MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing

Graduate Student Handbook

Supplement to
Morehead State University Student Handbook
2018-2019

The Department of Nursing adheres to the current Non-Discrimination Statement as published on the Affirmative Action Office webpage: http://www.moreheadstate.edu/About/Nondiscrimination-Statement

Any inquiries should be addressed to the Affirmative Action Officer/ADA Coordinator, Morehead State University, Affirmative Action Officer, 101 Howell-McDowell, Morehead, KY 40351, 606.783.2097.

Review of Policies, Procedures, and Content

All policies, procedures, and content of the *Department of Nursing Student Handbook* are reviewed by the respective faculty annually. Where revisions are made to policies or procedures, there is a notation in the document noting a revision, date, and initials of the approver.

Changes in Policies, Procedures, and Program Information

Changes in the Department of Nursing including curriculum, policy, procedure and program information will be communicated to students admitted to the graduate program by email, in class, or announcements posted on Blackboard. Updates to the *Student Handbook* will also be posted on the DN Website.

Website and Published Documents

The DN website reflects current information. Because the site is updated frequently, information on this website supersedes all DN printed materials.
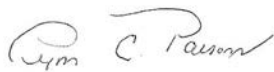
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Welcome to the Graduate Program in Nursing at Morehead State University!

I am pleased that you chose the nursing program at Morehead State University to complete your Master of Science in Nursing (MSN) with a Family Nurse Practitioner (FNP) concentration. We need more primary care providers in the Eastern Kentucky service region and across the Commonwealth of Kentucky! Your successful completion of the 49 credit-hour FNP curriculum will be one step toward caring for our citizenry.

Information about the program can be found online at http://www.moreheadstate.edu/College-of-Science/Nursing. Course professors will keep you updated on programmatic issues and changes through the blackboard (Bb) course management system as well. These two (2) resources will provide you with invaluable information throughout your program of study.

Please read this handbook carefully as it shares information, including course information and a sample curriculum that will help you succeed in the program. Get to know your assigned faculty advisor well. If you find yourself not understanding content or falling behind in a course your first point of content is the course professor followed by your assigned faculty advisor.

My best wishes as you move forward with another chapter in your life!

Dr. Lynn C. Parsons

Professor and Chair

Department of Nursing

Office: 606-783-2642

l.parsons@moreheadstate.edu

Welcome to the Family Nurse Practitioner Program at Morehead State University!

The Family Nurse Practitioner Program is approved by the Kentucky Board of Nursing, the Council on Postsecondary Education (CPE), Southern Association of Colleges and Schools (SACS) and is seeking accreditation by the Commission on Collegiate Nursing Education (CCNE). We are very happy that you have chosen this program to continue your education.

As a Family Nurse Practitioner, myself, I am very excited about working with you in courses throughout the program. You have embarked on a journey that will provide challenging and rewarding learning opportunities and enable you to have expanded career options while improving health care outcomes of your patients.

The purpose of this handbook is to provide you with an orientation to information that will assist you in planning regarding your graduate studies. Please refer to this document as you progress through the program. All students (those applying for admission and those admitted to the program) are responsible for the content within this handbook. This handbook is revised and published annually and on an as needed basis. Students are strongly encouraged to access the online handbook published on the Department of Nursing website on a regular and ongoing basis.

We are here to assist you in your learning process to become a Family Nurse Practitioner. The Family Nurse Practitioner Program will be challenging but rewarding. The curriculum includes both theory and clinical courses that are current, meaningful and structured to promote student success. I would like to extend my best wishes to you in the Family Nurse Practitioner Program! Let us begin this journey together!

Lucy Mays

Dr. Lucy Mays, DNP, APRN, FNP-BC, CNE
Professor and Online Nursing Programs Coordinator
Department of Nursing
Morehead State University
606-783-2773

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing

Vision

The Morehead State University Department of Nursing envisions educational programs that establish the Department of Nursing as a Center of Excellence in the campus community and within our service region.

Mission

Department of Nursing Mission: The mission of Morehead State University Department of Nursing is to promote health and well-being among the people of northeastern and eastern Kentucky, the greater Commonwealth, and extending to those whom our graduates serve in our global community. In an academic environment that is responsive to health care changes situated within respective cultures, it is through excellence in nursing education in all programs, service, and commitment to scholarly activities that this mission is accomplished.

Values

The faculty and staff within the Department of Nursing value

- excellence in education, service, scholarly activities, advisement and support of students, thereby providing the opportunity for a meaningful and rewarding educational experience.
- a climate of open communication and cooperation.
- a responsive relationship with our community respecting our cultural heritage.
- student success in learning outcomes through individualized attention that promotes growth, improvement, and opportunity.
- diversity within the department reflecting our greater community.
- integrity and professionalism and the respect of academic freedom in our academic community.

Paradigm Definitions

- **Person**: The faculty views the individual in a holistic manner, at any stage of the life span, as a unique biopsychosocial individual who is worthy of dignity and respect and who is affected by an ever-changing environment.
- **Environment**: The environment is viewed as a culmination of all circumstances and influences impacting the person, including both external and internal factors.
- **Health**: Health is viewed as a dynamic biopsychosocial and spiritual process that occurs when an individual can meet human needs in a way which allows for effective functioning and human flourishing. An individual's state of health varies in relation to growth and development, culture, nutrition, the environment, ability to meet human needs, and is impacted by acute and chronic illness states. Health is further influenced by genetics, abilities, coping and results of decision making strategies.
- **Nursing**: The nursing faculty accepts the American Nurses Association's definition of nursing: "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations."

History of Nursing at Morehead State University

The history of nursing at MSU is rich, long and evolving. Current nursing programming at MSU includes an Associate Degree Nursing Program (AASN) with course offerings on the main campus and a satellite campus at Mt. Sterling, a Pre-Licensure Bachelors of Science in Nursing (BSN) and an Online Post-Licensure Nursing Program (RN-BSN).

The Associate of Applied Science Nursing program degree (AASN) was first instituted at MSU in 1971. The ASSN was initially accredited by the National League for Nursing (NLN) in 1982. The preliminary planning for the Bachelors of Science in Nursing (BSN) began in the fall of 1983. The BSN was officially approved by the Kentucky Council on Higher Education in October 1985. The Kentucky Board of Nursing (KBN) approved the BSN in February 1986. The Post-Licensure Program, designed for registered nurses with diplomas or associate degrees, was implemented in the fall of 1986. The BSN was required to graduate the first class of pre-licensure students before applying to the NLN for accreditation. The first BSN class graduated in May 1990. The National League of Nursing granted accreditation to the BSN program in March 1991. The BSN received initial accreditation from the Commission on Collegiate Nursing Education (CCNE) in 2005. Holding two national accreditations, the faculty voted in December 2008 to continue accreditation solely for the BSN with CCNE and voluntarily withdrew from NLNAC.

The AASN program was closed in 1987 when shifts in enrollment occurred. The AASN program was reinstituted in 1991 in response to community interest. The AASN degree program was again accredited by the NLN in 1993. The first AASN program class was enrolled at the Mt. Sterling Campus fall 2007. In March 2008, the National League for Nursing Accrediting Commission (NLNAC) formally extended the accreditation to include the Mt. Sterling Campus. In Fall 2010, the Associate Degree Nursing Program launched the first Paramedic-RN Program approved by ACEN (NLNAC) and KBN. The Associate Degree Program participated in a NLNAC site visit fall 2012 and received continuing accreditation through 2020. The NLNAC has undergone a change of name and is now officially called the Accreditation Commission for Education in Nursing, Inc. (ACEN). The AASN at the Morehead Campus and at the Mt. Sterling Campus has full approval by the Kentucky Board of Nursing (KBN).

The AASN requires four semesters for completion with an additional pre-requisite courses. The AASN is a face-to-face program utilizing interactive television (ITV), primarily lecturing from the Morehead Campus. AASN graduates are eligible to apply for completion of the National Council Licensure Exam-RN (NCLEX-RN) to gain licensure as Registered Nurses (RNs).

