course grades to undergraduate and graduate nursing students seeking additional learning support in a particular course(s). Participation in the program is optional.

Students who exhibit difficulty in either their specialty or require writing assistance are encouraged to participate in this program. Students interested in this service should contact Marianne Ward, DNP, CRNP to determine availability and scheduling. It is important to note that participation in tutoring may or may not improve grades and the tutor makes no promises or warranties with regards to academic performance as a result of any tutoring provided.

Writing Center

The Writing Center is available to assist students with the technical aspects of preparing and writing formal expository and scientific papers. Staff members are most willing to assist students who have writing problems to improve their scholarly communications. Three different types of appointments are available for students: In-person (Face-to-face in the Writing Center), Drop Box (Document upload & review- no need for the student to be present), Live Online (Accessible, remote session with a shared whiteboard space). The Writing Center is physically located on the ground floor of the Bachman Building in the John C. Ford Student Success Center at The HUB.

SECTION III: GENERAL POLICIES

NU School of Nursing & Health Sciences

Communication in the School of Nursing & Health Sciences

All persons in the School of Nursing & Health Sciences community (students, staff and faculty) are expected to conduct themselves in a professional manner when communicating with one another in person, e-mail or on the telephone.

Every effort is made to communicate information from the administration, faculty, and staff to all concerned. Students are responsible for being knowledgeable about materials posted on Blackboard Learn, nursing bulletin boards, distributed in student mail folders, e-mailed, or received in postal service mailings.

Email: The primary communication tool used by the University is student email. Students must regularly check their Neumann University email accounts to obtain important information sent out by University faculty, staff, and administration. It is the student's responsibility to ensure their University email account is functioning. It is an expectation that all graduate level students will check their Neumann email at least every 24 hours and respond back to faculty within 48-72 hours of the initial email. One reminder email will be sent to the student. If the student remains unresponsive, the Director of the Graduate Nursing Program will be notified due to a violation of the Student Conduct policy outlined in this handbook.

Blackboard Learn: Nursing faculty utilizes Blackboard Learn (BB Learn) for every nursing course. Students are required to familiarize themselves with the workings of BB Learn and seek assistance from the University Information Technology support services as needed.

Netiquette Policy

Netiquette, or Internet etiquette, are guidelines for maintaining civilized, professional, and effective communication in the online environment and email exchanges. We (your faculty) expect everyone in the class to model the same standards of behavior online that you would follow in a face-to-face course.

Here are some basic guidelines:

- All written communication in this course should be conducted using standard business English rather than social media abbreviations.
- For course board discussion: Keep your questions and comments relevant to the discussion topic. If another participant posts a comment or question that is off topic, do not reply. Faculty will reply in private to the person who posted it.
- Treat the other participants in the class in a polite and respectful manner, and demonstrate respect for others' opinions, especially when they differ from yours.

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- Communicate tactfully, and base disagreements on scholarly ideas or research evidence, not feeds or videos found in social media platforms.
- Respect the diversity of our classroom community: People who come from different sociocultural groups bring value to our class.
- Do not use ALL CAPS when posting or emailing as this is considered "shouting."
- For discussion boards: Do not "flame" others in discussion threads. Flaming is the "act of responding in a highly critical, sarcastic, or ridiculing manner."
- For discussion boards: When you post a response, explain yourself fully and give credit for portions of your opinion that you derive from someone else.
- Please give faculty 24-48 hours to respond to communications from you before assuming that we are not responding. Like you, we are managing multiple classes and the demands of our personal and professional life.
- For online and hybrid courses: It is expected that you check your college/university email at least once per day. This will be the main way to communicate with your instructors. Texting faculty, unless it is an emergency is not appreciated.
- Log into class at least two or three times each week and complete weekly assignments in a timely way.
- If a situation arises that prevents you from actively participating in our online class on a weekly basis, communicate with me as soon as you can. Although you do not need to reveal medical or personal information to me, communicating as much as you can about your situation will enable me to work with you toward a reasonable solution.

HIPPA

All students are expected to comply with the guidelines of the Health Insurance Portability and Accountability Act (<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>).

Student Records

Academic records for purposes of advising are maintained in the Office of the appropriate Program Coordinator and kept in a locked file cabinet. The School of Nursing will not release information to a third party without the written consent of the student.

Class Attendance

Due to the nature of graduate courses and the amount of material covered in each class, students are expected to attend all classes, tests and clinical experiences. Regular and punctual attendance at all class/clinical sessions is the personal responsibility of each student. Class attendance will be assessed

each day. Late arrival or failure to complete attendance requirements will be considered an absence for the day. Leaving class early must be approved by the instructor, or it can count as an absence. Absences from class will only be “excused” for genuine medical emergencies or legitimate causes as determined by the Professor(s). Examples include death in the immediate family and personal conditions requiring hospitalization or emergency treatment. In the event of extenuating circumstances, students are responsible for contacting the faculty member and for obtaining missed material. In order for an absence to be excused the student must contact the Professor(s) prior to the class, or as soon as possible after class if prior contact is not possible, by email with a request explaining the nature of the absence. After receiving the above information, the Professor(s) will inform the student if the absence will be classified as excused.

Class content is essential to effective patient care. The scheduling of graduate courses often represents two to three weeks of content. Students should refrain from missing more than three weeks of content (one day in summer session). Please plan events around class schedules. If the Professor(s) is late to class, students are expected to wait at least 15 minutes from the time class was to have started, after which they may be excused from class unless the Professor(s) has given advance warning and instructions to wait.

Course Attendance Clinical and Didactic; Late Policy

Students are expected to participate in online classes and/or in person classes from the first day of each course, which includes students in clinical courses starting clinical hours at approved clinical sites. Each course assignment including discussion posts contributes towards meeting student learning and course outcomes.

Students not participating at least weekly, or as required by the individual course instructor, are subject to being issued a Performance Improvement Contract. This is inclusive of the following:

1. Students are only allowed to miss **one week** of required discussion post due to an unforeseen circumstance/emergency as approved only by the course faculty. If more than one week is missed the student will receive a failure for the course, be removed from the course, and be required to retake the course.
2. Students missing and/or frequently submitting late clinical work (includes preceptor/student evaluations, verified clinical hours, clinical logs, etc) that is more than 2 weeks old, risk suspension and removal from the clinical site, and will be responsible for making up the missed clinical time/hours before the last clinical day.

A student unable to meet course requirements as outlined is expected to notify the faculty member for the course as soon as they are aware of the potential conflict. Faculty are not obligated to give credit or make concessions for student missed time and/or work.

Assignments turned in late without previous approval will receive a five (5) point deduction for every day late, including weekends and holidays. Discussion posts submitted late are graded using the discussion rubric criteria which is posted in each course.

Students in clinical/practicum courses are required to complete **224 clinical practice hours per semester (minimum 16 hours per week). Clinical hours should be completed weekly and at a minimum of 50% by the mid semester point.** Course faculty track this progression every 1-2 weeks in the Black Board learning system and a pass/fail grade is provided. Application of classroom didactic theory in the clinical setting is the expectation with learning. Failure to meet the time frames of the course will result in failing grades for the appropriate assignments. For example, mid semester assignments/evaluations for clinical courses are to be completed at the mid semester point which is between 7-8 weeks of the 15-week semester. No more than 15 weeks will be granted for clinical hour completion. Incomplete clinical hours by the point in the semester will lead to receiving a failing grade on the clinical log and concomitantly failing the course. Incompletes are granted for clinical course grades only at the discretion of the Director of Graduate Nursing Studies and course Faculty member. Students having difficulty meeting the required hours are to notify the course faculty members as soon as the possibility is recognized. Failure of these assignments/evaluations and/or clinical log will result in a course failure and probable immediate termination from the program.

Classroom Code of Conduct

The nursing faculty strives to create an **optimal learning environment based on Franciscan values**, for example, respectful relationships among students and faculty. The following are recommendations for conduct in support of the Mission of Neumann University:

- Appropriate dress, reflective of the importance of the teaching/learning process.
- Punctual submission and return of assignments so students may benefit from ongoing evaluation and commentary in support of academic growth.
- Respect for individuals; interactions between faculty and students, and students to students, taking into account civility and language.
- Timely response to communications via phone calls, e-mails, and other written requests.

Appropriate phone etiquette including self-identification, timing of calls, and the use of call-back phone numbers.

- Respect for the schedules of others: starting and ending class on time, keeping appointments, and communicating delays or cancellations.
- Maintaining care of the classroom, equipment, and desks without litter.
- Classroom and hallway environments free from distracting behavior, non-contributing conversations, and cell phone/pager noise.

Conduct in Distance Education

The primary responsibility for managing the education classroom environment rests with the course faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the virtual class and will possibly face suspensions or dismissal on disciplinary grounds from the course and/or program. Faculty will report incidents to the appropriate individual in the graduate nursing program.

Expectations For Distance Education

Distance education is designed as an interactive and collaborative learning environment that requires students to actively and effectively participate in class discussions with respect and understanding for various points of view. Students are expected to participate in distance education classes from the first day of each course. A student unable to meet course requirements for a specific distance education course is expected to notify the instructor as soon as the student is aware of the potential conflict. The student's grade will reflect incomplete work for the week if communication was not initiated with the faculty member. It is the discretion of the faculty member in each course to determine what concessions would be provided to the students for each unit.

Students are expected to:

1. Follow the Professionalism and Student Conduct policies as outlined in this handbook and the *University Graduate Catalog*.
2. Utilize the Neumann University email system (neumann.edu) as the primary means of communication for university issues between the student, faculty, staff and university. To ensure a quality classroom experience students are expected to check their emails every 24 hours and respond to faculty within 48-72 hours of the initial email. One reminder email will be sent to the student. If the student remains unresponsive, the Director of the graduate nursing program will be notified due to a violation of the Student Conduct Policy outlined in this manual.
3. Maintain high ethical standards in the preparation and submission of assignments. Please see Academic Integrity Policy in this manual.
4. Practices good Netiquette throughout each course by demonstrating respect for the personal and professional growth of oneself and others through verbal and written interactions with peers, faculty, and university staff.
5. Demonstrate respect for faculty, peers, and staff regardless of gender, ethnicity, sexual orientation, religious, moral, or political beliefs.
6. Assure that computer hardware is setup and required, if applicable is installed.
7. Notify their advisor and course instructor of any disabilities, or specialized learning needs as soon as identified.
8. Assume a self-motivated, independent, and engaged learning role
9. Actively participate in all online activities including discussion forums, discussion questions, and open and read all current content
10. Meet course deadlines and place assignments, etc. in the assignment folder in the Black Board system
11. Access the online syllabus and reference throughout the course
12. Respect copyrighted course materials and use them within accepted guidelines.
13. Maintain confidentiality regarding information communicated as it relates to patients, employers, and other students.
14. Complete course work missed due to interruption in internet service or technology failure. Extension of assignment deadlines will be considered at the discretion of faculty.

