

# MOREHEAD STATE UNIVERSITY

College of Science  
School of Health Sciences  
Department of Nursing



## Graduate MSN-FNP Handbook

Supplement to

*Morehead State University Student Handbook*

2021-2022

The baccalaureate degree program in nursing and master's degree program in nursing at Morehead State University are accredited by the Commission on Collegiate Nursing Education, [655 K Street NW, Suite 750, Washington, DC 20001](https://www.ccnur.org/), 202-887-6791

The Department of Nursing adheres to the current Non-Discrimination Statement as published on the Affirmative Action Office webpage:

<https://www.moreheadstate.edu/Student-Affairs/Dean-of-Students/Student-Handbook/Nondiscrimination-Statement>

Any inquiries should be addressed to the Affirmative Action Officer/ADA Coordinator, Morehead State University, Affirmative Action Officer, 217 Adron Doran University Center, Morehead, KY 40351, 606-783-2517.

## **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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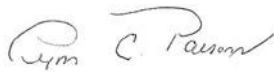
***Welcome to the Graduate Program in Nursing at Morehead State University!***

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 contact 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](mailto: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 has earned 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!



Dr. Lucy Mays, DNP, APRN, FNP-BC  
Professor and Online Nursing Programs Coordinator  
Director of Distance Education in Nursing  
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."



## **Certification and Licensure Disclosure**

Graduates from the MSN FNP Program are prepared to apply for national certification as a FNP through the American Nurses Credentialing Center (ANCC) and the American Association of Nurse Practitioners (AANP). Educational preparation does not guarantee national certification exam (ANCC or AANP), state licensure must be sought and obtained from the respective state board of nursing in order to practice as a FNP.

## **Nursing Programming at Morehead State University**

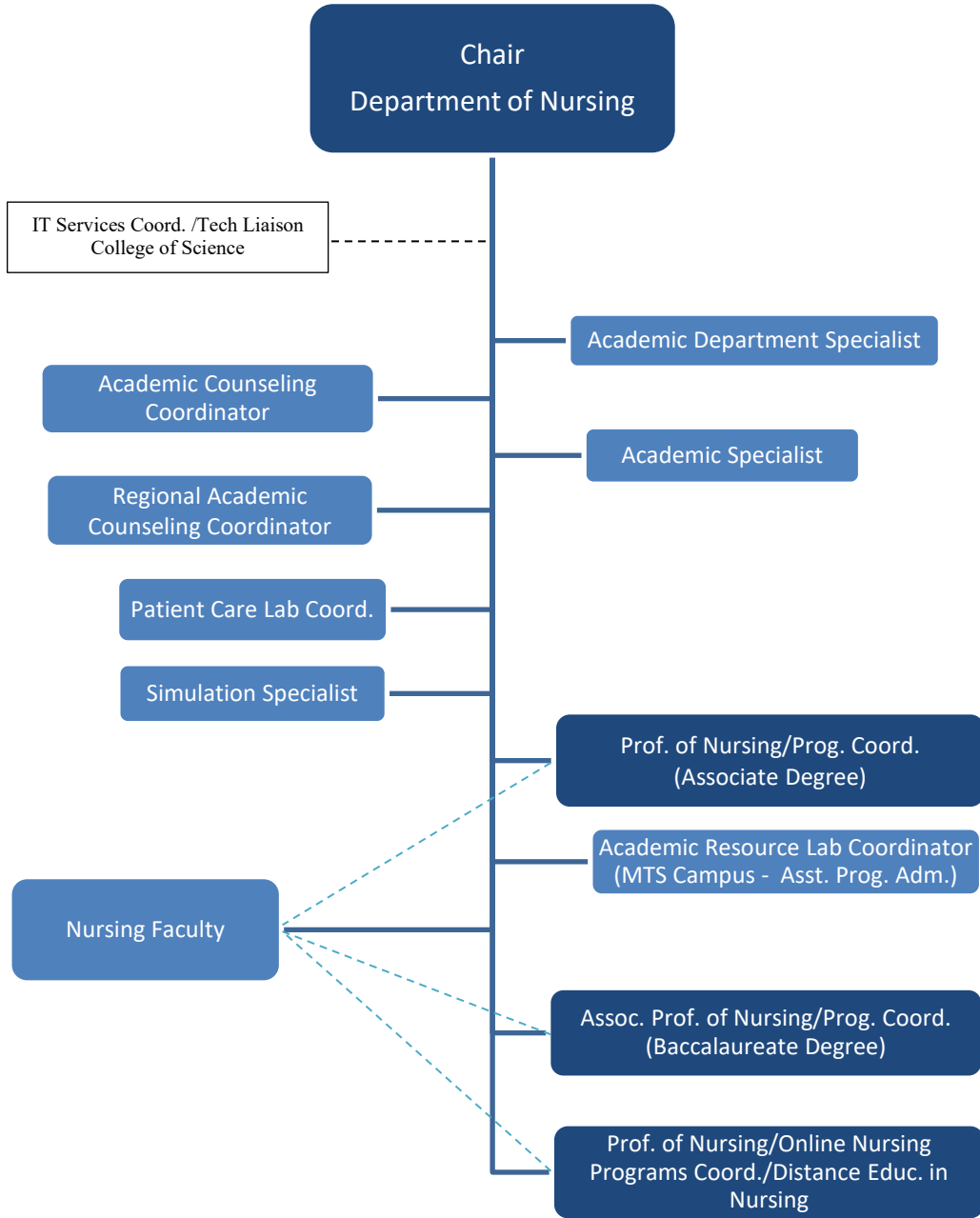
The Department of Nursing currently houses three undergraduate programs and one graduate program. Nursing programming at MSU offers a variety of pathways to enter the profession of nursing and to promote increased career options including advanced nursing practice.