The Pre-licensure BSN Program is a face-to-face program on the Morehead Campus. BSN graduates are eligible to apply for completion of the National Council Licensure Exam-RN (NCLEX-RN) to gain licensure as Registered Nurses (RNs). The Pre-licensure BSN Program received an initial five-year Commission on Collegiate Nursing Education (CCNE) accreditation in 2005 and again in April 2015. The program received full CCNE reaccreditation with no restrictions in 2015.
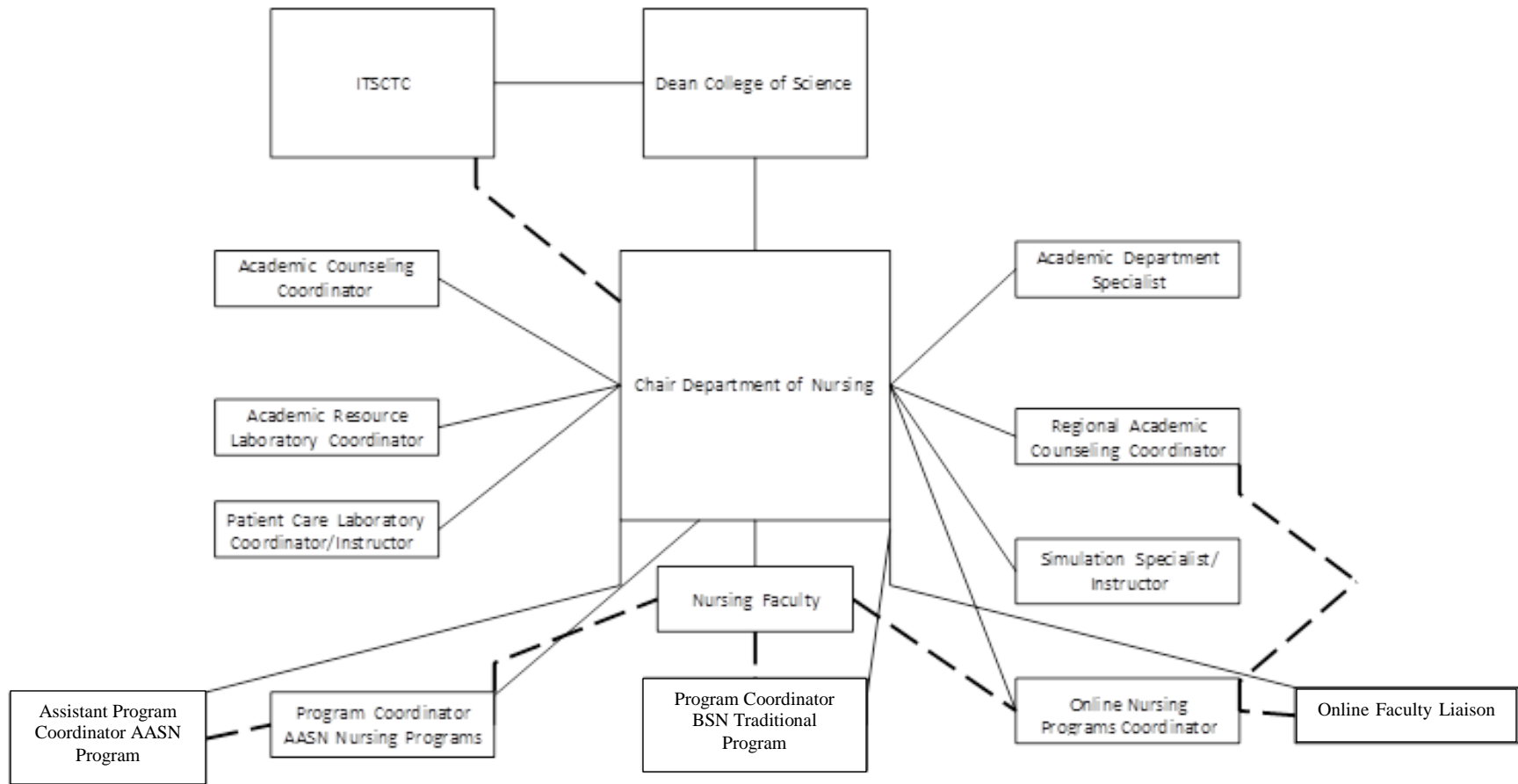
The RN-BSN Program is an online program. Both full and part time options are available that offers RNs flexible scheduling and the opportunity to continue their education while still working full or part-time.

In May of 2010 the Department of Nursing moved into the Center for Health, Education, and Research (CHER), a 90,000 square-foot facility. This $30 million project was constructed on land provided by St. Claire Regional Medical Center with funding from the state and federal governments for partnership between MSU, St. Claire Regional Medical Center, and University of Kentucky. It is considered the first such partnership involving a regional public university, a land grant university and a private, nonprofit hospital corporation.

The Department of Nursing added a graduate program (Master of Science in Nursing, Family Nurse Practitioner Program Primary Care) and a Post MSN Program for nurses holding the MSN who seek FNP certification beginning with the Fall 2017 semester. The Family Nurse Practitioner Program Primary Care is approved by the Kentucky Board of Nursing, the Council on Postsecondary Education (CPE), Southern Association of Colleges and Schools (SACS) and is seeking accreditation by the Commission on Collegiate Nursing Education (CCNE). The Department of nursing looks forward to further meeting the health care needs of the citizenry through developing competent and caring advanced practice nurses.

Nurses have an important role in the provision of health care in a variety of health care settings and improving health care in general to the service region and beyond. MSU has made a significant contribution to improving health care outcomes and looks forward to continuing the rich history of providing quality nursing programming.

Morehead State University
Department of Nursing

ITSCTC

Dean College of Science

Academic Counseling Coordinator

Academic Resource Laboratory Coordinator

Patient Care Laboratory Coordinator/Instructor

Chair Department of Nursing

Academic Department Specialist

Regional Academic Counseling Coordinator

Simulation Specialist/ Instructor

Nursing Faculty

Assistant Program Coordinator AASN Program

Program Coordinator AASN Nursing Programs

Program Coordinator BSN Traditional Program

Online Nursing Programs Coordinator

Online Faculty Liaison

Admission Criteria

Applicants will be admitted in the fall and spring semester with a formal review on the last Friday in March and October. Applications are accepted throughout the year.
To be admitted to the MSN program, the following is required:

Admission Requirements
1. General admission to graduate study
2. Cover letter/goal statement (1-2 pages in length, typed, double-spaced) for the MSN/FNP program to include: your background description, reasons for wanting to attend the nursing graduate program and a description of post-graduation goals.
3. Current copy of resume' or curriculum vita to include minimum information of: RN licensure (state(s) and number), educational preparation and experience background.
4. Official transcript with bachelor's or master's degree in nursing from an accredited program: (CCNE, ACEN, CNEA)
5. GPA of 3.0 or higher on 4.0 scale of undergraduate or graduate degree
6. ESL/international students will have a minimum TOEFL score of 550, computer-based test score of 173 and Internet-based score of 70

Additional Admission Requirements (completed through the Department of Nursing)
1. Complete criminal background check
2. Meet departmental immunization requirements
3. Three professional references from persons able to evaluate the applicant's success in a graduate nursing program; at least one to be completed by immediate or up line supervisor; others to be completed by a professional colleague or university faculty who are familiar with the candidates' work
4. Minimum one-year clinical experience as a registered nurse (RN) – 2080 hours
5. Current, unencumbered RN license
6. Completion of a 3 credit-hour descriptive statistics course at the graduate or undergraduate level

Maintaining Enrollment
To progress and be retained in the MSN program, the following will be achieved:
1. Completed courses as per program schedule, within six (6) years of program entrance.
2. Follow curriculum map progression plan.
3. Achieve a grade of "B" (80%; GPA 3.0 on a 4.0 scale) or better in all nursing courses. A GPA of $\geq$ 3.0 is needed to graduate.
4. A student will be dismissed if he or she receives a second failing grade (<80%, GPA <3.0) or does not complete the program within six (6) years of program entrance.

PROGRAM GRADING PROCEDURE:

A   89.5-100% of total points possible
B   79.5-89.4% of total points possible
C   69.5-79.4% of total points possible
D   59.5-69.4% of total points possible
E $\leq$ 59.4% of total points possible

At the end of the course, individual assignment grades are added together for total points. The final course grade is based on the above percentage of total points earned as outlined in each course syllabus.

Completion Standards/Requirements for the Degree
The following standards must be met:
1. Satisfy all degree requirements.
2. Completion of the program with a minimum cumulative GPA of 3.0 (on a 4.0 scale).
3. Successfully complete portfolio project in the last semester of the program.

The Faculty Role
The faculty in the FNPP believe it is the responsibility of the teacher to create the optimal environment to promote the desire for lifelong learning. The FNPP is designed to meet the needs of the adult learner by providing diverse learning experiences and online instruction that is better designed for the student who is employed.

The Student Role
Students within the FNPP are expected to be responsible, independent, self-motivated and be active participants in the learning environment. Students are required to build upon previously learned content to develop skills necessary in the role of the advanced practice nurse. Students are encouraged to communicate frequently with course faculty to meet learning needs.

Distance Education

The FNPP is taught in an online format (excluding practicum experiences and on-campus advanced procedures lab). The following information outlines specifics related to distance education.