Any action, verbal statement, or written statement that threatens or violates the personal safety of any faculty, staff, or student, or any conduct which interferes with the online educational process will be referred to the Dean, School of Nursing and Health Sciences.

Faculty is expected to:

1. Be prepared with all online course materials prior to the first day of class.
2. Log into the online classroom a minimum of three times per week.
3. Be engaged in the online discussions forum providing substantive discussion feedback for students on a regular basis.
4. Provide timely grades and constructive feedback for all assignments, including discussions, within 7 days for 15-week courses, via the Black Board learning management system.
5. Respond to student emails within 24-48 hours Monday through Friday. Weekend hours are at the individual discretion of the course faculty member.

Exam Policy

Examinations will be given during a specified period of time. Students are expected to be present for all exams. Students arriving after the start of the examination will have only the time remaining to take their exam. No other student will be admitted to the examination room after the first completed examination is turned in.

At the discretion of the faculty, and depending on the course, exams may be delivered electronically or via paper and pencil, at a Neumann University facility. Students taking tests are to submit their answers electronically or turn in their examinations and answer sheets at the completion of the specified time period. Failure to do so will result in a zero (0) on the examination with no make-up allowed.

Students are required to be present on exam days. The course instructor will excuse absences from class for valid reasons such as: illnesses, family emergencies, religious observances, military service, and jury duty. Any other absences, including vacations, will be considered an unexcused absence. An unexcused absence will result in a “0” for that exam. Taking any exam early (before the due date) is not permitted under any circumstances.

Students are responsible for providing written notice for an excused absence in advance of the date requested. In case of illness, a note from the health care provider is required. In case of jury duty, a jury duty letter must be submitted to the instructor. Students with course instructor accepted excuses may be given the opportunity to make up the exams, which may entail an alternative examination, and/or increasing the percentage that another exam is worth. All final exams are mandatory. Any missed final exam with an excused absence will result in an incomplete grade until the final exam is taken.

Any student who will miss an exam due to emergency, jury duty, or illness must notify the instructor at least one hour before the start of the exam. Failure to do so will result in a grade of “0” for the exam. Taking an exam early is not allowed under any circumstances.

For Online Exams: Students are expected to take exams when scheduled. If a student encounters any unexpected extenuating circumstance and is unable to take the exam in the specified time frame, he/she should contact the course faculty immediately to avoid receiving a zero. The student will be required to provide documentation (i.e., medical excuse, accident report) to support the missed exam. It will be at the faculty member's discretion to offer a make-up exam and decide when it will be offered. The make-up exam may be different from the original exam. Examinations are given in a variety of formats.

Academic Honesty/Integrity Policy

Neumann University highly values honesty. Honesty with self and others is an essential condition of Christian Humanism. An environment which is characterized by honesty is necessary if the following broad objectives of the University are to flourish.

- To place the quest for truth as the highest value.
- To encourage a cultured response to the aesthetic treasures of the past, present and the promise of the future.
- To sharpen social awareness and responsibility to the needs of others.
- To provide a solid foundation for graduate study.
- To prepare for intelligent, competent, dedicated service to the professions.
- Honesty is expected in all aspects of living. It is, however, neither possible nor desirable for others to monitor honesty in all of its dimensions. This activity is the primary task of the individual for personal benefit to fellow human beings—all made in the image of their Creator. There are, however, specific acts of dishonesty, defined in the *Neumann University Graduate Catalog* that you should read and understand. Such infractions are subject to specific sanctions.

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All work submitted for a grade must be your own, unless group work is assigned. All text included in assignments that was written by someone other than the student must be correctly quoted and cited. Failing to comply with Neumann University, clinical facility policies, and state and federal regulations are also Academic Integrity violations. (Violation reporting form on next two pages).



School of Nursing & Health Sciences

Academic Honesty/Integrity Statement

All research depends on some extent on the work of others who have come before you. Other researchers' ideas and results are often the *starting point* of your own work, but it is important to properly acknowledge the work of others to avoid one of the most serious forms of academic misconduct: plagiarism.

Neumann University's policy on plagiarism includes "the using, in written or oral assignment or project, the ideas or words of another without acknowledging the source."

Plagiarism is the most common form of violation at the graduate level (Masters & Doctorate). The definition of plagiarism does not differentiate between deliberately using someone else's work without attribution and doing so unintentionally. **Both are plagiarism!**

Some common forms of plagiarism are:

- Directly reproducing or paraphrasing someone else's work (published or unpublished), including insights and opinions, without attribution, regardless of length.
- Failing to clearly identify quoted material by using quotation marks (for short sections) or block text (for larger sections).
- Directly quoting your own text from previous projects or papers, without attribution. Plagiarism also includes using someone else's ideas, art, figures, tables, maps, charts, diagrams, and so forth, even if you recreate or reformat the material.

An exception is made for material that is common knowledge. If information is readily available from general reference sources in the chosen field, or if the information appears undocumented in several sources, it may be common knowledge. Whether material is common knowledge is often a judgment call. If in doubt, err on the side of caution and cite the source. Never copy text of *any kind* and appropriate it as your own.

Printed Student Name: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____

****Witness may be a family member, or classmate.****



School of Nursing & Health Sciences

Charge of Graduate Academic Honesty/Integrity Violation

(To be completed by Faculty Member)

The following student is being charged with a violation of the Academic Integrity Policy.

Student: _____ NU ID # _____

Course/Section # _____

Summary of Violation (additional documentation may be attached):

Faculty Signature Date

Student Signature Date

(Signature is acknowledgement of charge and not an admission of guilt or innocence).

Faculty: Attach Turnitin® report (or equivalent) and/or other supporting documentation/evidence.

Copy to: Student record and Dean, School of Nursing & Health Sciences

Turnitin ®

The School of Nursing and Health Sciences uses Turnitin ® software as a formative process to help students develop and improve scholarly writing skills, while promoting academic honesty.

The Turnitin ® service which identifies matching text with online databases of written works is available for use in selected LIVE and ONLINE nursing courses of the Black Board learning management system. The software produces an Originality Report which contains a similarity index. This guides instructors and students to identify matching text that could lead to violation of academic honesty in the form of plagiarism. The software cannot identify or interpret plagiarized material—it can only report on similarity of matches in text. Sources for matching in the Originality Report as noted in the similarity index include internet (current and archived web pages), publications (journals, chapters of books, and other specific reports), and student papers. The reports become formative feedback and can aid in the development of scholarly writing skills.

Students are required to check the assignment folders of each course to see if Turnitin® is integrated into the LIVE assignment folder tool and required in that class. An icon will appear in the assignment folder area next to each assignment as appropriate. Once the student submits the assignment and Turnitin® is integrated into the LIVE Assignment folder similarity reports are automatically produced for any submissions. This option provides student the ability to improve the level of original scholarly writing.

Multiple submissions are allowed in the Assignment folder to produce new Originality reports on each assignment. Students must allow additional time for processing the reports before assignment due dates. Extensions on assignments and excusal from the Academic Honesty/Integrity policy will not be awarded based upon late submissions to the Assignment folder and Originality Reports not being received for review. The time frame for receiving a report can be 15 minutes to 24 hours.

The Originality Report contains a similarity index. Assignments should be scored at 24% and less and have a green or blue score attached. A similarity score of less than 24% is satisfactory and required for the final submission. It is at the discretion of the faculty to accept any score higher than 24% based upon the review of the similarity report. The similarity index is according to the following:

BLUE- no matching text

GREEN- One word to 24% matching text

YELLOW- 25-49% matching text

ORANGE- 50-74% matching text

RED- 75-100% matching text

Students are expected to use the Originality Report to correct deficiencies and lower their percentage scores from the similarity index with their subsequent submissions of assignments to the Assignment

folder and Turnitin®, until a similarity index of 24% or less is received. Once the deficiencies have been corrected by the student, and the similarity index is 24% or less, nothing further needs to be done with the assignment. The faculty member will correct the last assignment submission and Originality Report as attached.

Students need to be knowledgeable of the **Academic Honesty, Integrity Policy** in this bulletin. Faculty will apply this policy upon independent interpretation of matching text as outlined in the Originality Report and similarity index to determine the degree of originality in the text.

Various resources are available to students and can be found under the Writing Resource Center tab in each Black Board course shell. Students are encouraged to use the resource before submitting any written papers.

Unauthorized Use of Class Materials

There are many fraudulent websites claiming to offer study aides to students but are actually cheat sites. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity are in violation of academic conduct standards and may face penalties.

Clinical Contracts

All clinical facilities must have an active Clinical Contract for the students to begin clinical hours. A clinical contract is an Official Legal Document. All contracts are reviewed by Neumann University's legal department and signed by the Dean of Neumann University's School of Nursing and Health Sciences, and an administrator from the clinical site sign all contracts.

Establishing a new clinical contract takes on average 6-8 weeks. Every year, contracts must be reviewed by the University and School administrators. This process takes on average 4 weeks. Submitting the clinical paperwork by the deadline is imperative to allow adequate time for legal review.

While every effort will be made to enter into a clinical contract with the clinical site, we cannot guarantee a contract will be executed. If a Clinical Contract is not able to be executed, the student will be informed as soon as possible. If a contract is not able to be started by the start of the clinical semester, the student may be required to secure another clinical location.

