

NEUMANN UNIVERSITY

Graduate Nursing Program Student Bulletin



2019-2020

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I. GENERAL INFORMATION

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 Bulletin (Bulletin)* is to provide students with additional information and guidelines specific to the Program and to facilitate the student's personal and professional learning experience.

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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Web: <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing>

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 Master's Nursing Program will have the knowledge, skills and attitudes 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 primary care providers, or as nurse educators.

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.

II. ACADEMIC INFORMATION

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
- Provide a copy of a current *professional* nursing license (RN) for all practicum states.
- 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, the student 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.**

Process for Exception to Policy

The Nursing Program adheres to the grievance procedure of the University (please refer to the Academic Grievance Procedure Section of this catalog). 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 nursing academic advisor 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.

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 Division 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

III. CURRICULUM

MASTER OF SCIENCE IN NURSING: Adult –Gerontological Primary Care Nurse Practitioner

The graduate program 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.

Suggested Program of Study:

Full-time Adult Gerontology Nurse Practitioner—Primary Care

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

**Suggested Program of Study:
 Part-time Adult Gerontology Nurse Practitioner—Primary Care**

43 total

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 Nurse Practitioner Post-Master’s Certificate Program

The Post-Master’s Certificate as an Adult-Gerontology Nurse Practitioner is designed for master’s prepared nurses, seeking specialization as an Adult-Gerontology Nurse Practitioner in Primary Care (AGNP). 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 of the AGNP core and specialty courses, has the same student learning outcomes previously listed for the Master of Science Degree, Adult-Gerontology Nurse Practitioner-Primary Care Track, and is offered in a part-time format.

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 individuals 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 such courses greater than 5 years prior to beginning coursework at Neumann University will be required to complete NUR 607, NUR 611, and NUR 612 as part of the Certificate curriculum.

Suggested Program of Study:

Part-time Adult Gerontology 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

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	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

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>

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 patient 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

IV. GRADUATE NURSING CLINICAL POLICIES

Graduate Clinical Requirements

All graduate students are advised that agency and preceptor availability requires clinical attendance during weekdays 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.

Professional License

RNs must provide evidence of a current RN license for practicum states.

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). Thereafter, 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)

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

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 the Graduate Student Handbook. 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 director, 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 using 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 workday.
3. The student may not perform clinical hours on 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).
 5. The student is responsible for providing documentation to the track coordinator stating the above criteria.
 6. The document must be signed by the student, manager, and preceptor.
 7. The student must provide contact information of the preceptor for verification.
- Students understand that the submission of Neumann University Preceptor Request Form initiates a request for a new agreement with a clinical site, OR verifies 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 expiring 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.
 - **Mar 15:** Deadline for requesting a site (new OR existing) for Summer clinical course.
 - **June 15:** Deadline for requesting a site (new OR existing) for Fall clinical course
 - **Oct 15:** Deadline for requesting a site (new OR existing) for Spring clinical course.

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 Division 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*).

Clinical Dress Code

Dress for the clinical practicum is professional. No Scrubs.

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

The lab coat is to be white, three-quarter length. 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

Substance Abuse Policy:

The Neumann University, Division 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. 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 Division of Nursing & Health Sciences Programs, and a mandate of clinical agencies, that students complete an annual drug screen.

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 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 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 the prescribed medication, the University will receive a negative report. If the MRO evaluation indicates the presence of substance abuse, the unlicensed student may be subject to disciplinary action up to, and including, dismissal from the Nursing or Health Sciences Program or University.

If the MRO evaluation supports the presence 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 Program or University. Furthermore, as required by state law, the University is required to report the presence of substance abuse to the State Board of Nursing.

Any student convicted of any criminal drug statute violation, including Driving While Intoxicated, 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 Program or University.

Protocol:

1. All students must provide a routine and/or random viable urine specimen to be tested for substances, consistent with 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 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 Division 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 makeup this time.
13. If the MRO confirms the presence of alcohol, illegal or decriminalized (e.g., marijuana) drugs, or levels of a prescribed drug that exceeds prescribed limits, the student must be evaluated for substance use by a specialist in 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, Division 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. When the result of the substance use evaluation 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 such as those for alcohol or marijuana 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. The collection procedure will follow Department of Transportation guidelines and chain of custody procedures.
19. 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.
20. Annual and random testing will be at the expense of the student.
21. 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 Division 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.
22. The student will be responsible for any expense related to the MRO review.
23. 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.
24. Any and all academic activities (classroom, laboratory, and/or clinical) will be immediately suspended pending the outcome of the inquiry and further assessment.
25. 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 makeup this time.

26. If the MRO confirms the presence of alcohol, illegal or decriminalized (e.g., marijuana) drugs, or levels of a prescribed drug that exceeds prescribed limits, the student must be evaluated for substance use by a specialist in 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, Division of Nursing & Health Sciences.
27. 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.
28. When the result of the substance use evaluation 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 such as those for alcohol or marijuana 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.
29. 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.
30. The student will be responsible for any expense related to the educational program(s) and/or formal treatment plan(s).
31. Failure to participate in identified 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. Student's standing includes, but is not limited to, course(s) failure, program dismissal, academic withdrawal, or 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.

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

V. Nursing Program: General Policies

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.

Advising for Course Planning

Advising in the Nursing Division respects the unique needs, interests, and goal of each student admitted to the graduate program.

Upon admission to the Graduate Program, students will meet with their adviser and develop a program plan. Any changes in the agreed upon plan must be discussed with the Director of the Graduate Program.

Communication

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.

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.

Class Attendance

Faculty believe that **class attendance and participation** is essential to student learning and professional growth. Students are **expected to attend all scheduled classes**, laboratories, and official convocations of the University. A student who is absent from class, as a matter of courtesy, should inform the instructor in advance of the absence. If absences occur, it is the student's responsibility to contact the instructor with regard to making up the work missed. Permission to make up course assignments will be granted solely at the discretion of the instructor.

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.

Academic Honesty 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.

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

Resources

There are times when the faculty member may refer students to the Division 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.

VI. Student Activities

Student Representatives to Committees

Neumann Graduate Nursing offers several opportunities for students to participate as representatives on two committees, the Graduate Nursing 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 *Graduate Nursing Resource Page (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>)

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

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 Director Signature: _____ Date: _____

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 Director Signature: _____ Date: _____