1. The Information Technology (IT) Help Desk is available to students:
   606-783-HELP (4357)
   111 Ginger Hall
   Monday-Friday 08:00 am – 4:30 pm
   Email: ithelpdesk@moreheadstate.edu
2. Blackboard: You can logon to Blackboard first clicking on the "Quicklinks" tab from http://www.moreheadstate.edu/ and then selecting "Blackboard". Your course will be delivered via Blackboard. Information regarding required system specifications can be found at https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support
3. Respondus LockDown Browser: Quizzes and exams (referred to as "test/tests" in the rest of this statement) taken within this course may be administered online via Blackboard and may require the student to load the Respondus LockDown Browser onto the computer being used for the test. Respondus LockDown Browser will effectively "lock down" the browser on your computer only during the Blackboard test, prohibiting any other browsers to be opened while the test is being taken. This is a method of test security chosen by Morehead State University's Department of Nursing. Once loaded on the student's computer, and **prior to beginning each test**, students will click on the Respondus icon on their desktop. *The process of "locking down" the browser may take up to five minutes, so please be patient. Even if it looks as though nothing is "working," it is performing the necessary functions in the background.* **BE PATIENT!** Once the "lock down" has taken place, the student will be able to go into Blackboard and take the appropriate test.   The student will be unable to exit the test until the test has been submitted.
   To download and install LockDown Browser, use this link:
   http://www.respondus.com/lockdown/download.php?id=355135518
   When you're ready to take any test, do the following:
   Start **LockDown Browser** from your desktop (remember to be patient!)
   Log into **Blackboard**, and select the appropriate course.
   Select the appropriate **test**
   Complete and submit the test
   Exit LockDown Browser.
   If you have any difficulties with the Respondus LockDown Browser, you may contact MSU Instructional Technology at:
   Phone: 606-783-2140
   Hours: 8 am-4:30 pm EST Monday-Friday
   E-mail: msuonline@moreheadstate.edu

4. **Shadow Health** is a healthcare simulation program that utilizes various virtual patients to both assist students in learning about health assessment and in evaluating health assessment and clinical reasoning skills. Specifications for minimum system follow.
   DCE Minimum System Specifications for Shadow Health
   Last Updated: Feb 01, 2017 09:51AM EST
   Minimum Computer Specifications

To ensure the best experience possible, please make sure your computer meets or exceeds these system specifications. If you have questions regarding your computer, feel free to call Support at (800) 860-3241

Windows System Specifications

Operating System

- Windows 7 SP1
- Windows 8.1
- Windows 10

Processor

- 2nd Gen Intel Core i3/i5/i7 and newer or AMD equivalent

Memory

- 4GB RAM

Graphics

- Intel series 3000 integrated graphics or better with DirectX 9.0 or newer

Mac System Specifications

Operating System

- OS X Yosemite 10.10
- OS X El Capitan 10.11
- macOS Sierra 10.12

Processor

- 2nd Gen Intel Core i3/i5/i7 and newer

Memory

- 4GB RAM

Graphics

- Intel or AMD graphics

General System Specifications

Display

- 1024x768 or higher resolution display

Internet Connection, Web Browser, and Network

- Chrome, Firefox, Safari, Microsoft Edge, & Internet Explorer.
- A minimum high-speed cable internet connection of 3mbps is required. A 5mbps connection is recommended for quicker load times.
- The DCE performs best when directly connected to the internet. Due to the number of variables introduced when connecting to the DCE using VPN (Virtual Private Network) internet connections, users may experience extended assignment load times.

Required for Speech to Text

- Chrome
- Microphone (most laptops and all Apple Desktop's have a microphone built in)
- A course that is either Health Assessment or Advanced Health Assessment (Pharmacology does not have Speech to Text)

Accessibility

- Shadow Health's Digital Clinical Experiences require the use of a computer monitor, keyboard, and mouse or touchpad. It is our goal to support alternative input modalities to improve accessibility for all users. However, if you are currently unable to use the DCE due to a visual or motor impairment, please contact the Shadow Health Learner Support team.

- Tina Jones™ presents auditory and visual information representative of a human patient. To address auditory accessibility, when Tina Jones speaks, her speech is presented as both audio and text displayed at the bottom of the screen, except in instances where the textual representation would distinguish physical findings (e.g. textual descriptions of breathing sounds). If you require a transcription of these instances due to an auditory impairment, please contact the Shadow Health Learner Support team at support@shadowhealth.com.
- The normal and abnormal sounds within the concept labs are medically accurate, and are produced at a frequency lower than what most laptop speakerscan deliver. To hear these sounds, we strongly recommend that you use a pair of external speakers or headphones to hear the bass frequencies.

Virtual OS
- The use of virtualization technologies (i.e. VMware, Bootcamp, Parallels) is currently not supported when using the Digital Clinical Experience.

5. Minimum student technical skills required for the program include:
   a. Navigate and use Blackboard.
   b. Access the internet via cable modem, DSL, Wifi or network interface.
   c. Understand basic computer usage including keyboard, mouse, CD drive, USB port, and printer.
   d. Use computer operating system (Windows/Mac OS) to find, copy, move rename and delete files, create folders, launch, run, and switch between software applications.
   e. Consult with Microsoft Office to create, format, edit, spell check, save print, and retrieve documents, cut, copy and paste information between and within documents; save a word processing document in text (.doc, .docx, or rtf format).
   f. Use a web browser to open, print and/or save web pages to a local or removable storage drive, open and save PDF files, create, maintain and manage a list of web pages (favorites/bookmarks), use a search engine's basic features to find information on the web.
   g. Download and install programs from remote servers.
   h. Use email to send, receive and open file attachments.
   i. Use a webcam to communicate with course faculty. This will require a high-speed internet connection.
6. Electronic Submission of Assignments:
   a. Do not take a picture of the computer screen and post. This takes up too much space and takes forever to download.
   b. Do not submit multiple files for one assignment. If you are scanning a document, scan multiple pages into one document.
   c. All written assignments must be completed as a **Word (doc. or docx.), Rich Text Format (RTF) or PDF** document. If you do not have Microsoft software products you can download a free office suite that allows you to save your document as a Word, RTF or PDF document. Go to http://www.openoffice.org/ to download a copy of Open Office Writer.
   d. Work that cannot be opened cannot be graded.
   e. Please adhere to these guidelines. The Tutoring and Learning Center (606-783-5105) is also available to help you with computer applications.

EVIDENCE COLLECTION AND DOCUMENTATION STORAGE:

The purposes of a portfolio are to:
- Provide a repository for your educational and professional accomplishments
- Document your educational progression and growth throughout the program
- Evaluate your achievement of program learning outcomes
- Project a professional image through the organization and presentation of the material
- Communicate accomplishments to colleagues and the professional community

Your professional portfolio will contain the following documentation and evidence*:
- Program of Study
- Professional Development Plan
- A current Currriculum Vitae (CV)/Resume
- Portfolio assignments from each course
- Continuing Education (CE), if applicable

- End-of-program Outcomes Evidence Table
- Final Reflection
- *** *Each course will provide information within Blackboard regarding specific portfolio assignments and NURG 650 will provide details regarding formatting and preparation for submission.***

At the beginning of the MSN program, you should have initiated the process of collecting evidence and storing materials and information from each course in an organized way. In preparation for assembling your professional portfolio, you may wish to do the following:

- Set up computer and paper files related to each course throughout the program.
- Organize course files into the categories that help you analyze your learning and development as you progress through the program (papers, journals, reflections, professional development, course assignments, etc.).

Meditrek Portfolio:

The MSU MSN/FNPP Program has chosen an e-portfolio system, which assists students in collecting and documenting their completion of key competencies and assignments within the program. The system also allows the program to showcase the processes in place to assure continuous improvement in student learning—a major component in academic accreditation.

All students who are in the MSN/FNPP Primary Care Program are required to create an e-portfolio in lieu of the University-required comprehensive examination.

PRACTICUM REQUIREMENTS FOR ENROLLMENT

1. Maintain of an active and unrestricted license to practice as a registered nurse (RN) in Kentucky. Please provide copy of verification from KBN at http://kbn.ky.gov. "Not permitted to begin NURG 635 without this documentation being submitted to the CastleBranch website after you register for the course."
2. Have documentation of current American Heart Association's Basic Life Support for Health Care Provider's certification. "Not permitted to begin NURG 635 without this documentation being submitted to the CastleBranch website after you register for the course."
3. Have documentation of compliance with the immunization requirements. You may use the services of the Caudill Health Clinic (tel.#: 606-783-2055) on campus at Morehead State University or a local health provider (physician, physician's assistant or nurse practitioner). "Not permitted to begin NURG 635 without this documentation being submitted to the CastleBranch website after you register for the course."
4. Have documentation of compliance of a 10-Panel Urine Drug Screen. "Not permitted to begin NURG 635 without this documentation being submitted to the CastleBranch website after you register for the course."
5. Have documentation of health insurance. "Not permitted to begin NURG 635 without this material being submitted to the CastleBranch website after you register for the course.
6. Have documentation of professional liability/malpractice insurance. "Not permitted to begin NURG 635 without this material being submitted to the CastleBranch website after you register for the course. Liability insurance is part of your course fee. Merry Jo Cloud (m.cloud@moreheadstate.edu) will email you the document you need to upload.
7. Have documentation of a criminal background check. Please visit the Castlebranch website located at www.castlebranch.com and then click on Place Order. The Package Code is OX41. "Not permitted to begin NURG 635 without this step being completed after you register for the course."
8. Need to be compliant with the Technical Performance Standards.
9. After you register for NURG 635: Nursing Practicum I, II,& III during your 2nd & 3rd year in the program, you can begin submitting the requested documentation. Please visit the CastleBranch website located at www.castlebranch.com and then click on Place Order. The required code is OX41 and OX41dt for the drug screen.