Refunds/Withdrawals

In accordance with Neumann University Attendance Policy provided in the University Catalog, students whose unexcused absences prior to the end of the refund period exceed half of all scheduled class meetings and who do not officially withdraw from the class will be withdrawn by the instructor if (1) the student's absences can be documented and are not excused by the instructor and (2) no examinations or other type of graded assignments have been completed by the student. Dates of the refund period can be found in the University Catalog. If the above criteria are not met, an Institutional

Withdrawal is not possible, and it is the student's responsibility to withdraw from the course. In addition, an instructor may lower a student's grade or fail the student due to excessive, documented absences

Process for Exception to Policy

The Nursing Program adheres to the grievance procedures set forth by the University (Please see the [Graduate Student Handbook](#) for details). There may be unique situations in the Nursing Program for which a student may request review and/or exception to policy. Students are directed to meet with their academic advisor and/or Program Coordinator to discuss the procedure for submitting his/her request for a hearing by the Nursing Admissions and Progression Committee. The Committee meets regularly during the academic year.

Transfer of Credit

Students who enroll, with approval from the School of Nursing & Health Sciences Dean and Director of Graduate Nursing Studies in courses offered at other colleges or universities can receive up to 9 credits toward the MSN program if the course is transferable and the student earns at least a “B.” Transfer of credits greater than 9 will be considered on an individual basis. The courses will appear on the Neumann University transcript with the name of the school where the course was taken. However, such courses are not calculated into the Neumann University honor point average and will not affect this average. Transfer courses cannot have been applied in whole or in part toward a bachelor’s, previous master’s degree, or certificate, and cannot have been taken more than 5 years prior to the start of the graduate nursing program.

Any student seeking to transfer credits courses from another institution may be requested to produce a course syllabus and coursework so that a final determination can be made. The Director of Graduate Nursing Studies and the specific Program Coordinator may review the syllabus to determine if the course contains graduate level learning objectives, a sufficient number of contact hours, and an appropriate content outline containing assessments and assignments that clearly delineate student performance.

The School of Nursing and Health Sciences does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Neumann University courses; or 4) courses taken as pass-fail, unless the “pass” can be substantiated by the former institution as being equivalent to a grade of a “B” (3.0) or better.

Change of Master’s Program

Students interested in being considered for a change of program should contact their advisor. This change requires full consideration by the new program’s coordinator.

Dropping a Course

It is the students' responsibility to follow through with dropping a course within the School of Nursing & Health Sciences. Classes that are not dropped become incomplete and later convert to an "F." Please see the Office of the Registrar for deadlines. Students must meet (virtually or in person) with the Director of Graduate Nursing Programs for any changes to the Plan of Study.

Incomplete Grades

Neumann University students are expected to complete a course during the academic term in which the course was taken. However, a student, for reasons beyond their control may be unable to complete the coursework and thus, may have the opportunity to obtain an incomplete ("I") for the course under specific conditions and guidelines.

The assignment of the grade of incomplete is a limited privilege. The decision to honor a student request for an incomplete grade is at the discretion of the course instructor at the time the incomplete is requested. The student and the instructor must enter into a contract that delineates the requirements for the student to make up the outstanding course material.

To initiate this process, the student must complete an [Incomplete Request Form/Contract](#) found on the Registrar's website (Appendix D). Along with the contract, the student must also attach appropriate justification for the request and have the faculty member sign his/her approval. There is no guarantee that the faculty approval is automatic. The final contract must also be signed and approved by the Dean of the School of Nursing and Health Sciences.

Grades of an Incomplete (I) must be removed, i.e., all work must be completed, within four (4) weeks from the last day of the semester in which the grade is issued. Specific dates are posted on the University's Academic Calendar. If the student does not complete the course by the specified deadline date, the faculty member must record and submit an automatic grade of "F" to the Registrar's Office.

Leave of Absence

Students who are in good academic standing at Neumann University may request a Leave of Absence from the University for up to one semester. To initiate this process, students must obtain a [Leave of Absence Form](#) from the Registrar's Office. Before any leave of absence request can be considered, the student must provide all required information on the Form, including the reason(s) for requesting the leave, as well as the anticipated date of return to Neumann University. The completed Form is reviewed by the Registrar, who verifies the student's academic standing; the student's School Dean; the Bursar, who identifies any outstanding monies owed by the student to the University; and the Director of Financial Aid. Following this verification procedure, the completed Form is sent to the Vice President of Academic Affairs, who either approves or denies the student's request. In extraordinary circumstances, and upon written request from the student, the Vice President may approve a one-semester extension to

a granted leave. A student who has been granted a Leave of Absence must notify the School Dean, Director of Graduate Nursing Studies, and Program Coordinator in writing of his/her intent of returning to the program.

With permission of their School Dean or Program Coordinator/Director, graduate students on leave may register for courses for the semester in which they are to return to Neumann and may resume their studies on schedule without having to reapply for admission. It is understood, however, that certain professional sequences may not permit this type of pre-registration, in which case, the student must develop an alternate schedule with his/her advisor.

Students on leave who do not return on schedule are automatically withdrawn from the University and must formally reapply for admissions to Neumann University.

A student who drops out of a given graduate program for more than a calendar year is not considered to be on leave and must reapply to the University according to established procedures.

Disciplinary Action on Licenses After Program Enrollment

Students are required to report to their advisor as soon as they are aware of any impending or new disciplinary action on their licenses, after the time of student enrollment. The advisor will then report to the Director of Graduate Nursing Studies. Students with encumbered licenses will be removed from the program since the enrollment requirement for the program is unencumbered licenses. Students with unencumbered licenses will be advised after a meeting with the Program Coordinator and Director of Graduate Nursing Programs. Failure to report these impending or new disciplinary occurrences will result in immediate dismissal from the university.

Technological Requirements: Blackboard Learn

To access classes and complete coursework using the core features of Blackboard Learn, your system must meet these minimums. However, additional hardware specifications, software, or browser plug-ins may be required to complete course work as assigned by some instructors or programs. It is the student's responsibility to check with instructors/programs for special technology requirements.

Please note that you must have Administrator access to your computer to install programs and use Blackboard Learn. Public or loaned (work or business) computers often do not allow file downloads or plugin installations and thus may not work with Blackboard Learn.

- Operating System: Windows 10 or newer; Mac OS 10.14 Mojave or newer
 - **NOTE:** Chromebooks operate with the Chrome OS, which is not supported by Blackboard Learn, although you may experience success with some features. Please do not plan to rely solely on a Chromebook for your course work; you must ensure access to a device running a full-featured operating system within the supported versions noted above.

Neumann University – School of Nursing and Health Sciences

Graduate Nursing Student Manual

- **NOTE:** Although you can perform many tasks in Blackboard Learn on a mobile device (iPad, iPhone, Android tablet or phone), either through a mobile browser, or the Blackboard mobile application, not all of Learn's features support a mobile format. As such, you cannot rely solely on a mobile device to fully complete course work and must ensure access to a device running a full-featured operating system within the supported versions noted above.
- Processor: 1 GHz or faster
- RAM: 4 GB or higher
- 20 GB of available hard-drive space
- Screen resolution: 1280x1024 or higher
- Internet connection: Download speed of at least 1.5 Mbps, 750 kbps upload
- Webcam, microphone, and speakers
 - If you are using a satellite internet provider, you may experience timeouts, IP address issues, session problems, or course mail issues caused by latency. Please try to use a different provider when accessing Blackboard Learn.

Recommended Browsers and Software

For best performance, use [Mozilla Firefox\(opens in a new window\)](#) or [Google Chrome\(opens in a new window\)](#).

We do not recommend using Apple Safari or Microsoft Edge. Microsoft Internet Explorer is no longer a supported browser.

Browser Settings

- Enable third-party cookies
- Enable Javascript
- Disable pop-up blocker

Additional Software

- Microsoft Office is required for most assignments in Blackboard Learn. [Office 365 ProPlus is available free](#) to current students. *Please note that Blackboard Learn does not support Google Docs, OpenOffice, or Apple's versions of the Office apps, such as Pages, Numbers, and Keynote.*

Technical Skills

Students should consider the [basic computer skills \(Links to an external site.\)](#) needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

Technology Privacy Policies

The University has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#), including third party tools and services used in this course.

Grievance Policy

Each graduate student at NU is accorded all the rights and privileges as set forth in the University's *Graduate Catalog*. It is the responsibility of each student to familiarize himself/herself with all the academic policies, procedures, and protocols which pertain to the student's academic life at the University. Academic grievances can only be initiated either during the semester in which the alleged grievance occurred or the semester immediately afterwards. Beyond this time frame, no academic grievance will be permitted. An exception to this time limitation required the approval of the Vice President for Academic Affairs.

Should a difficulty occur with regard to the application/implementation of academic policy, a question of instructional delivery (but not the determination of a final grade), or an issue with a specific faculty member, the student should seek to resolve the problem with the specific person involved. If no satisfaction resolution occurs at that level, the student should then contact the appropriate School Dean and petition his/her intervention in an attempt to resolve the issue.

If, after appropriate dialogue and pursuit of a resolution through these designated channels of communication, the particular problem is still not resolved, the student may initiate an Academic Grievance by utilizing the following procedures.

1. The student submits a statement of the difficulty to the Vice President for Academic Affairs and requests that the issue be resolved through this Student Academic Grievance Procedure. This

statement should be no longer than two pages and should concentrate on the facts of the case in question.

2. The Vice President for Academic Affairs reviews the facts/case, communicates with the person(s) involved, and attempts to resolve the difficulty in question without convening an Academic Grievance Review Board.
3. If the Vice President for Academic Affairs is convinced that the issue cannot be resolved through the designated channels of communication, the Vice President convenes a non-partial Academic Grievance Review Board, which consists of the Registrar (Chair), one administrator, two faculty members, and two students (one of whom is chosen by the faculty/or member being grieved and the other to be selected by the student who is grieving). The Board's sole take us to review the facts of the grievance, arrive at appropriate recommendation(s) for resolving the grievance, and communicate recommendation(s) to the Vice President for Academic Affairs for final disposition of the issue. The decision of the Vice President for Academic Affairs is final and binding on all parties.

Resources

There are times when the faculty member may refer students to the School of Nursing and/or University services, such as the Nursing Academic Skills Program, Services, Counseling Center, Academic Resource Center, Career Center, or the Victoria Garneski Nursing Skills Laboratory to meet the needs of students.

Appointments with the Faculty/Dean

Faculty post scheduled office hours outside their offices. Appointments with faculty members can be made individually by the student. Appointments with the Dean are scheduled with the Dean's secretary (Room 245) or by calling 610.558.5561.