The Associate Degree in Nursing Program (ADNP) admits student to the program each semester and is offered on both the main Morehead Campus and at the Mt. Sterling extended campus at the Clay Center. The Associate of Applied Science in Nursing (AASN) program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The Pre-licensure Bachelor of Science in Nursing (BSN) admits students to the program each semester and is located on the main Morehead Campus. The Post-licensure Bachelor of Science in Nursing (BSN) Nursing Program (RN-BSN) is offered fully online and admits students each semester in an ongoing basis. The Commission on Collegiate Nursing Education (CCNE) accredits both the pre-licensure BSN and the RN-BSN programs.

The Department of Nursing added a graduate program (Master of Science in Nursing, Family Nurse Practitioner Program) beginning Fall 2017. 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 accredited 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 nursing programming of quality.

# Department of Nursing Organizational Chart



## **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.

## **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.

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.*

## **Completion Standards/Requirements for the Degree**

Satisfy all degree requirements.

1. Completion of the program with a minimum cumulative GPA of 3.0 (on a 4.0 scale).
2. Successfully complete the portfolio project (as required for NURG 650) in the last semester of the program.

## **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	≤ 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 (as required in NURG 650) in the last semester of the program.

## **The Faculty Role**

The Morehead State University faculty have graduate degrees related to their area of nursing practice. The faculty serve as educators, facilitators, mentors, role models, clinicians and resource persons in areas related to their area of nursing practice. Full-time tenure and tenure track faculty roles include teaching, professional achievement (scholarship) and service. Full-time faculty in the instructor position have roles that include teaching and service. Part-time faculty provide instruction in various courses based on programmatic needs. Faculty who oversee practicum courses, are nationally certified as family nurse practitioners. Faculty evaluate student performance and assign student grades. Faculty maintain open communication with students and preceptors. The program coordinator and department chair administer various components of the program. This includes course scheduling and oversight of practicum agencies, including contractual agreements. The program administrators, in conjunction with the faculty develop, implement, interpret and revise policies and procedures related to the program.

## **The Student Role**

Students in the program are adult learners who come to the program with the foundation including a minimum of a baccalaureate degree in nursing and significant practicum experience. Students must build upon this foundation to become advanced practice registered nurses. Adult learners must be self-directed, adaptable, motivated, draw upon previous experiences to relate learning to real world situations and be able to identify and address areas of weakness. Students must follow established program policies and guidelines and seek clarification as needed. Students must complete assignments according to established criteria and seek safe opportunities to practice new skills.