If you have any questions or concerns regarding CastleBranch requirements, please contact:
Merry Jo Cloud
m.cloud@moreheadstate.edu
606-783-2286

Curriculum

The family nurse practitioner (FNP) program prepares registered nurses (RNs) to provide independent general care for family groups and individuals in the context of family living. The curriculum includes instruction in family theory and intervention, evidence-based practice, epidemiology, advanced technologies, health care environment management, role synthesis, family primary care, nursing practice and health care policy, pediatric practice, gerontological practice, health assessment, advanced pathophysiology, clinical pharmacotherapeutics and clinical practice techniques.

Program Objectives
1. Promote the development of knowledge, skills and attitudes in graduate's necessary to function in the advanced practice role as a family nurse practitioner.
2. Provide graduates with a foundation for transition to successful doctoral study.
3. Provide an environment that embraces persons from diverse cultures, varying philosophies, ethnicity and gender.
4. Foster an environment of clinical scholarship to advance patient care practices.
5. Serve the citizens of Eastern Kentucky, the Commonwealth of Kentucky and the global citizenry through the application of clinical prevention and population health.

Program Outcomes
The graduate of the MSN FNPP will be able to:
1. Integrate knowledge from nursing, other fields and research findings into safe, effective, culturally appropriate client centered care for clients across the lifespan.
2. Demonstrate effective leadership, quality improvement and informatics skills at the organizational and systems levels.
3. Interpret translate and disseminate evidence based findings to improve client care process and outcomes.
4. Effectively collaborate with the interprofessional health care team to manage and coordinate care.
5. Demonstrate clinical prevention and population health strategies for individuals, groups and populations.
6. Demonstrate advanced nursing practice that utilizes clinical reasoning skills to positively influence health care outcomes.
7. Demonstrate professional behaviors that are ethical, legal, fiscally responsible and politically informed to effect positive health care outcomes.

Required Courses (49 credits)

NURG 610   Health Assessment for Advanced Practice (3)
NURG 612   Pharmacology for Advanced Practice (3)
NURG 613   Pathophysiology for Advanced Practice (3)
NURG 618   Advanced Evidence Based Practice (3)
NURG 620   Roles and Issues for Advanced Practice (2) *
NURG 621   Roles and Issues for Advanced Practice (Post-MSN) (1) **
NURG 630   Health Promotion and Disease Prevention (3)
NURG 631   Pediatrics for Advanced Practice
NURG 632   Childbearing and Women's Health for Advanced Practice (2)
NURG 633   Care of the Aging Population (3)
NURG 634   Common Alterations in Primary Care (3)
NURG 635   Practicum I (3)
NURG 636   Advanced Procedures (1)
NURG 640   Population Health and Epidemiology (3)
NURG 641   Complex Alteration in Primary Care (3)
NURG 642   Health Policy and Economics (2)
NURG 645   Practicum II
NURG 650   Professional Practice (3)
NURG 655   Practicum III (3)

*Required for students who do not have a previous MSN
**Required for students who have a previous MSN

Students are required to complete 540 practicum clinical hours, two days of advanced procedures lab on campus at Morehead State University and to develop a professional portfolio to satisfy degree requirements.

Master of Science in Nursing, Family Nurse Practitioner

Sample Curriculum Full Time Plan-Fall Semester Start

Year 1						
	Fall Term		Spring Term		Summer Term	
Session	Courses	Credits	Courses	Credits	Courses	Credits
I	NURG 610: Health Assessment for Advanced Practice	3	NURG 612: Pharmacology for Advanced Practice	3	NURG 632: Childbearing and Women's Health for Advanced Practice	2
	NURG 630: Health Promotion and Disease Prevention	3	NURG 631: Pediatrics for Advanced Practice	3		
II	NURG 613: Pathophysiology for Advanced Practice	3	NURG 618: Advanced Evidence Based Practice	3	NURG 636: Advanced Procedures	1
Totals		9		9		3

Year 2						
	Fall Term		Spring Term		Summer Term	
Session	Courses	Credits	Courses	Credits	Courses	Credits
I	NURG 634: Common Alterations in Primary Care	3	NURG 641: Complex Alterations in Primary Care	3	NURG 620: Roles and Issues for Advanced Practice-or (NURG 621: Post MSN Roles and Issues for Advanced Practice)	2 (1)
	NURG 635: Practicum I	1.5	NURG 645: Practicum II	1.5		
II	NURG 635: Practicum I continued	1.5	NURG 645: Practicum II continued	1.5		
	NURG 633: Care of the Aging Population	3	NURG 640: Population Health and Epidemiology	3		
		9		9		2

Year 3						
	Fall Term		Spring Term		Summer Term	
Session	Courses	Credits	Courses	Credits	Courses	Credits
I	NURG 650: Professional Practice	3				
	NURG 655: Practicum III	1.5				
II	NURG 655 Practicum III continued	1.5				
	NURG 642: Health Policy and Economics	2				
		8				

Course Descriptions

NURG 610: Health Assessment for Advanced Practice (2-3-3), I, II
This course focuses on assessment skills necessary for the Advanced Practice Nurse.
Diagnostic reasoning and client centered care across the lifespan will be emphasized.
Prerequisite: Admission to the MSN Program or departmental approval.

NURG 612: Pharmacology for Advanced Practice (3-0-3), I, II
This course focuses on pharmacotherapeutic concepts necessary for the Advanced Practice
Nurse. Clinical reasoning related to pharmacology will be emphasized. Prerequisite:
Admission to the MSN Program or departmental approval.

NURG 613: Pathophysiology for Advanced Practice (3-0-3), I, II
This course focuses on pathophysiology concepts necessary for the Advanced Practice Nurse.
Clinical reasoning related to pathophysiology will be emphasized. Prerequisite: Admission to
the MSN Program or departmental approval.

NURG 618: Advanced Evidence Based Practice (3-0-3), I, II
This course focuses on the critical evaluation of research findings with the application of
research outcomes to the practice setting. Use of evidence based findings to promote positive
outcomes will be emphasized. Prerequisite: Admission to the MSN Program or departmental
approval.

NURG 620: Roles and Issues for Advanced Practice (2-0-2), I, II
This course provides an analysis of professional roles and issues related to the Advanced
Practice Nurse. The history of advanced nursing practice along with current professional
issues will be explored. Prerequisite: Admission to the MSN Program or departmental
approval.

NURG 621: Roles and Issues for Advanced Practice (Post-MSN) (1-0-1) I, II
This course provides an analysis of professional roles and issues related to the Family Nurse
Practitioner. The history and professional issues of the Advanced Practice Nurse will be
explored. Prerequisite: Admission to the MSN Program or departmental approval and
previous completion of a Master of Science in Nursing.

NURG 630: Health Promotion and Disease Prevention (3-0-3), I, II
This course focuses on health promotion and disease prevention strategies for patients across
the lifespan. Health promotion and disease prevention will be explored from the individual to
the population level with incorporation of culturally appropriate strategies. Prerequisite:
Admission to the MSN Program or departmental approval.

NURG 631: Pediatrics for Advanced Practice (3-0-3), I, II
This course explores the role of the Family Nurse Practitioner in primary care of children. Assessment of health status, diagnosis, developing and implementing a treatment plan and follow up evaluation of patient status will be emphasized using an evidence based approach. Prerequisite: NURG 610, NURG 630, Co-Prerequisite NURG 612

NURG 632: Childbearing and Women's Health for Advanced Practice (2-0-2), I, II
This course explores the role of the Family Nurse Practitioner in primary care of women across the lifespan. Assessment of health status, diagnosis, developing and implementing a treatment plan and follow up evaluation of patient status will be emphasized using an evidence based approach. Prerequisite: NURG 610, NURG 630, 612

NURG 633: Care of the Aging Population (3-0-3), I, II
This course explores the role of the Family Nurse Practitioner in primary care of the aging population. Assessment of health status, diagnosis, developing and implementing a treatment plan and follow up evaluation of patient status will be emphasized using an evidence based approach. Prerequisite: NURG 610, NURG 630, NURG 612

NURG 634: Common Alterations in Primary Care (3-0-3), I, II
This course explores common health alterations in primary care that are managed by the Family Nurse Practitioner. Assessment of health status, diagnosis, developing and implementing a treatment plan and follow up evaluation of patient status will be emphasized using an evidence based approach. Prerequisite: NURG 631, 632, Prerequisite/Co-requisite 633

NURG 635: Practicum I (0-9-3), I, II
This course provides a practicum experience providing clinical learning opportunities in primary for the advanced practice nurse. The practicum is held in a variety of settings. Prerequisite: NURG 636, Co/Prerequisite NURG 634

NURG 636: Advanced Procedures (.5-1.5-1), I, II
This course provides hands on practice of advanced procedural skills necessary for the Family Nurse Practitioner. Campus attendance is required. Prerequisite: NURG 612

NURG 640: Population Health and Epidemiology (3-0-3), I, II
This course focuses on population health and epidemiology as related to nursing care. Population centered concepts will be emphasized. Prerequisite: Admission to the MSN Program or departmental approval.