SECTION V: STUDENT ACTIVITIES

Student Representatives to Committees

Neumann Graduate Nursing offers several opportunities for students to participate as representatives on two committees, the Graduate Nursing Program Committee and Social Justice Committee.

Representatives participate with Nursing faculty to discuss and respond to issues raised by the Nursing faculty and students and deliberate on matters related to the function of the specific committee. Meeting schedules and meeting minutes are located on the *Mandatory Graduate Nursing Course (located in Blackboard)* that for which all graduate students have access.

Note: Committees are advisory to the total Nursing faculty.

Sigma Theta Tau International: Delta Tau Chapter-at-Large

Sigma Theta Tau International is the International Honor Society of Nursing. Sigma Theta Tau International is dedicated to improving the health of people worldwide by increasing the scientific base of nursing practice. Members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership. Sigma Theta Tau International believes that broadening the base of nursing knowledge through knowledge development, dissemination and use offers great promise for promoting a healthier populace. The Honor Society is committed to furthering nursing research in health care delivery and public policy. It sustains and supports nursing area development and provide vision for the future of nursing and health care through a network of worldwide community of nurse scholars. Sigma Theta Tau International makes available diverse resources to all people and institutions interested in the scientific knowledge base of the nursing profession (Sigma Theta Tau International, 2012). Delta Tau Chapter-at-Large was established at Neumann University in 1980.

Membership Criteria

Graduate nursing students are invited to join the Honor Society if they meet the following requirements:

- 1) Have completed at least $\frac{1}{4}$ of the nursing curriculum
- 2) Have at least a 3.5 GPA (based on a 4.0 grading scale)
- 3) Meet the expectation of academic integrity (Sigma Theta Tau International, 2012). Once a student has been invited to join Sigma Theta Tau, the application must be submitted electronically through the website (<http://www.nursingsociety.org>)

SECTION VI: GRADUATE NURSING PROGRAM DETAILS NU School of Nursing & Health Sciences

Master of Science in Nursing: Adult-Gerontology Primary Care Nurse Practitioner

The 43-credit graduate program with a concentration as an adult-gerontology primary care nurse practitioner at Neumann University adheres to the Competencies set forth by the National Task Force on Quality Nurse Practitioner Education (NONPF, 2016). A link to these competencies can be found at the end of this section. Our curriculum is also informed by the American Association of Colleges of Nursing's

Master's Essentials Document, for which a link is also located at the end of this section. The Master of Science Degree in Nursing: Adult Gerontology Primary Care Nurse Practitioner-(AGPCNP) prepares graduates to provide holistic, patient-centered primary care to individuals across the adult age spectrum from adolescence to older adults. Graduates are prepared to use evidence-based health promotion, disease prevention, and health protection treatment strategies to diagnose and manage adolescent, adult, older adult and vulnerable adult populations at all levels of health and illness including end-of-life care. Clinical experiences take place in a variety of settings across the continuum of care with expert clinicians serving as preceptors. Graduates of this program are eligible to apply for the Adult-Gerontology Primary Care Nurse Practitioner national certification examination and for state certification as a Certified Registered Nurse Practitioner.

Students who complete the Adult-Gerontology Primary Care Nurse Practitioner program at Neumann University enjoy an extremely high pass rate on the national certification exam. They have the understanding and expertise to care for patients in challenging environments locally, nationally, and internationally.

Students in the comprehensive and high-value program:

1. Experience diverse clinical and community settings
2. Benefit from engaged preceptors who help make connections between the classroom and clinical practice
3. Develop professional connections with peers in pharmacy, medicine, dentistry, and other fields
4. Have strong support as they pursue and research with populations of interest

The program is based on an understanding of health sciences theory and clinical preparation. It develops the knowledge, judgment, and skills to provide primary health care management, health promotion, and disease prevention to adolescents and adults.

Adult-Gerontology Primary Care Nurse Practitioners are in demand with changing demographics, can practice in multiple settings, and are able to utilize their skills in ways that are meaningful both to their patients and their patients' families. Students benefit from Neumann University faculty who are experienced instructors and expert clinicians with active practices.

End of Program Student Learning Outcomes

Upon completion of this program, the graduate will earn a Master of Science with a major in Nursing and will be able to:

1. Synthesize advanced knowledge from the humanities, sciences, and nursing science to promote optimal health outcomes for patients, families, and populations.
2. Analyze evidence-based findings to support advanced practice.
3. Collaborate with patients, families, and other health care providers to coordinate and manage care.
4. Evaluate the safety, quality, and cost effectiveness of care.
5. Integrate the *American Nurses' Association Code of Ethics for Nursing* into the role of the advanced practice nurse.
6. Construct a professional development plan.
7. Integrate technology and information systems to support learning and optimal patients outcomes.
8. Analyze the role of the Adult-Gerontology Primary Care Nurse Practitioner in health policy development and implementation.
9. Apply leadership skills within the role of the advanced practice nurse.
10. Integrate the Adult-Gerontology Primary Care competencies to deliver holistic care.

Suggested Plan of Study

Full-time Adult-Gerontology Primary Care Nurse Practitioner

SEMESTER	COURSE	CREDIT HOURS
Semester 1 Spring	NUR 612-Advanced Health Assessment & Diagnostic Reasoning (4) NUR 606-Health Policy, Legal, and Ethical Issues (3)	7
Semester 2 Summer	NUR 601-Models and Theories (3) NUR 632- Nursing Research: Linking Evidence to Practice (3)	6
Semester 3 Fall	NUR 611-Advanced Pathophysiology (3) NUR 630-Health Promotion & Disease Prevention for APN (3)	6
Semester 4 Spring	NUR 607-Advanced Pharmacology (3)	3
Semester 5 Summer	NUR 640 Adult Gerontology Primary Care I (7)	7
Semester 6 Fall	NUR 641 Adult Gerontology Primary Care II (7)	7
Semester 7 Spring	NUR 642 Adult Gerontology Synthesis Practicum (7)	7 43 total

Part-time Adult-Gerontology Primary Care Nurse Practitioner

Semester	Course	Total Credits
Semester 1 Spring	NUR 606-Health Policy, Legal, and Ethical Issues (3)	3
Semester 2 Summer	NUR 601-Models and Theories (3)	3
Semester 3 Fall	NUR 630-Health Promotion & Disease Prevention for APN (3)	3
Semester 4 Spring	NUR 612-Advanced Health Assessment & Diagnostic Reasoning (4)	4
Semester 5 Summer	NUR 632 Nursing Research: Linking Evidence to Practice (3)	3
Semester 6 Fall	NUR 611-Advanced Pathophysiology (3)	3
Semester 7 Spring	NUR 607-Advanced Pharmacology (3)	3
Semester 8 Summer	NUR 640 Adult Gerontology Primary Care I (7)	7
Semester 9 Fall	NUR 641 Adult Gerontology Primary Care II (7)	7
Semester 10 Spring	NUR 642-Adult Gerontology Synthesis Practicum (7)	7 Total 43 credits

Adult-Gerontology Primary Care Nurse Practitioner Post-Master's Certificate Program

The Post-Master's Certificate as an Adult-Gerontology Primary Care Nurse Practitioner is designed for master's prepared nurses, seeking specialization as an Adult-Gerontology Nurse Practitioner (AGNP) in Primary Care. The certificate program builds on previous learning, integrating the knowledge and skills germane to the AGNP who will provide holistic, patient centered primary care to individuals across the adult age spectrum from adolescence to older adults. The course of study for the post-master's students, with 31 credits for the AGNP core specialty courses, has the same student learning outcomes previously listed for the Master of Science Degree, Adult-Gerontology Primary Care Nurse Practitioner Track, and is offered in a part-time format.

Part-time Adult-Gerontology Primary Care Nurse Practitioner- Post Master's Certificate

SEMESTER	COURSE	CREDIT HOURS
Semester 1 Fall	NUR 611-Advanced Pathophysiology (3)	3
Semester 2 Spring	NUR 612-Advanced Health Assessment & Diagnostic Reasoning (4)	7
	NUR 607-Advanced Pharmacology (3)	
Semester 3 Summer	NUR 640 Adult Gerontology Primary Care I (7)	7
Semester 4 Fall	NUR 641 Adult Gerontology Primary Care II (7)	7
Semester 5 Spring	NUR 642-Adult Gerontology Synthesis Practicum (7)	7 Total 31 credits

Post-Master's Certificate Adult-Gerontology Gap Analysis

The Post-Master's Nurse Practitioner Certificate program is designed for registered nurses who hold a Master's of Science Degree in Nursing, and are interested in specializing in an adult-gerontology field.

Graduates of the Post-Master's Nurse Practitioner Certificate program are expected to meet the outcomes of the Master's program, the core nurse practitioner (NP) competencies, and the population focused competencies for the specialty NP track.

All students entering the Post-Master's NP Certificate program will have a gap analysis (see Appendix A) performed by the Director of Graduate Nursing Programs to determine their individual plan of study. Graduates are eligible for national certification.

All entering Post-Master's NP Certificate students must show evidence of having completed three (3) separate, comprehensive graduate-level courses in advanced pathophysiology, advanced health assessment, and advanced pharmacology. Post-Master's NP Certificate students who have completed advanced pharmacology greater than 5 years prior to beginning coursework at Neumann University will be required to complete NUR 607, as part of the Certificate curriculum.

Admission Requirements

Applicants with a baccalaureate degree with a major in Nursing from a regionally accredited, degree granting institution and a national accrediting agency in Nursing Education who have successfully completed all prerequisite courses are eligible for entrance to the Master of Science in Nursing program, subject to the approval of the Program Director. Acceptance is on a competitive basis after submission of all credentials and an interview. All applicants must submit the following:

- A completed *Graduate Student Application*, online through www.neumann.edu.
- Official transcripts from each regionally-accredited institution attended.
- Have an undergraduate or graduate GPA of 3.00. Outstanding applicants whose GPAs are less than 3.00 may be considered for acceptance
- Resume
- Letter of intent outlining personal and professional goals
- An active registered nurse license or eligibility for licensure in the Commonwealth of Pennsylvania. **New Jersey and/or Delaware licensure as a registered nurse is also required prior to beginning the clinical practicum.**
- Two letters of reference on official institutional letterhead. One letter must be provided by a professional nurse who has observed the applicant's clinical performance. Letters should be from references with at least a master's degree.
- Provide results of TOEFL (Test of English as a Foreign Language) from applicants whose first language is from a non-English speaking country or for whom English is a second language. The program requires a minimum overall score of 84 with a minimum score of 26 on the verbal subtest on the Internet-based TOEFL.
- Applicant's to the Post-Master's Certificate as an Adult Gerontological Primary Care Nurse Practitioner must submit official transcripts demonstrating graduation from a bachelors and master's program in nursing which are accredited by both a regionally accredited, degree-granting institution and a nationally recognized accrediting agency in nursing education.