## 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. IT Help Desk

606-783-HELP

8 am-4:30 pm EST Monday-Friday

[ithelpdesk@moreheadstate.edu](mailto:ithelpdesk@moreheadstate.edu)

Use for password issues or WebAdvisor Problems

Resources for students regarding technology can be found at:

<https://www.moreheadstate.edu/Academic-Affairs/Undergraduate-Education-and-Student-Success/Distance-Education-and-Instruction-Design/Students>

The Office of Distance Education & Instructional Design (DEID) Help Desk

606-783-2140

8 am-4:30 pm EST Monday-Friday

[blackboard@moreheadstate.edu](mailto:blackboard@moreheadstate.edu)

2. **Blackboard** and other questions: 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](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support)

Respondus LockDown Browser and Monitor: Quizzes and exams (referred to as “test/tests” in the rest of this statement) taken within this course will be taken online via Blackboard and will 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.

Your program also requires that tests be taken using the Respondus Monitor webcam. Prior to the start of every Monitor webcam session, you will be asked to perform a series of events, listed below. You will be provided instructions for each event, as you are being asked to perform them.

- Perform a webcam check.
- Show your ID.
  - Hold your identification to the camera and select “Take Picture”
- Perform an environment check.
  - Make sure the area around your computer is clear of papers, books, phones, etc.
  - Click “Start Recording” and slowly tilt/pan your webcam so a brief video can be made of the area around your computer. If the webcam is built into the monitor, just do your best to show the surrounding area.
- Receive additional instructions.

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: [blackboard@moreheadstate.edu](mailto:blackboard@moreheadstate.edu)

**3. 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**  
**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**

- g. OS X Yosemite 10.10
- h. OS X El Capitan 10.11
- i. macOS Sierra 10.12

### **Processor**

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

### **Memory**

- k. 4GB RAM

### **Graphics**

- l. Intel or AMD graphics

### **General System**

#### **Specifications Display**

- m. 1024x768 or higher resolution display

### **Internet Connection, Web Browser, and Network**

- n. Chrome, Firefox, Safari, Microsoft Edge, & Internet Explorer.
- o. A minimum high-speed cable internet connection of 3mbps is required. A 5mbps connection is recommended for quicker load times.
- p. 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**
- q. Chrome
- r. Microphone (most laptops and all Apple Desktop's have a microphone built in)
- s. A course that is either Health Assessment or Advanced Health Assessment (Pharmacology does not have Speech to Text)

### **Accessibility**

- t. 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.
- u. 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.
- v. The normal and abnormal sounds within the concept labs are medically accurate and are produced at a frequency lower than what most laptop speakers can 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**

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

4. Minimum student technical skills required for the program include:
  - a. Navigate and use Blackboard.
  - b. Access the internet via cable modem, DSL, Wi-Fi 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.
5. 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 Curriculum 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 Healthcare Professionals 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 Counseling & Health Services (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](mailto: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](http://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 2<sup>nd</sup> & 3<sup>rd</sup> year in the program, you can begin submitting the requested documentation. Please visit the CastleBranch website located at [www.castlebranch.com](http://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](mailto: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 610L	Health Assessment Lab (0)
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 (3)
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 (3)
NURG 650	Professional Practice (3)
NURG 655	Practicum III (3)
AVH 600	Managing the Patient with Opioid Use Disorder***

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

\*\*Required for students who have a previous MSN

\*\*\*Elective class, not part of the required curriculum

Students are required to complete 600 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 610: Lab	0	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 636/636L: 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)
	NURG635: Practicum I	1.5	NURG 645: Practicum II	1.5		
II	NURG635: Practicum I continued	1.5	NURG 645: Practicum II continued	1.5		
	NURG633: 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 642: Health Policy and Economics	2				
	NURG655: Practicum III	1.5				
II	NURG 655 Practicum III continued	1.5				
	NURG 650: Professional Practice	3				
		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. Admission to the MSN Program or departmental approval.

### **NURG 610: Health Assessment for Advanced Practice Lab**

Co-requisite to NURG 610

### **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. Admission to the MSN Program or departmental approval. Prerequisite: NURG 610.

**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. Admission to the MSN Program or departmental approval. Prerequisite: NURG 610. Corequisite: NURG 612 may also be taken.

**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. Admission to the MSN Program or departmental approval. Prerequisite: NURG 610 and 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. Admission to the MSN Program or departmental approval. Prerequisite: NURG 636.