NURG 641: Complex Alterations in Primary Care (3-0-3), I, II
This course explores complex health alterations in primary care that are managed by the Family Nurse Practitioner. Assessment of health status, diagnosis, developing and implementing a treatment plan and follow up evaluation of patient status will be emphasized using an evidence based approach. Prerequisite: NURG 634

NURG 642: Health Policy and Economics (2-0-2), I, II
This course will explore organizational, political, legislative and regulatory processes related to Advanced Practice Nursing. Systems policy development and advocacy strategies will be incorporated. Prerequisite: Admission to the MSN Program or departmental approval.

NURG 645: Practicum II (0-9-3), I, II
This course builds upon the clinical learning provided in NURG 635. Clinical learning opportunities in primary care will be provided for the advanced practice nurse. The practicum is held in a variety of settings. Prerequisite NURG 635, Co/Prerequisite NURG 641

NURG 650: Professional Practice (3-0-3), I, II
This course will explore professional practice concepts necessary for the Advanced Practice Nurse. Quality improvement, organizational and systems leadership, conflict management, change management and development of a business plan will be incorporated. Co-requisite: NURG 655

NURG 655: Practicum III (0-9-3), I, II
This course is the culminating clinical learning experience of the program. Clinical learning opportunities in primary care will be provided for the advanced practice nurse in a variety of settings. Clinical reasoning will be emphasized. Prerequisite: NURG 645, Co-requisite: NURG 650

Proper Formatting of Papers in the Nursing Graduate Program

The Department of Nursing in the School of Health Sciences requires that papers have a correctly formatted title page, an introduction, conclusion and references. Papers are to be formatted using American Psychological Association (APA) style.

The title page will include a running head, student name and university are to be placed in the center of the page and centered (middle) on the page. This information is to be double-spaced.

Students are expected to submit their own original work and cite the work of others. Recycling papers form other classes (self-plagiarism) will result in a grade of zero (0). Students are to avoid excessive quotes and to synthesize information when writing papers, case studies, journals and various other assignments. References should be no older than five (5) years unless it is a seminal reference.

Please see the next page for a sample title page.

Advanced Roles in Nursing Practice

Author Name

Morehead State University

FEES AND EXPENSES

Morehead State University Department of Nursing
Average Costs for a Nursing Student

Tuition
Fall/Spring Semesters

UNDERGRADUATE	PER SEMESTER
Full Time: Kentucky residents (12-18 hours)	$4,375
Full Time: Out-of-state students (12-18 hours)	$6,613
Full Time: International students (12-18 hours)	$11,088
Part Time: Kentucky residents and Ohio reciprocity counties	$365 per credit hour
Part Time: Out-of-state	$552 per credit hour
Part Time: International students	$925 per credit hour
GRADUATE	
Kentucky or Out-of-state residents	$570 per credit hour

Winter/Summer Sessions

UNDERGRADUATE	
Kentucky residents	$365 per credit hour
Out-of-state students	$552 per credit hour
International Students	$925 per credit hour
GRADUATE	
Kentucky or Out-of-state residents	$570 per credit hour

University Fees

Mandatory Fee – Recreation & Wellness Center	$9 per credit hour (max. $100)
Mandatory Facility Fee	$5 per credit hour (max. $60)
Internet Course Fee	$15 per credit hour

Additional Nursing Fees

ITEM DESCRIPTION	COST
Lab Coat	$35.00
Malpractice Insurance	*see Course Fees below, as this is incorporated in practicum courses
Criminal Background Check, Drug Screen, and Immunizations Profile Depository	$136.75
CPR Certification	approx. $60 for initial certification approx. $45 for renewal every 2 years
Medical Insurance	varies based on source of insurance
Course Fees	NURG 610 - $40 NURG 612 - $40 NURG 613 - $40 NURG 618 - $40

	NURG 620 - $40
	NURG 621 - $40
	NURG 630 - $40
	NURG 631 - $40
	NURG 632 – $40
	NURG 633 - $40
	NURG 634 - $40
	NURG 635 - $25
	NURG 636 - $330
	NURG 641 - $585
	NURG 642 - $40
	NURG 645 - $25
	NURG 655 - $25
Stethoscope	$25-$200+
Automobile/Gas	Varies with each student
Books	$120-$520/semester
CAI	NURG 610 Shadow Health $99 NURG 612 Shadow Health $89
Transcript Fee	$7
Graduation Fee (includes cap/gown)	$85
**Nursing Pin	$55.00 + tax to $585.00 + tax, depending upon pin chosen
Board of Nursing Application for Initial APRN Licensure	$165.00 required for KY
Fingerprinting Federal Fingerprint Evaluation	$10.00 $12.00 required for KY
Criminal Background Check (different than one listed previously)	$20.00 required for KY
Jurisprudence Exam	$9 required for KY
National Certification Exam	$395 (ANCC) or $315 (AANP)

Disclaimer: All cost are subject to change without notification.
**These costs are optional.

Academic Advisement

Each student admitted to a program within the Department of Nursing at Morehead State University is assigned a faculty advisor. Students will be notified by email of their assigned advisor and the advisor contact information will be provided. Faculty advisors assist students with issues related to course sequencing, registration, dropping/adding courses, withdrawing from courses and with academic issues related to performance and program progression. Faculty advisors can also assist you with personal issues by referring you to appropriate resources within Morehead State University and community.

Student responsibilities include course schedule planning/registration, successfully completing course work and communicating with the faculty advisor on a regular basis. Students should review the Graduate Catalog and Student Handbook on a regular basis. Furthermore, students should review their individual "Academic Evaluation" at least two times a semester. Students can access the Academic Evaluation by logging on to MYMOREHEADSTATE, then into WebAdvisor and finally choosing "Evaluate Program." The Academic Evaluation outlines program requirements and individual progress toward those requirements. Courses that have been accepted as transfer work will be visible on the Academic Evaluation. Any questions regarding irregularities noted on the Academic Evaluation, should be communicated to the assigned faculty advisor.

Course Load for Graduate Programs

The minimum full-time graduate load for a semester is nine credit hours; for each summer term, it is three credit hours. The maximum load is 15 credit hours for a semester and six credit hours for each summer term. Half-time status is four credit hours for the fall and spring semesters.

Student Representation on Department of Nursing Committees

The Department of Nursing provides for student membership on the following committees: MSN FNP Curriculum Committee, Department of Nursing Student Advisory board, ad hoc committees as needed. Additional opportunities to serve on Morehead State University committees is also available.

Clinical Placement

A variety of clinical sites can be used to meet program requirements of 540 clinical hours. The majority of practicum time should be spent in a primary care related area. Some clinical courses allow up to 60 hours of clinical time in an approved specialty area (obstetrics, pediatrics, etc). Clinical placements must be arranged, approved and contracted by the first day of all clinical courses.

Academic Honesty

Academic integrity is a minimal expectation for students in the FNPP. Academic honesty includes doing one's own work, giving credit for the work of others and using resources appropriately. All students at MSU have the right to learn and develop skills in an academic

environment that embodies academic integrity. Examples of breaches of academic integrity include but are not limited to the following:

- Copying or purchasing assignments and representing the work as one's own
- Copying or purchasing exams (including standardized exams) that are used in the program
- Fraudulent use, distribution or procurement of exams
- Exchanging information with another person during exams (giving/receiving)
- Utilization of unauthorized materials during exams including but not limited to electronic devices
- Writing information on your person or objects to use during exams
- Submission of an exam/assignment in the name of someone other than the author of the exam/assignment
- Misrepresenting reasons for lack of/delay in completion of exams, assignments or course work
- Plagiarizing
    - Having someone else do your work/write your paper
    - Submit an assignment for more than one course
    - Submitting someone's ideas/work as your own
        - Three or more words without being referenced as a quotation
        - Failure to reference a source
        - Copying and pasting from the internet to write an assignment
        - Obtaining an assignment from someone/internet and submitting it as your own work
- Additional information regarding exam procedures will be provided in specific courses that require online examinations as part of the course grade.

If a student is determined to be guilty of academic dishonesty, the faculty member will issue one of the following sanctions:

- Failure of an assignment or exam (zero)
- Failure of a class (grade of E)
- Other appropriate disciplinary action

Other information related to academic dishonesty can be found online in the Eagle Student Handbook (http://www.moreheadstate.edu/dean/).

Students with Disabilities

Americans with Disabilities Act (ADA): Students with disabilities are entitled to academic accommodations and services to support their access and safety. The Office for Disability Services coordinates reasonable accommodations for students with documented disabilities. Although a request can be made at any time, services are best applied when they are requested at or before the start of the semester. Please contact Disability Services at 606-783-5188 or e.day@moreheadstate.edu or visit their website at www.moreheadstate.edu/disability .

TECHNICAL PERFORMANCE STANDARDS

The Technical Performance Standards in the learning and healthcare environment required by the DN will help students determine if accommodations or modifications are necessary. The standards will provide criteria upon which an informed decision of ability to meet requirements and perform the essential functions of nursing practice can be made.