Once all admission materials have been received and processed through the Office of Admissions, the graduate Program Director will arrange for an interview, if appropriate, following a review of all candidate credentials.

A limited number of federally funded nurse traineeships may be available for students. Funds from the Mary Alice Holland Scholarship Fund and other public and private resources (as available) are also awarded to selected graduate students. For additional information about either traineeships or scholarship funds, call the Office of Financial Aid at 610-558-5521.

Non-Matriculated Students

A maximum of nine Nursing graduate credits may be taken at Neumann University as a non-matriculated student. Students who wish to pursue this option must first submit **official** undergraduate transcripts to the Office of Admissions. For additional information, please refer to the Program Director.

Progression/Retention/Graduation Requirements

Progression in the Master of Science or Graduate Certificate Programs in Nursing is based on academic achievement, clinical performance, and professional behavior.

The *Code of Ethics for Nurses* (American Nurses Association, 2015) articulates the values, duties, and commitments of professional nurses. The Neumann University Nursing Faculty believes that all students and faculty members must adhere to this *Code of Ethics for Nurses*. Any violation of the *Code of Ethics for Nurses* constitutes inappropriate professional behavior and may result in course failure or dismissal from the graduate Nursing Program.

Upon acceptance into the Master of Science Degree Program in Nursing, students must be continuously enrolled during the academic year, i.e., Fall and Spring semesters. Students not pursuing course work during either the Fall and/or Spring semesters need to apply for a *Leave of Absence*-forms can be found on the Registrar's website located at: <https://www.neumann.edu/academics/registrar/forms.asp>

To progress toward earning the Master of Science Degree in Nursing or a Post-Master's Certificate, students must:

- Maintain a minimum cumulative GPA of 3.0. If the student's GPA falls below 3.0 the student has one semester to increase the GPA to 3.0 or higher in the next enrolled semester. Failure to increase the cumulative GPA to 3.0 or higher will result in the student's dismissal from the Graduate Nursing Program.
- If a student earns less than a "B" in any program course, the course must be repeated.
- Required courses may be repeated only one time, whether the repetition is a consequence of student withdrawal from a course, institutional withdrawal from a course or a course grade of less than "B".
- Students seeking to repeat a course will only be enrolled after all students registering for the first time are accommodated. Enrollment of students repeating the course is dependent upon availability of clinical facilities, preceptors, and/or faculty availability, and cannot be guaranteed
- Understand that a withdrawal, for any reason, from 2 courses will result in dismissal from the program
- Understand that the application of theory to practice is integral to learning in all graduate nursing clinical courses. The course grade in any course with clinical **and/or** lab experiences is based upon the assessment of two areas:
 - Theory component: the student's knowledge of theory.

- Laboratory and/or clinical practicum component: the student's ability to apply theory to practice.

The student must successfully meet the requirements of these two components in each course with clinical or lab experiences; that is, earn a minimum grade of "B" in theory and a "satisfactory" rating in the laboratory and/or clinical practicum components.

- An "unsatisfactory" rating in any given laboratory or clinical practicum **regardless of the theory grade results in a grade of "F" for the course.**

Graduate Nursing Capstone Project

The Capstone Project is the final graduate program project, which demonstrates the student's cumulative knowledge from masters-level core coursework. The project is divided into two parts, the final comprehensive paper and the scholarly poster presentation. Students will select a topic relevant to primary care. The chosen topic must be supported by evidence-based research and can be used to educate colleagues, clinical staff, and the general public. See *Capstone Project Guidelines Handbook* for further details.

The goal of the Capstone project is to allow the student the opportunity to demonstrate mastery of the analysis, synthesis, and application of advanced nursing concepts/theories acquired throughout the graduate nursing program. It is expected that the student will explore a topic that will promote improvement of patient outcomes. **NOTE:** This is NOT an implemented project but rather a proposal idea for a project; students will not be conducting research, instead students will be performing graduate level analysis and synthesis of evidence related to a primary care topic. However, the topic should be of interest to the student as an area of potential future research. The capstone project is an individual project. When considering a topic for the Capstone project, students should think about:

- a. How the information that they learn from the topic will be disseminated (e.g. colleagues within their unit and/or clinical agency where employed, nurses within the community, at a local, state, or national conference, etc.)
- b. How the project would be implemented and what effects it might have.
- c. Is there enough evidence in the literature to support the chosen topic and proposed changes/interventions that will be presented in relation to the topic?
- d. Are there evidence-based clinical practice guidelines to support the topic being investigated?
- e. Students will be required to obtain faculty approval of phenomenon of interest prior to beginning work on this paper.

Graduate Nursing e-Portfolio

Portfolios are an invaluable tool in academic and professional development. They provide a powerful medium for users to efficiently collect and organize artifacts representative of work completed over time. Portfolios offer a means to demonstrate formative and/or summative progress and achievement. Once the E-Portfolio is completed, students are empowered with tools to effectively present their information in a cohesive, personalized format.

E-Portfolios are required to assess the development of skills, knowledge and behaviors required as final competency for graduate nursing education. Each student is responsible for creating an E-Portfolio reflective of his/her accomplishments. Multiple opportunities for both the acquisition of advanced knowledge, skills and behaviors for clinical practice are foundations of advanced practice in each specialty graduate nursing tract. In collaboration with the student, faculty will evaluate the E-Portfolio as the student progresses through the program, grades will be P/F in the core support courses, and grades will be designated on the traditional grading scale in the clinical courses. The student will include documents as outlined in the Graduate Nursing E-Portfolio Guidelines.

Documents

The assignments included in the E-Portfolio guidelines are based on the National Organization of Nurse Practitioner Faculties Nurse Practitioner Core Competencies, 2016. Supporting documentation includes but is not limited to the meeting of course objectives as outlined in each of the respective syllabi. E-Portfolios should indicate that as a nurse practitioner, you are sensitive to diverse populations, especially with regard to gender, race, and culture, and are developmentally appropriate. Evidence of the ability to create a supportive environment reflecting high expectations for client's care/performance and outcomes should be demonstrated.

Examples of supporting documentation for the final E-Portfolio may include:

- Case studies
- Quizzes
- Discussions
- Presentations
- SOAP Notes and H+Ps/Consults
- Group projects and papers
- Professional CV/Resume
- Clinical practice logs
- Journaling/reflections
- Policy analysis papers
- Concept maps
- Community service opportunities

Specific activities should be completed outside of classroom requirements and added to the E-Portfolio to demonstrate you have met all of the graduate outcomes for Neumann University.

E-Portfolio Evaluation and Submission Process

The student's faculty members in the final clinical course (NUR 642) are responsible for evaluating the final E-Portfolio. **Final E-Portfolios are to be submitted during the 12th week of the final semester of the program to the course faculty via Black Board.** Course faculty members will determine the specific due date during the 12th week of the final semester and evaluate the E-Portfolio according to the guidelines and grading rubric for the E-Portfolio. **A minimum score of 80 must be achieved to pass the E-Portfolio.**

E-Portfolio Development

Students will supply/share the web link or access information for the E-Portfolio with the course faculty. This should be done within Black Board. Please see the E-Portfolio user guide for detailed information regarding this. Any outside websites such as: Wix, Weebly, and myefolio, are not recommended for use and will not be accepted.

The following is an outline of the expected content of the electronic portfolio. Each page/section under the "Content Links" should be included in the E-Portfolio. Use the list of "Items to Include" to determine what is needed in each of the content areas. For the best E-Portfolio outcome, students should continue to build his/her portfolio throughout the program and add items each semester based on the content area specifications. Each course instructor should be able to assist with determining where assignments would best fit in the portfolio.

Maximum Period of Candidacy/Graduation Application Process

The maximum period of candidacy spent in pursuit of the Master of Science Degree in Nursing is five years. Exception to this time limitation must be applied for in a written request to the School Dean.

Graduation from the program is contingent upon submitting a signed [*Application for Graduation*](#) form to the Registrar on or before the date specified in the Academic Calendar and completing all program requirements while maintaining a minimum cumulative GPA of 3.0.

Graduation Information

Neumann University holds a Commencement ceremony twice a year (May and December). Graduate students who plan on graduating in May and December must complete a Graduation Application found on the Registrar's website (Appendix F). The School of Nursing and Health Sciences holds a MSN White Coat Ceremony for all Nurse Practitioner students who are entering the clinical rotations of the program. The White Coat Ceremony is held annually in April.

Employer Surveys

As part of the accreditation process, we are required to keep employer data on file for graduates at one year after graduation. Graduates will receive information each summer to update their files in the School of Nursing & Health Sciences.

National Task Force Competencies

<https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/Docs/EvalCriteria2016Final.pdf>

AANC Master's Essentials:

<http://www.aacnnursing.org/portals/42/publications/mastersessentials11.pdf>

SECTION IV: GRADUATE NURSING CLINICAL POLICIES

NU School of Nursing & Health Sciences

Graduate Clinical Requirements

All graduate students are advised that agency and preceptor availability requires clinical attendance during weekdays and may include weekends to assure that all who are registered for a specific course meet the course/clinical objectives during the semester of enrollment. Failure to meet clinical practice requirements will prevent clinical preparation and will result in clinical failure. If students are seeking to complete clinical during national holidays/observances, then the student must seek approval from the course faculty and preceptor prior to.

Professional License

RNs must provide evidence of a current RN license for practicum states. Every student must obtain an unencumbered Pennsylvania registered nurse license as well as an unencumbered registered nurse license from either New Jersey and/or Delaware prior to starting the clinical practicum.