Standard 1: Critical thinking ability sufficient for clinical judgment.
Standard 2: Communication skills sufficient to interact with individuals, families, and groups from a variety of social, behavioral, cultural, and intellectual backgrounds.
Standard 3: Physical abilities sufficient to move from room to room and maneuver in small spaces.
Standard 4: Gross and fine motor abilities sufficient to provide safe and effective nursing care.
Standard 5: Auditory abilities sufficient to monitor and assess health needs.
Standard 6: Visual ability sufficient for observation and assessment and delivery nursing care.
Standard 7: Tactical ability sufficient for physical assessment.

If a student believes that they could not meet one of the standards without accommodation or modifications in the learning and healthcare environment, the nursing program will determine if reasonable modifications can be made using the following process.

1. Before admission to the nursing major, all students will have information regarding the Technical Performance Standards.
2. After admission to the major, students will be given a copy of the Technical Performance Standards.
3. A student who believes that he or she may need assistance in meeting the Technical Performance Standards should contact Evangeline Day, Disabilities Services at MSU, e.day@moreheadstate.edu or visit their website at www.moreheadstate.edu/disability, or call 606-783-5188.

STUDENT PARTICIPATION

Students in the DN are encouraged to provide input to the department faculty and staff regarding the overall curriculum and program. Each course invites student input through course and faculty evaluation. Evaluations are most helpful when they are honest, fair, constructive and pertinent to the class, clinical experience, or course. Faculty will seriously consider student evaluations in making modifications in the course, specific classes and clinical experience. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. The programs invite input through student participation on program curriculum committees. Please contact the Program Coordinator of the respective programs to learn more.

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
MSN FNP Program

Process: Exam Grading & Review
Administer exam and announce review date.
Responsible: Nursing Faculty

↓
Review item analysis of exam and make any adjustments.
Responsible: Nursing Faculty

↓
Post exam scores to Blackboard (no earlier than 24 hours after exam)
Responsible: Nursing Faculty

↓

Faculty consider student comments following exam make any adjustments.
Responsible: Nursing Faculty

↓
Post final exam scores to Blackboard within 4 days of exam. All grades will then be final for that semester on the exam.
Responsible: Nursing Faculty

FAMILY NURSE PRACTITIONER PROGRAM

FORMAL COMPLAINT POLICY

Formal Complaint

A formal complaint is defined as: A written and signed/dated expression of dissatisfaction about the Morehead State University, Master of Science in Nursing, Family Nurse Practitioner Program (FNPP) or its processes, by parties interested in the FNPP.

When a student has an academic dispute with a faculty member over a grade, there are procedures that exist to resolve the complaint in the most satisfactory way for both the student and faculty member. For more information, contact the [Associate Vice President of Academic Programs](#) at 606-783-2003. Download the [*Course Grade Grievance Form*](#) from the MSU website.

Policy: Grounds for filing an academic (grade) appeal include:

1. Alleged prejudice on the part of the instructor which impacts the student's final course grade.
2. Alleged failure to follow the final grading procedure established in the course syllabus that impacts student's final course grade.
3. Alleged erroneous application of established grading procedures on individual assignments that impacts student's final course grade.
4. A significant departure from the instructor's, department's, program's, college's or university announced standards as stated in the course that impacts student's final course grade.
5. Alleged inconsistencies with University or program policy that results in program dismissal or alleged arbitrary application of evaluation/performance standards that results in

It is recommended the student remain in the course and continue to complete all assignments until a final decision has been rendered.

For this procedure:

- "Days" means academic/working days, not calendar days. Dates of classes not being in session will not count toward the time line.
- "Semester" means fall and spring semester. Summer sessions are not considered in the time line.

This policy requires several steps to complete the process.

Step 1: The student should discuss any complaint with the person involved. If the complaint is not resolved at the instructor level, or if the student feels it is not practical to contact the instructor, the student may present the complaint to the chair of the department to which the

instructor is assigned.

The deadline for a student to take the complaint to the faculty member is the 10th day of the beginning of the following semester. If the student is not enrolled the subsequent semester, a letter of inquiry should be mailed to the instructor and the instructor's department chair within the 10th day beginning of the following semester.

Step 2: The instructor must respond in writing to the student within 5 days of the initial contact concerning the complaint.

Step 3: Upon receipt of an unacceptable response from the instructor or the instructor does not respond within 5 days, the student has 10 days to file a formal academic grievance (grade appeal). The student will be required to complete a *Course Grade Grievance Form*. Paper copies can be obtained in the Associate Vice President, Office of Academic Affairs. The completed Course Grade Grievance Form, and any supporting documentation, should be submitted to the instructor's department chair.

Step 4: Upon receipt of the completed Course Grade Grievance form, the department chair will:

1. Request a written response from the instructor addressing the issues raised by the student and
2. Schedule a meeting within 5 days after the official paperwork is filed in the department chair's office.

The instructor, the student filing the grievance, the department chair, and the dean of the responsible college will be in attendance. The student may have his or her academic advisor or a faculty member of the student's choice present.

It will be the purpose of the department chair and the respective college dean to review the grievance and attempt to mediate a settlement. The department chair and the college dean's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

Within 5 days after this meeting, records of the meeting, including all documentation submitted by the student and the recommendation by the department chair and college dean, will be sent to the Associate Vice President, Academic Affairs/ Academic Programs and to the parties' present at the meeting.

Step 5: If the final outcome is not acceptable to the student, the student may appeal to the Academic Standards and Appeals Committee. The student must petition a hearing before this committee within 5 days following the meeting with the instructor, college dean, and department chair. Requests are to be in writing and made to the Associate Vice President, Academic Affairs/Academic Programs. Requests for appeal may be submitted by:

1. Email from the student's official MSU email address to ap@moreheadstate.edu. Requests submitted from any other email address will not be accepted.
2. Paper requests may be submitted to the Associate Provost, Academic Affairs/ Academic Programs office.

Step 6: Upon receipt of the student's petition for a hearing, the Associate Provost, Academic Affairs/ Academic Programs will submit the records of all action to date to the Chair of the Academic Standards and Appeals Committee.

Step 7: Within 10 days following the student's notification of the request for appeal, the Academic Standards and Appeals Committee will meet and review the data and previous recommendations.

1. The committee may request additional information and/or the parties involved to appear before the committee.
2. The Academic Standards and Appeals Committee decision will be sent to the Provost and Vice President for Academic Affairs, with a copy being sent as a matter of record to the Associate Vice President Academic Affairs/Academic Programs, student, faculty, member, department chair, and the faculty member's college dean.

The Provost and Vice President for Academic Affairs is responsible for enforcing the committee's decision. The committee's decision is final.

It is understood that anyone may appeal to the President of the University when due process has been violated or when individual rights are disregarded.

Revised 7/17

Helpful People Resources

Regional Academic Counseling Coordinator
    Lorrina White
    CHER 201BB
    606-783-2639
    l.white@moreheadstate.edu

Academic Specialist (Nursing
    Becki Alfrey
    CHER 201A
    606-783-8998
    re.alfrey@moreheadstate.edu

Academic Departmental Specialist
    Shari Hays
    CHER 201K
    606-783-2296
    s.hays@moreheadstate.edu

Chair of Department of Nursing
    Dr. Lynn C. Parsons
    CHER 201P
    606-783-2642
    l.parsons@moreheadstate.edu

Online Programs Coordinator
    Dr. Lucy Mays
    CHER 201G
    606-783-2773
    l.mays@moreheadstate.edu

Course Faculty and Online Faculty Liaison
    Dr. Michelle McClave
    CHER 201W
    606-783-9527
    m.mcclave@moreheadstate.edu

Dr. Nancy O'Neill
CHER 201SS
606-783-9014
n.oneill@moreheadstate.edu

Dr. Michele Walters
CHER 201F
606-783-9354
ma.walters@moreheadstate.edu

Dr. Tiffany Wright
CHER 201JJ
606-783-2644
tnwright@moreheadstate.edu

If you need help with…..

Camden-Carroll Library
    150 Battson-Oats Drive
    Morehead, KY 40351
    606-783-2200

Information Technology (including Blackboard)
    Open M-F 08:00-16:30
    111 Ginger Hall
    606-783-4357
    ithelpdesk@moreheadstate.edu

MSU A to Z
    (Alphabetized list of resources at MSU)
    http://www.moreheadstate.edu/atoz

MSU Employee Directory
    (Can search by name or department)
    https://secureweb.moreheadstate.edu/directory/

MOREHEAD STATE UNIVERSITY
College of Science
School of Health Sciences
Department of Nursing

STATEMENT OF CONFIDENTIALITY

The student must understand that all information regarding patient/clients must be kept confidential under the provision of *KRS 210.235. The student must understand that any information received may only be used for clinical purposes within the assigned clinical care setting. The student must be aware that violation of the requirement of confidentiality is punishable by a fine of up to five thousand dollars ($5,000) or imprisonment for a term not to exceed five (5) years or both, pursuant to *KRS 210.291.