Professional Liability Insurance

RNs must provide annual evidence of Student Nurse Practitioner Professional Liability Insurance.

Basic Life Support Certification

Prior to the first clinical course, each Graduate Nursing student is required to present proof of certification in Basic Life Support for the Health Care Provider (American Heart Association). Therefore, evidence of current recertification must be presented annually. Thereafter, evidence of current recertification must be presented to the designated secretary in the nursing department. Failure to provide evidence of certification will prevent participation in clinical experiences.

Confidentiality

Confidentiality is both an ethical and legal responsibility of all professional nurses. Students must maintain confidentiality of all patients. Individually Identifiable Information as defined by the Health Insurance Portability and Accountability Act of 1996 includes but is not limited to any patient's identity, diagnosis, treatment, family problem or lifestyle and is considered confidential (PL 104-191, 1996). This information should not be discussed or otherwise passed on to any individuals outside the agency or class/clinical conferences. Patient identification must be safeguarded during discussions in class/clinical conferences.

Health Requirements:

The Nursing Program Health Requirements must be completed and submitted to the designated secretary in the nursing department by the date noted on the Clinical Practice Requirements Packet. These Health Requirements apply to all Graduate Nursing majors. Required immunizations and lab reports must be completed prior to the start of the first practicum semester. If proper health forms are not submitted, the student will not be permitted to participate in clinical practicums.

The following is a list of Health Requirements: There are no exceptions to this policy.

- TST-PPD 2- STEP (1x Only) A two-step TST-PPD is the shot is given and it is read and recorded. Then you must have the shot administered again (within a 1 to 3 weeks period) read and recorded. OR QUANTIFERON BLOOD TEST • TST- PPD- OR QUANTIFERON BLOOD TEST (Annually)
- TST-PPD if it is positive, you must have a chest x-ray and a letter annually from your physician stating the date and results of the x-ray.

Bloodwork: (1x Only)

- Mumps
- Measles Titer
- Rubella Titer
- Varicella/C/pox Titer
- Hep B Surface Antibody Titer

Immunizations:

- Flu Shot (Mandatory) Annually
- Pertussis/Diphtheria/Tetanus booster (Tdap Tetanus, reduced diphtheria and Acellular Pertussis or Adacel). (Lasts for 10 Years)
- COVID-19 Vaccinations

The medical form must be filled out completely and signed by your physician or nurse practitioner including contact information.

Clinical Preceptor Requirements

The relationship between preceptors and students cannot be underestimated. Their contribution to Neumann's Nurse Practitioner Program is invaluable to the continued success of our students. The requirements for nurse practitioner preceptors are as follows:

1. Preceptors must be a nurse practitioner, or a physician in an approved specialty.
2. Preceptors must meet the licensure and certification requirements of the state in which they practice.
3. The preceptor should have at least 1 year of practice experience.
4. The preceptor must have current Board Certification.
5. Current Curriculum Vitae will be needed.

Student Clinical Placement and Academic Affiliation Agreements

The responsibility to identify preceptors and initiate the request to work with a preceptor is a shared responsibility between the student and the NP faculty or NP Clinical Coordinator. Students may identify preceptors by networking via the work environment, professional organizations, or community contacts. All preceptors must possess the qualifications outlined in this bulletin. Students must receive permission for all preceptor placements. All preceptor requests must be made by completing the Neumann University Preceptor Request form (see Appendix B) and submit this to the track coordinator, at least 1 semester before the expected clinical start date. Once the preceptor has been approved by the track coordinator, the student and preceptor must sign and return the Neumann University Preceptor Agreement form (see Appendix C). It is important to note that any clinical hours accumulated under non-approved circumstances will not be counted toward clinical hours required for the clinical hour completion.

Students are permitted to use their place of employment however, the following must be completed and an approval from the specific track coordinator must be obtained:

1. The student may not perform clinical hours while being compensated.
2. Clinical hours may not be performed during a scheduled work day.
3. The student may not perform clinical hours in the unit they are employed, unless discussed and approved by the specific track coordinator.
4. The student may not have a preceptor who is in direct line of report (i.e., manager, clinical director) and/or that is a family member.
5. Students may not complete a clinical rotation in a specific practice in which a family member is employed.
6. The student is responsible for providing documentation to the track coordinator stating the above criteria.
7. The document must be signed by the student, manager and preceptor.
8. The student must provide contact information of the preceptor for verification.

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- Students understand that the submission of the Neumann University Preceptor Request form initiates a request for a new agreement with a clinical site, OR verifies the existence of a current agreement.
- Submission is required to inform the School of Nursing of your intent to be in a site. It neither confirms nor guarantees placement.
- A complete form must be submitted per preceptor/site for each clinical course (e.g., 2 preceptor/site requests = 2 forms)
- New or existing agreements can take up to 3 months to obtain. Please note semester specific deadlines. If the form is submitted late, you risk not having a site and preceptor secured for the course.
 - o **Mar 15:** Deadline for requesting a site (new OR existing) for Summer clinical course.
 - o **June 15:** Deadline for requesting a site (new OR old) for Fall clinical course.
 - o **Oct 15:** Deadline for requesting a site (new OR existing) for Spring clinical course.

****It is important to note that many healthcare organizations now require NP students to apply on their websites for clinical rotations. It is the students responsibility to make sure that they check the specific organization's website for details and application due dates.****

Conduct of Students in Clinical/Practicum Settings

Students are required to:

1. Wear a clean, pressed, Neumann University white lab coat over professional business attire in clinical settings when representing Neumann University. Students performing clinical in the acute care setting may wear a matching color scrub set with the white lab coat.
2. Wear a Neumann University ID badge in clinical settings, when representing Neumann University.
3. Practice personal hygiene and grooming of a standard that ensures the safety and comfort of clients; this includes minimal makeup; no perfumes or scented lotion.
4. Arrive in clinical areas with all the required equipment (e.g. stethoscope, watch, mobile devices for references, etc.) necessary for providing patient care.
5. Arrive in clinical areas on the negotiated dates and times.
6. Limit cell phone and mobile devices to professional use only for accessing evidence-based practice applications. Texting and answering personal calls is unacceptable during the negotiated clinical hours.
7. Adhere to all HIPAA guidelines of patient confidentiality, including discussion of patient encounters on social media networks. **Students violating patient confidentiality on social media networks are at risk for immediate dismissal from the graduate nursing program.**

****Faculty members have the right to remove and/or suspend a student from the clinical area if, the student is falling behind in the submission of their required clinical logs, verified clinical hour calendars, student papers/assignments, and/or preceptor, and/or**

student clinical evaluations. Students will then be required to obtain any missed clinical hours on their own time to meet the required clinical hours for the semester by the last clinical date for the semester. Furthermore, faculty may suspend and/or remove the student from the clinical setting if, in the faculty member's judgment, the student presents an unprofessional appearance or in any way is a threat to patient safety or comfort.**

Clinical Suspension (temporary removal from clinical)

A student may be suspended from clinical for:

1. Unsatisfactory clinical performance including, but not limited to, lack of preparation and irresponsible, unsafe, impaired, or unprofessional conduct; or
2. Falling behind in the submission of their required clinical deliverables including, but not limited to: clinical logs, verified clinical hour calendars, student papers/assignments, and/or preceptor, and/or student clinical evaluations. Any missed clinical hours due to the clinical suspension are the sole responsibility of the student to make up before the last clinical date. No clinical extensions will be granted for students who have been suspended from clinical.

Procedures for Clinical Suspension

Faculty may exercise the option of removing students temporarily from the clinical setting in isolated and infrequent instances.

Prior to removal, the faculty will email and/or have a meeting with the student concerning the behavior causing the clinical suspension. An action plan will be implemented during this meeting. The faculty will complete and sign the **Performance Improvement Contract** form which will detail the remediation steps necessary for the student to successfully complete the course, and forward it to the student. The student should read the contract, sign it, and return the signed copy back to the faculty member. The form will be retained by the faculty member for the duration of the course and a copy of the completed form will be placed in the student record. The faculty member will email the student's preceptor to alert them of the clinical suspension. If the student fails to follow through with the need for remediation, submission of all missing clinical deliverables, or if similar incidents recur, a student may be placed on disciplinary probation or may fail the clinical component of the course and therefore receive an "F" in the course.

If it is decided that the student may return to clinical, the faculty member will document this in the "Resolution" section of the **Performance Improvement Contract**. The student will be made aware that they may return to clinical, and the faculty will email the preceptor alerting them of the student's return to clinical date.

Student Documentation & Signing Medical Charts

Students are expected to document in the patient record in accordance with the facility's policies and procedures. In certain facilities, students are not allowed to document in the patient record. This is not a common occurrence, but if it occurs the course/clinical faculty must be notified. Your course/clinical faculty will provide instructions for documentation. Documentation on patients seen in the clinical setting is mandatory for each clinical rotation. Documentation must be neat, clear, and legible. It must accurately reflect the assessment and care provided to the patient. The utmost integrity must be maintained in documenting on patient charts. Students must sign charts with his/her names, RN-SNP.

If the mode of documentation is an electronic medical record (EMR) the student must be assigned a unique login and may not document on patient care using their preceptor's login. All clinical notes should be reviewed by the preceptor for feedback.

Safe Harbor Method for De-Identification:

The following identifiers of the individual or of relatives, employers, or household members of the individual, are removed:

- A. Names
- B. All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP code, and their equivalent geocodes, except for the initial three digits of the ZIP code if, according to the current publicly available data from the Bureau of the Census:
 - i. The geographic unit formed by combining all ZIP codes with the same three initial digits contains more than 20,000 people; and
 - ii. The initial three digits of a ZIP code for all such geographic units containing 20,000 or fewer people is changed to 000.
- C. All elements of dates (except year) for dates that are directly related to an individual, including birth date, admission date, discharge date, death date, and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
- D. Telephone numbers
- E. Fax numbers
- F. Email addresses
- G. Social security numbers
- H. Medical record numbers
- I. Health plan beneficiary numbers
- J. Account numbers
- K. Certificate/license numbers
- L. Vehicle identifiers and serial numbers, including license plate numbers
- M. Device identifiers and serial numbers
- N. Web Universal Resource Locators (URLs)

- O. Internet Protocol (IP) addresses
- P. Biometric identifiers, including finger and voice prints
- Q. Fill-face photographs and any comparable images
- R. Any other unique identifying number, characteristic, or code, except as permitted by paragraph (c) of this section [Paragraph (c) is presented below in the section “Re-identification”]; and
 - i. The covered entity does not have actual knowledge that the information could be used alone or in combination with other information to identify an individual who is a subject of the information.

Clinical Dress Code

Dress for the clinical practicum is professional. Scrubs may only be worn to clinical if the clinical site requests this attire.

Clothing, Shoes, Neumann ID Badge

Clothes should fit properly. Specifically, the student is to wear professional dress (no jeans), no leggings, with baby doll tops, no miniskirts, closed toe shoes (no sneakers; flip flops, no open toed sandals of any kind), and a lab coat with the Neumann University ID clipped to the lapel or collar of the lab coat.

Lab Coats

Students will receive a white 3/4 length Neumann University lab coat prior to clinical rotations. No scrub jackets

Fingernails; Jewelry

In all clinical settings fingernails should be short, clean and without polish, gels or acrylic nails. You may wear a wedding band, watch and one small pair of stud-earrings in each ear lobe.

Body Piercing; Body Art.

Body piercing jewelry is to be worn in the earlobe only, that is no tongue studs, eyebrow, or nose jewelry; visible tattoos are to be covered.

Hair

Hair should be neatly groomed and off the collar.

Transportation

Each graduate Nursing student is responsible for transportation to and from clinical practice sites through the entire program. Transportation requires that each student has personal access to their clinical practice site.

SECTION V: GRADUATE STUDENT COMPLIANCE

NU School of Nursing & Health Sciences

Clearances

Students will be required to submit to substance abuse screening prior to clinical placement, and random screenings during clinical experiences in selected health care agencies or if there are behaviors of concern associated with substance abuse. Students testing positive will be referred to Counseling and Health Services for assistance with their substance abuse problem. Such referral, however, will not preclude the University from taking other disciplinary actions, up to, and including, removal from the clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. RN students with a positive substance abuse screening will be reported to the State Board of Nursing, as required by state law. Students are responsible for costs incurred from these screenings. For additional information, please contact the Dean of Nursing and Health Sciences.

Students are also required to apply for, obtain, and present to the Dean of the School of Nursing and Health Sciences a current *FBI Fingerprint Clearance*, a *Pennsylvania Child Abuse Clearance*, and a *Pennsylvania Criminal Background Clearance*, prior to their participation in clinical courses. Child Abuse Clearance, Elder Abuse Clearance and Criminal Background Checks are also required in other practicum states. A criminal record and/or a history of child or elder abuse may prohibit clinical placement and, subsequently, result in failure to meet degree requirements.

State Boards of Nursing may deny or revoke licensure when the applicant “has been convicted, has pleaded, has entered a plea of *nolo contendere*, or has been found guilty by a judge or jury of a felony or crime of moral turpitude; or received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the settlement of felony charge.” Similarly, “possession, use, acquisition, or distribution of a controlled substance or caution legend drug for other than an acceptable medical purpose” may be cause for denying application for professional licensure (Commonwealth of Pennsylvania, *Professional Nursing Law, Act 69, Section 14*).

Substance Abuse Policy:

The Neumann University, School of Nursing & Health Sciences Programs are committed to upholding the practice and ethical standards of the health care professions, maintaining an environment conducive to learning in the classroom, labs, and clinical agencies, and promoting the health and safety of our patients, students, faculty and staff.

To uphold standards of the health professions, students must remain free from alcohol, illegal or decriminalized (marijuana) drugs while participating in classroom, laboratory, or clinical experiences.

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To promote students' optimal personal and professional functioning, the University encourages self-care and offers health and counseling services and referrals.

The University provides confidential counseling services for alcohol and drug-related problems. Students who initiate self-referral in need of help with a drug or alcohol problem **BEFORE** a positive drug screen, **BEFORE** any arrest for drug or alcohol violations, or **BEFORE** his/her practice is affected will not be disciplined for using these services.

Any students, including those unlicensed, or licensed as a RN or LPN, in need of help with a drug or alcohol problem **BEFORE** a positive drug screen, **BEFORE** any arrest for drug or alcohol violations, or **BEFORE** his/her practice is affected, may self-report to the Pennsylvania Nurse Peer Assistance

Program ¹ (PNPA).

¹ Pennsylvania Nurse Peer Assistance Program information may be accessed via <http://pnap.org>. Any and all recommendations, evaluations, or treatment costs are the responsibility of the student, RN, or LPN. ROI forms must be signed by the student, RN, or LPN to release information to the University to determine ability to resume his or her nursing education.

Policy

It is the policy of the School of Nursing & Health Sciences Programs, and a mandate of clinical agencies, that students complete an annual drug screen. Neumann University prohibits unlawful drug use or possession on campus and during University programs, including clinical and internship programs off-site. In cases where drug or alcohol abuse or addiction is indicated, the University offers programs to assist students in finding resources for treatment and rehabilitation.

Any clinical agency or the Nursing & Health Sciences Programs may require the student to submit and pass a random drug and/or alcohol screening with or without suspicion of drug or alcohol use. Random periodic screening will occur at unspecified intervals throughout the year. Students are responsible for reporting to the designated testing site within 24 hours of notification.

When substance use or abuse is suspected in the classroom, laboratory, or clinical area, the student shall be transported by University personnel or designee to the location for substance collection and returned to the University upon completion of the collection.

A refusal to submit to substance screening will be considered a positive substance abuse screening and will result in immediate dismissal from the Program. A positive substance screening will make the student ineligible for classes, laboratories, and/or clinical placement.

The University will not be notified if the initial substance screening is positive. Quest Diagnostics or another certified substance testing provider, if designated by the University, will forward all positive substance screenings to a federally compliant Medical Review Officer (MRO), who is an independent and impartial physician responsible for receiving and reviewing test results and determining whether there is a legitimate medical explanation for a positive substance screening. The student will be contacted by the MRO for additional information. If the MRO evaluation indicates that the screening level results are consistent with prescribed medication or other legitimate medical explanation, the University will receive a negative report. If the MRO evaluation indicates a finding of substance abuse, the unlicensed student may be subject to disciplinary action up to, and including, dismissal from the Nursing or Health Sciences Programs and/or the University.

If the MRO evaluation supports a finding of substance abuse, the licensed LPN or RN student may be subject to disciplinary action up to, and including, dismissal from the Nursing or Health Sciences Programs or University. Furthermore, the University may be required by law to report the finding of substance abuse to the State Board of Nursing.

Any student convicted of or pleading guilty or nolo contendere to any criminal drug or alcohol statute violation, including Driving While Intoxicated or Driving Under the Influence, is required to notify the Dean or Associate Dean no later than five days after conviction. RNs and LPNs are reminded that state statutes require notification of the state licensing board for arrests/convictions. Failure to do so may result in immediate dismissal from the Nursing or Health Sciences Programs or University.

Protocol

1. All students must provide a routine and/or random viable urine specimen (or other sample, if required) to be tested for substances, consistent with government and industry standards.
2. Refusal to submit to substance screening will be considered a positive substance abuse screening **and will** result in immediate dismissal from the Program.
3. Testing will occur at a federally certified laboratory that is specified by the University.
4. Confidentiality of the student as well as the integrity of the urine or other sample will be protected.
5. The collection procedure will follow Department of Transportation guidelines and chain of custody procedures.
6. The following may be screened including, but not limited to, alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, hydrocodone, marijuana, methadone, opiates, oxycodone, hydrocodone, phencyclidine (PCP), propoxyphene. The screening may be expanded to additional drugs at the discretion of the University.
7. Annual and random testing will be at the expense of the student.
8. Once the sample is analyzed by a screening assay and confirmation, positive tests will be sent to the federally compliant Medical Review Officer (MRO) selected by the School of Nursing & Health Sciences. The MRO is an independent and impartial physician responsible for receiving and reviewing testing results and determining whether there is a legitimate medical explanation for a positive substance screening.
9. The student will be responsible for any expense related to the MRO review.
10. Failure to sign the Release of Information form will be considered an illegitimate medical explanation for a positive substance abuse screening **and will** result in immediate dismissal from the Program.
11. Any and all academic activities (classroom, laboratory, and/or clinical) will be immediately suspended pending the outcome of the inquiry and further assessment.
12. If the MRO confirms the presence of a prescribed drug is within the prescribed limits and the level does not indicate abuse, the student will be required to obtain a written statement from the prescribing health care provider that the drug will not interfere with participation in academics or safe practice in the clinical area. The student will have one week to submit this information. The student will not be allowed to participate in clinical during this time and will be required to make up this time.
13. If the MRO confirms the presence of alcohol, illegal drugs, or levels of a prescribed drug that exceeds prescribed limits, the student must be evaluated for substance use by a specialist in abuse and addictions and must sign a Release of Information (ROI) form allowing the evaluator to report findings and recommendations for treatment related to substance use to the Dean, School of Nursing & Health Sciences.
14. If the student with a positive drug screen refuses to obtain a substance use evaluation or sign a ROI form allowing access to the recommendations from the evaluation, the student will be dismissed from the Program.
15. If the result of the substance use evaluation of a positive drug screen indicates that no formal treatment is needed, the University will require that the student sign a ROI form from the

professional conducting the evaluation. The student will be referred to the Center for Counseling and Wellness for identification of educational programs related to substance use and abuse, such as those for alcohol or opioid use. Participation in identified educational programs and a negative drug screen will be required to return to any academic experience. As a condition of return to the program the student will be subject to annual and random substance screenings through the remainder of his or her program.

16. When the results of the substance use evaluation indicate the need for treatment, the University will require that the student sign a ROI form from the health professional conducting the treatment. The University will request recommendations from the health provider, compliance with the treatment plan, as well as a negative drug screen for the student to return to any academic experience. As a condition of return to the program the student will be subject to annual and random substance screenings through the remainder of his or her program.
17. The student will be responsible for any expense related to the educational program(s) and/or formal treatment plan(s).
18. Failure to participate in identified protocols, educational programs, formal treatment plan, and a subsequent positive routine or random substance screening results will result in immediate dismissal from the Program.