> *KRS 210.235 - Confidential nature of records

All applications and requests for admission and release, and all certifications, records and reports of the cabinet for human resources which directly or indirectly identify a patient or former patient or a person whose hospitalization has been sought, shall be kept confidential and shall not be disclosed by any person, except insofar as:

1.   The person identified or his guardian, if any, shall consent; or

2.   Disclosure may be necessary to comply with the official inquires of the departments and agencies of the Commonwealth of Kentucky; or

3.   Disclosure may be necessary to comply with the official inquires of the departments and agencies of the United States government; or

4.   A court may direct upon its determination that disclosure is necessary for the conduct of proceedings before it and failure to make such disclosure would be contrary to the public interest. Nothing in this section shall prelude the disclosure, upon proper inquiry of the family or friends of a patient, of information as to the medical condition of the patient.

HISTORY: 1954 c 12, 1, eff. 7-1-54
*KRS = Kentucky Revised Statue

In addition, the student must understand and be compliant with the Health Insurance Portability and Accountability Act (HIPPA), Public Law 104-191, 104th Congress.

WRONGFUL DISCLOSURE OF INDIVIDUALLY INDENTIFIABLE HEALTH INFORMATION
SEC. 1177.
(a)   OFFENSE – A person who knowingly and in violation of this part –

(1) Uses or causes to be used a unique health identifier;

(2) Obtains individually identifiable health information relating to an individual; or

(3) Discloses individually identifiable health information to another person, shall be punished as provided in section (b).

(b)   PENALTIES – A person described in subsection (a) shall—

(1) Be fined not more than $50,000, imprisoned not more than 1 year, or both;

(2) If the offense is committed under false pretenses, be fined not more than $100,000, imprisoned not more than 5 years, or both.

CONFIDENTIALITY PROCEDURE FOR CLINICAL ASSIGNMENTS

The following is to be followed for all oral and written materials related to assigned patients in healthcare agencies:
1. Remove name, initials, and dates of birth from all written documents related to patient assignments.

2. Under no circumstances are photocopies of patient records to be made by nursing students.

3. Only hand-written notes which do not have name(s), initials, or dates of birth, social security number, address or telephone number are to leave the health care agency.
(Only exceptions are assignments that involve home visits.)

SOCIAL NETWORK STATEMENT

Students must strictly observe confidentiality regarding client care and clinical experiences. Discussion of clinical experiences and/or posting of pictures of the clinical setting in any type of social networking is unacceptable and is a violation of patient confidentiality and nurse ethics. Also, appearing in pictures with the student nametag, nursing uniform, and/or lab coat in nonclinical activities is unacceptable. Such postings are a violation of professional expectations, and will lead to course failure or program dismissal. Students are required to view the National Council of State Boards of Nursing (NCSBN) video "Social Media Guidelines for Nurses" video and brochure "A Nurse's Guide to the Use of Social Media." The video and brochure can be downloaded at https://www.ncsbn.org/NCSBN_SocialMedia.pdf.

CODE OF ETHICS

Commitment to the Code of Ethics provides the best possible learning atmosphere for our students and faculty. Fostering critical thinking and problem-solving skills promotes leadership and success for our graduates. Violation of the code may result in disciplinary action. At Morehead State University, it is our goal to:

1. To provide an informative and safe learning environment
2. To promote growth and education for all
3. To develop our students into ethically responsible Nurse Practitioners
4. To promote professionalism and integrity
5. To teach our students how to be a positive driving force for future generations
6. To prepare our graduating classes for leadership roles as Nurse Practitioners
7. To commit to ethical professional conduct from every member of our organization

ADMISSION PROCESS POLICY

Purpose	To outline standards for selecting applicants for program admission.
Standards	To be considered for program admission, applicants must meet minimum criteria established: 1. General admission to graduate study 2. Cover letter/goal statement (1-2 pages in length, typed, double-spaced) for the MSN/FNP program to include: your background description, reasons for wanting to attend the nursing graduate program and a description of post-graduation goals. 3. Current copy of resume' or curriculum vita to include minimum information of: RN licensure (state(s) and number), educational preparation and experience background. 4. Official transcript with bachelor's or master's degree in nursing from an accredited program: (CCNE, ACEN, CNEA) 5. GPA of 3.0 or higher on 4.0 scale of undergraduate or graduate degree 6. ESL/international students will have a minimum TOEFL score of 550, computer-based test score of 173 and Internet-based score of 70 7. Three professional references 8. Minimum one-year clinical experience as a registered nurse (RN) – 2080 hours 9. Current, unencumbered RN license 10. Completion of a 3 credit-hour descriptive statistics course at the graduate or undergraduate level
Requirements	Applicants meeting minimum criteria will be ranked using a quantitate manner as follows: 1. The mean of required references will be determined (maximum 5 points) 2. The GPA (on a 4.0 scale) will be multiplied by 10 (maximum 40 points) 3. The cover letter/goal statement will be evaluated using an established rubric by 3 faculty and the mean score used (maximum score 15 points) 4. Applicants with the highest-ranking scores (maximum 60 points possible) are admitted as space available.
Date	Revised 8/2018

READMISSION POLICY

Purpose	To outline readmission policy regarding Morehead State University's Family Nurse Practitioner Program.
Policy	Students who are dismissed from the Family Nurse Practitioner Program are not eligible for readmission.
Date	8/2018

TRANSFER POLICY

Purpose	To outline transfer requirements for individuals who have completed nursing courses at to other graduate nursing programs and who wish to be considered for admission into Morehead State University's Family Nurse Practitioner Program.
Policy	**Requirements:** Applicants who have completed courses in other graduate nursing programs must fulfill the following requirements in order for course transfer to be considered for the Family Nurse Practitioner Program at Morehead State University: 1. Meet requirements of Morehead State University Transfer Policy (see "Admission to Graduate Study". 2. Be admitted and in good standing to the Family Nurse Practitioner Program. 3. Submit to the Department of Nursing college catalog and syllabi of courses to be evaluated for transfer credit. 4. Pharmacology, pathophysiology and physical assessment courses will only be considered for transfer if completed within the last ten (10) years. 5. Clinical and nursing theory courses will only be considered for transfer if completed within the last five (5) years. NOTE: Enrollment in this program is limited. Applicants wishing to transfer will be considered for admission along with other applicants to the program.
Date	8/2018

REINSTATEMENT POLICY

Purpose	To outline the requirements to be met when normal program sequencing is interrupted by the student.
Policy	**DEFINITION:** Students may be out of sequence because of elective interruption or course failure. **REQUIRED COURSES:** Required courses taken when the student is out of sequence will be counted toward graduation requirements whether the student voluntarily interrupted the program or was required to interrupt the program for course failure. Required courses that are failed while the student is out of sequence will be counted in total course failures as explained in Academic Standards and Progression Policy.
Date	5/2017

Maintaining Enrollment

To progress and be retained in the MSN program, the following must be achieved:
1. Complete courses as per program schedule, within six (6) years of program entrance.
2. Follow curriculum map progression plan.
3. Achieve a grade of "B" (80%; GPA 3.0 on a 4.0 scale) or better in all nursing courses. A GPA of ≥3.0 is needed to graduate.
4. A student will be dismissed if he or she receives a second failing grade (<80%, GPA <3.0) or does not complete the program within six (6) years of program entrance.

Completion Standards/Requirements for the Degree

The following standards must be met:
1. Satisfy all degree requirements.
2. Completion of the program with a minimum cumulative GPA of 3.0 (on a 4.0 scale).
3. Successfully complete portfolio project in the last semester of the program.

HEALTH REQUIREMENTS

All students entering Morehead State University's Department of Nursing must have verification of immunizations and health insurance compliance on file with Castle Branch. A student will **not** be allowed to enter the clinical area until verification of immunizations and health insurance and clinical requirements are on file with Castle Branch. The delay in verification of immunizations and other health requirements could result in an unsatisfactory clinical evaluation. Diagnostic test requirements are subject to change.

BASIC LIFE SUPPORT (BLS)

All students are required to maintain current American Heart Association BLS certification for Health Care Providers to enter the clinical area and remain in clinical settings within the educational semester. If a clinical agency requires PALS/ACLS, then the student must maintain current PALS/ACLS certification. A student will not be allowed to enter the clinical area until verification of BLS is on file with Castle Branch. It is the students' responsibility to ensure that verification of BLS is on file in the Department of Nursing office. The delay in verification of BLS could result in an unsatisfactory clinical evaluation.

POLICY ON INFECTIOUS DISEASES

The Department of Nursing adheres to Morehead State University's "Guidelines on Institutional Response to AIDS". Students will utilize www.cdc.gov as a resource as well as facility policies and procedures.

LIABILITY INSURANCE STATEMENT

All students in the nursing program must have current liability insurance coverage for all clinical nursing courses. A student will **not** be allowed to enter the clinical area until liability insurance has been paid. Payment of the insurance fee is part of the course fee structure for clinical courses.