The University/Program reserves the right to determine the student's standing in classroom, laboratory, or clinical activities based upon each individual circumstance. A student's standing includes, but is not limited to, determinations as to course(s) failure, program dismissal, academic withdrawal, or listing student performance in a course or program as incomplete.

All students have the right to appeal the outcome(s) associated with this policy. These appeals may be forwarded to the Vice President for Academic Affairs, whose decision is final.

Reviewed by General Counsel. 01/2022 Update 06/2022

Maintenance of Confidentiality and Communication:

The testing laboratory will notify the Dean of the Division, or his designee, with test results. The Program will ensure confidentiality of the results by making the information available only to the student, the Dean (or if warranted, Program Directors or University administrators), and General Counsel. All documentation will be preserved in compliance files within the Dean's Office and will not be filed or noted in the student's official academic records

COVID-19 Policy

The School of Nursing and Health Sciences aims to deliver its mission while seeking to protect the health and safety of our students and minimizing the spread of disease within the community. As students return for the academic year, all students are required to comply with all school of nursing policies, including public health guidance related to COVID-19. The very nature of an in-person educational experience in the school of nursing means our faculty, staff, and students, particularly those participating in clinical experiences, will be exposed to contagious viruses, including coronavirus. The School of Nursing and Health Sciences is committed to public health and similarly expects that all students will act in a manner that demonstrates respect and consideration for the health and safety of all community members.

Students are required to comply with public health guidance, including any protocols, guidelines or policies adopted by the University or the School of Nursing as it relates to COVID-19 or other infectious diseases. This guidance will evolve as the public health crisis unfolds and may include the following: health screening protocols, participation in contact tracing, use of face coverings, COVID-19 diagnostic testing, disinfection protocols, limitations on gatherings, social distancing, and mandatory vaccinations against COVID-19. Adherence to health and safety requirements applies to all school of nursing students and extends to all aspects of the facilities, clinical labs, classrooms, bathrooms, and other spaces within the University and School of Nursing and Health Sciences property, in School of Nursing clinical experiences, or at any University and/or School of Nursing and Health Sciences sponsored events/programs.

GAP ANALYSIS FOR POST-GRADUATE NP STUDENT

Name of Candidate:

New National NP Certification Sought:

NP National Certification Previously Completed: _____ **School:** _____ **Yr:**

Instructions:

Use this form for a student who is a nationally certified NP seeking partial credit or waiver of coursework towards completion of a post-master's certificate in another NP practice area (e.g., a Pediatric NP seeking certification as a Family NP, or Adult PMH NP seeking across the lifespan PMH NP certification.). The form should be completed after a thorough analysis of completed coursework and clinical experiences compared with the program requirements and national NP competencies necessary for certification in the second NP population-focused area of practice.

- In column 1, list the courses for the standard required program of study required for preparation in the DESIRED NP area of practice.
- In column 2, list courses from the student's transcript that will be used to waive courses from column 1. List the course on the same or equivalent line as the course in column 1
- In column 3, identify and describe clinical hours and experiences needed to meet the required competencies for the new or desired area of NP practice. The student must meet the clinical course requirements of the program of study using both clinical courses previously taken and indicated on the transcript and courses to be completed.
- List all coursework to be completed for the certificate (all courses from column 1 not waived). This column, in combination with column 3, will constitute the student's individualized program of study.

GAP ANALYSIS FOR POST-GRADUATE NP STUDENT

<u>GAP ANALYSIS FOR POST- GRADUATE NP STUDENT</u> List Required Courses for the DESIRED NP area of practice	List Courses from Transcript that Satisfy Required Courses listed in Column 1	Type and Number of Clinical Experiences Needed by Student	Coursework to be Completed by the Student for the Certificate

For SON use Only

☐ Approved
 ☐ Not Approved
 Program Director Signature: _____

Date: _____

Appendix B
**GRADUATE PRECEPTOR REQUEST FORM
FOR AGNP STUDENTS COURSE**

INFORMATION:

Course Number: NUR _____

Semester: _____

Rotation type request (check one):

_____	Medicine (Hospitalist, Cardiology, etc.)
_____	Surgery (General, Trauma, Cardiothoracic, etc)
_____	Critical Care (Medical, Surgical, Neuro, etc.)
_____	Primary Care

STUDENT INFORMATION:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Neumann Email Address: _____

DAY(s) of week at site: _____

PROPOSED PRECEPTOR INFORMATION:

Secure a Business Card from the preceptor

(In this spot)

That includes:

Name, Title, Employment Site Address

Telephone #, Fax, E-mail address.

Corporate Identification

Name/Title: _____ Work

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Office Manager: _____

Provide the following information regarding the person authorized to enter into an agreement for this site

Name/Title: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

For SON use Only

_____ Approved _____ Not Approved

Program Coordinator Signature: _____ Date: _____

Neumann University – School of Nursing and Health Sciences
Graduate Nursing Student Manual

Appendix C
Preceptor Agreement Form

Site Information:

Site Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Preceptor Information:

Preceptor Name with Credentials: _____
Graduate or Professional School: _____
Degree and Date of Completion: _____
Preceptor License #: _____
License Expiration Date: _____ Board Certified: _____ Yes _____ No
Certifying Board: (ANCC/AANP) _____
Copy of certification MUST be on file with SON: _____ Yes _____ No
Specialty Board Certification (For MD/DO preceptors): _____ Preceptor's
E-mail Address: _____

*****Please submit CV/Resume if one is not already on file with SON***

*****Please submit a copy of specialty NP certification (if applicable)***

Term: _____ Year: _____ Start Date: _____

I agree to work with _____, an MSN student at Neumann University School of Nursing & Health Sciences, for _____ hours. My relationship will assist the student to achieve clinical/practicum objectives that are part of the course requirements in which he/she is enrolled. I agree to provide direct supervision and guidance to the student and to participate in his/her clinical evaluations at midterm and final times.

☐

Check here if you received the preceptor packet.

Preceptor Signature: _____
Date: _____

For SON use only

____ Approved **or** _____ Not Approved Contract on File: _____

Program Coordinator Signature: _____ Date: _____

Appendix D



NEUMANN UNIVERSITY
REQUEST FOR AN INCOMPLETE GRADE

A student requesting a Grade of Incomplete ("I") must use the form below and return it to the Registrar's Office.
Please read this form carefully, and complete ALL required information.

Student's Name _____ ID No. _____
(Print Full Name)

Course Title _____ Course No. _____ Term _____

Student's Signature _____ Date _____

In order to receive a grade for this course, the above named student must complete the following assignments/examinations: (Attach additional sheets, if needed.)

Assignments/examinations due by: _____

Instructor Name (please print): _____

Instructor's Signature: _____ Date: _____

Division Dean's Signature: _____ Date: _____

***As stated in the Online Catalog of Neumann University:**

Incomplete ("I"): Incomplete grades are given only at the student's request and only after that request has been approved by the student's instructor. To initiate this process, the student must complete an Incomplete Request Form, attach appropriate justification for the request, and have the faculty member sign his/her approval. There is no guarantee that faculty approval is automatic.

Grades of Incomplete must be removed, i.e., all work must be completed, within four weeks from the last day of the semester in which the grade is issued. Specific dates are published in the University's Academic Calendar and other related documents issued through the Registrar's Office. If the student does not complete the course requirements by the specified deadline date, and unless an extension has been granted, the faculty member must record and submit an automatic grade of "F" to the Registrar's Office. In unusual circumstances, extensions to the deadline dates may be granted at the discretion of the faculty member who conveys that determination in writing to both the Division Dean and Registrar. In no instance is an extension approved for more than a 12-month period from the initial granting of the Incomplete grade.

Registrar's Staff Initials: _____

Date entered: _____

Appendix E



School of Nursing & Health Sciences
Consent For Drug Testing Policy and to Obtain and Release Information

You understand that health care or other agencies where you have scheduled clinical programs may require information including your social security number, academic history, FBI fingerprinting, state criminal records, child/elder abuse reports, health history, physical examinations, tuberculin skin tests (Quantiferon blood test) and /or chest x-ray results, immunization records, blood titers for communicable diseases and substance abuse testing.

You understand that you may be required to submit to substance abuse screening prior to clinical placement, or during clinical experiences. If you test positive, you may be referred to Counseling and Health Services for assistance with a substance abuse problem. Such referrals, however, will not preclude the University from taking other disciplinary actions, up to and including removal from the clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. RNs or LPNs with a positive substance abuse screening will be reported to the State Board of Nursing, as required by state law. You understand that you are responsible for costs incurred for these screenings. (Please contact the Dean of Nursing and Health Sciences for additional information.)

Your signature below confirms that you give permission to Neumann University to: undertake all necessary actions to obtain the information listed above, including background investigations (i.e. FBI fingerprinting, state criminal records, child/elder abuse reports), substance abuse testing and medical screening; to receive the results of any such investigations, testing or screening; and to release the results of such investigations, testing or screening at the request of affiliated clinical agency or their representatives. Please understand that other forms of consent may be required for particular investigations, tests and screenings and you will be required to execute those forms also.

You understand that, if you refuse to consent to these investigations, testing or screening, and/or if you interfere with the process of obtaining accurate and truthful results in any way, you will be ineligible to participate in the clinical program, and, therefore, be unable to meet course requirements. You also understand that a clinical agency may deny you access to the facility based on the information provided, making you ineligible to participate in the clinical program, and, therefore unable to meet course requirements.

You understand the Drug Testing Policy of Neumann University, and the School of Nursing and Health Sciences are published in the University Student Handbook and the Nursing Handbook.

I give my consent as described herein:

_____ **Initials**

I do not give my consent as described herein:

_____ **Initials**

IF YOU HAVE CONSENTED ABOVE, YOU UNDERSTAND AND AGREE THAT YOU RELEASE, FOREVER DISCHARGE AND AGREE TO HOLD HARMLESS NEUMANN UNIVERSITY AND ANY AND ALL SUBSIDIARIES, AFFILIATES, RELATED ENTITIES, AGENTS, DIRECTORS, OFFICERS AND EMPLOYEES FROM ANY AND ALL LIABILITY AND CLAIMS ARISING OUT OF OR IN CONNECTION WITH THE INVESTIGATIONS, TESTING AND SCREENING REFERENCED HEREIN.

Print Name

Date

Signature