INJURY LIABILITY

The student is responsible for coverage of health care costs associated with injury or illness during assigned clinical/laboratory/service activity experiences. Please refer to *The Eagle Student Handbook* for more information on Student Health Services.

STUDENT RECORDS REQUIREMENT

All students enrolled in the Department of Nursing are required to notify the Academic Counseling Coordinator of any changes in name, local or permanent address, and/or phone number. All information is considered confidential and will not be released. References will be furnished as requested providing the potential employer sends a statement signed by the student (or graduate) granting permission for the information to be released. Written permission must also be provided to allow information to be sent to other educational programs.

CHANNELS OF COMMUNICATION

Students who have an academic complaint, grade challenge, or are seeking clarification of course requirements should first talk with the instructor involved. If the student is not satisfied with the information/action at this level, he/she may discuss the situation at the next level. The rank order for this communication is as follows: clinical instructor (if applicable), course leader, program coordinator, department chair, college dean, provost, and president. For information on the academic grievance procedure, see the undergraduate catalog.

DISTANCE EDUCATION

Distance education is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, or audio, video, or computer technologies.
The Department of Nursing students must follow the technology requirements are listed in individual course syllabi. Blackboard is the online educational platform currently utilized at MSU. You can logon to Blackboard first clicking on the "Quicklinks" tab from http://www.moreheadstate.edu/ and then selecting "Blackboard". Your course will be delivered via Blackboard. Information regarding required system specifications can be found at https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support

ABSENCE STATEMENT

Examinations: Examinations are to be taken at the scheduled time. If absence is unavoidable, it is the student's responsibility to contact the instructor **prior to** the scheduled examination time. Make-up examinations for excused absences will be at the discretion of the course instructor. Contacting course faculty regarding making up missed examinations is the responsibility of the student and must be done upon return to class. Failure of the student to adhere to these guidelines will result in a zero for the examination. Make-up exams may be of a format different from the original.
Clinical: Attendance in clinical and campus lab is required. If an absence is unavoidable, the student **must** personally notify the clinical instructor **prior** to the scheduled clinical or campus lab. Clinical absences in excess of 12 hours will require a mandatory meeting with the course leader and/or program coordinator to determine if progression is allowed.

CERTIFICATION AND LICENSURE

Graduates of the any family nurse practitioner program must successfully pass a certification exam for family nurse practitioners and obtain board of nursing licensure to practice as an advanced practice nurse.
1. Application for licensure must be filed with the appropriate state board of nursing.
2. Certification exams must be approved by the appropriate state board of nursing. Current certification exams for family nurse practitioners include:
    a. American Academy of Nurse Practitioners (AANP) Family Nurse Practitioner Exam

      b.   American Nurses Credentialing Center (ANCC) Family Nurse Practitioner Exam.

ELECTIVE PROGRAM INTERRUPTION

 1. Students may elect to interrupt the sequence of the nursing program with permission of the nursing coordinator for one of the following:
      a. Course Auditing - students may audit one nursing course.
      b. Leave of absence - students may request a leave of absence from the nursing program for personal reasons.
      c. Withdrawal from nursing course(s)
2. A student who is out of program sequence for any of the above reasons will be reinstated into the appropriate nursing course(s) providing:
      a. space is available in the appropriate nursing class.
      b. a letter of intent to remain in the program was submitted to the program coordinator prior to the interruption.
      c. The projected program completion date will be within seven semesters after initial entry into the program.
3. It is the responsibility of the student to verify with the program coordinator availability of space before registration.
4. Transfer students see Transfer Policy.
5. Exceptions to this policy will be reviewed on an individual basis and final approval must be given by the program coordinator.

COURSE FAILURE

1. A student who is out of program sequence because of failure to satisfactorily complete a required course(s) will be reinstated into the appropriate nursing course(s) providing:
      a. Space is available in the appropriate nursing class. Students out of sequence will only be considered after all eligible new student applicants have been exhausted.
      b. A letter of intent was submitted to the program coordinator at the time of course failure(s).
      c. The required course(s) was (were) successfully completed.
      d. Course failures have not exceeded limits as stated in the Academic Standards and Progression Policy.
      f. Minimum cumulative GPA is 3.0 on all work at the university.
3. It is the responsibility of the student to verify with the program coordinator availability of space in the nursing class prior to pre-registration.

CLINICAL DRESS CODE

1. The dress code for all clinical courses will consist of a white lab coat and official MSU student name badge.
2. Closed toed shoes must be worn.
3. All clothing must be neat and clean. Clothing will comply with agency policy, which can be business casual or scrubs. No jeans.

4. Hair must be clean.
5. Natural fingernails must be clean, well-groomed and cut short (not to extend beyond the fingertip). Artificial nails, overlays, bonding, tips, wrapping, tapes or other nail enhancements are not acceptable.
6. Makeup can be used in moderation.
7. The only accepted jewelry is a plain band type ring, a watch, and one pair of small studs for pierced ears. Visual facial piercings including nose, tongue, face or other body piercings are not permitted.
8. All visible tattoos must be covered during the clinical experience.

SMOKING POLICY

Each student must follow the smoking policy of each clinical agency to which they are assigned. Violation of agency smoking policies will result in an unsatisfactory for the clinical. Any student who comes to clinical smelling like smoke will be sent home and given an unsatisfactory for the clinical. Second-hand smoke is detrimental to the patients and it is our responsibility to protect the patients always. This also applies to any other smoking apparatuses.

University Smoking policy: The *Eagle Student Handbook* contains the Tobacco Policy. The policy is documented in a University Administrative Regulation 902.01 which can be found under the Student Conduct Code section of the handbook.

ACCIDENTS, INJURIES, AND/OR SERIOUS ILLNESSES

The Department of Nursing will follow the guidelines for student accidents, injuries and/or serious illness outlined in the Morehead State University Emergency Operations Plan.

ACADEMIC STANDARDS AND PROGRESSION POLICY

PURPOSE: To outline for the student academic standards to be met for progression in the Family Nurse Practitioner Program.

STANDARDS FOR PROGRESSION: The following academic standards are required for student progression in the Family Nurse Practitioner Program.
The student will:
1. Complete each required course in the curriculum with a minimum grade of "B".
2. Achieve a "B" or higher grade in nursing support courses which are required at each semester level prior to progressing to subsequent nursing courses.
3. Achieve a satisfactory in clinical for nursing courses with a clinical component.
4. Maintain a minimum cumulative GPA of 3.0 on all work at the University.
5. Cease to attend clinical immediately upon receiving two "U"s at any time during a clinical rotation.
6. Repeat both theory and clinical components of a nursing course in which less than a "B" grade is achieved; or when the clinical component is evaluated as unsatisfactory.
7. Repeat required support courses in which less than a "B" grade is achieved prior to progressing to the next nursing course.
8. If a course repeat is required, the student must submit a written request at the time of course failure to the coordinator of the Family Nurse Practitioner Program stating the desire to repeat the course. If a written statement is not received it will be considered an unofficial withdrawal from the program.
9. For consideration for reinstatement in the nursing program the student may be required to complete an interview with the Admissions and Progression Committee.
10. Be reinstated in the nursing program providing:
    a. Space is available in the nursing class.
    b. Recommendation for reinstatement was made by the Admission and Progression Committee.
    c. Submission of written request for reinstatement was made.
    d. Required general education/support courses were successfully completed.
    e. Course failures have not exceeded one course.
11. Maintain current American Heart Association (AHA) cardiopulmonary resuscitation (CPR) certification for Basic Life Support for Healthcare Providers.
12. Present evidence of current liability insurance and health insurance coverage payment before progressing into a clinical nursing course that requires learning activities within a health care facility.
13. The Department of Nursing expects students to conduct themselves in a professional manner that is in accordance with the Code of Ethics for nursing. The Code of Ethics for Nurses serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

A student demonstrating any of the following will be dismissed from the program prior to the end of the semester:
    a. Inability to transfer theory into practice.
    b. Consistent lack of understanding of his/her limitations.

c. Inability to anticipate the consequences of action or lack of action.

d. Consistent failure to maintain communication with faculty and staff about client care.

e. Dishonesty about client care.

f. Commitment of a civil/criminal act in the educational area.

g. Breach of patient confidentiality.

h. Impaired behavior.

i. Unprofessional behavior or acts of incivility that place a client or colleague in physical or emotional jeopardy.

   Examples of incivility include but are not limited to:

      i. using the "silent treatment"

      ii. spreading rumors

      iii. badgering or back-stabbing

      iv. rude or obnoxious behavior

      v. sabotaging a project

      vi. damaging someone's reputation

      vii. using humiliation, put-downs, and intimidation

      viii. failing to support a peer in collaborative relationships

      ix. setting up someone for failure

      x. undermining of work

      xi. verbal abuse

      xii. public reprimands

      xiii. sarcasm

      xiv. destroying confidence

      xv. losing one's temper or yelling at someone

      xvi. continual criticism

      xvii. encouraging others to turn against a peer

   j. Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and procedures.

   k. Failure of acceptance to a clinical site based on unprofessional behavior.