**NURG 635: Practicum I (0-9-3), I, II**

This course provides a practicum experience providing clinical learning opportunities in primary care for the advanced practice nurse. The practicum is held in a variety of settings. Admission to the MSN Program or departmental approval. Prerequisite: NURG 636, Corequisite 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. Admission to the MSN Program or departmental approval.

**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, Corequisite 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.

**AVH 600: Managing the Patient with Opioid Use Disorder (3-0-3); petition required**

This course is designed for the multidisciplinary health care practitioner to deliver high-quality, evidence-based treatment for patients with opioid addiction. This course is designed for both student and licensed advanced practice nurses, physician assistants, and physicians. Admission to the course requires departmental approval. This course is an elective, not a requirement of the program.

## **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 the latest edition of American Psychological Association (APA) style.

The title page will include the following:

- Title of the paper: bold, centered, and positioned in the upper half of the title page (then TWO double-spaces)
- Name of the author: (first name, middle initial, last name and omit all professional titles and academic degrees or licenses) centered and in standard (non-bold, non-italic) font
- Academic affiliation: name of department or division and the name of the institution, separated by a comma
- Course title: abbreviation and number, followed by a colon and the full title of the course
- Instructor title: use their earned or preferred salutation (Dr., Mr., Mrs., Ms.) and their name; check with the instructor for their preferred format
- Assignment due date: written in the month, date, and year format
- Page number: on all pages right flush in the header

**Title of the Paper**

Your Name

Department of Nursing, Morehead State University

Name of Course

Faculty Name

Date

## 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)	\$4,541
Full Time: Out-of-state students (12-18 hours)	\$6,863
Full Time: International students (12-18 hours)	\$11,507
Part Time: Kentucky residents and Ohio reciprocity counties	\$379 per credit hour
Part Time: Out-of-state	\$572 per credit hour
Part Time: International students	\$959 per credit hour
GRADUATE	
Kentucky residents (excluding Volgenau College of Education 600-level courses), out-of-state residents, or international students	\$570 per credit hour
Kentucky residents (Volgenau College of Education 600-level courses)	\$379 per credit hour

#### University Fees

Mandatory Fee – Recreation & Wellness Center	\$9 per credit hour (max. \$100)
Mandatory Facility Fee	\$7.50 per credit hour (max. \$90)
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. \$37 for initial certification approx. \$37 for renewal every 2 years
Medical Insurance	varies based on source of insurance
Course Fees	NURG 620 - \$41 NURG 621 - \$41 NURG 630 - \$41 NURG 631 - \$41 NURG 632 - \$40 NURG 633 - \$40 NURG 634 - \$40 NURG 635 - \$65 NURG 636 - \$370

	NURG 641 - \$95 NURG 642 - \$41 NURG 645 - \$115 NURG 650 - \$95 NURG 655- \$180
Stethoscope	\$25-\$200+
Automobile/Gas	Varies with each student
Books	\$120-\$520/semester
CAI	NURG 610 Shadow Health \$ 103.99 fee NURG 612 Shadow Health \$ 103.99 fee
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	\$10.00
Federal Fingerprint Evaluation	\$13.25 required for KY
Criminal Background Check (different than one listed previously)	\$20.00 required for KY
Jurisprudence Exam	\$15 required for KY
National Certification Exam	\$395 (ANCC) or \$315 (AANP)

**Disclaimer: All costs 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 600 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. All students at Morehead State University are required to abide by accepted standards of academic honesty. Academic honesty includes doing one's own work, giving credit for the work of others, and using resources appropriately. Guidelines for dealing with acts of academic dishonesty can be found in the academic catalog. 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/> ).

### **Respondus WebMonitor Directions**

This exam/quiz is a closed note, closed book assignment. Outside resources are not permitted when taking this exam/quiz. The only resource permitted during testing is your knowledge. Testing is a measure of your personal growth without the assistance of outside sources (peers, Google, notes, textbooks, etc.). The testing environment must be in a well-illuminated, private area with a clutter/distraction free surface to allow consistent facial recognition. Course faculty will view audio



and video recordings of your testing experience to evaluate for academic dishonesty. While most students achieve positive outcomes based on their own merit, these measures are in place to promote fairness and academic honesty in all students.

- You are to provide a complete environmental scan as directed by Respondus. This includes 360 degrees and your testing surface. You must also show your bare forearms in this environmental screen. Failure to complete the environmental scan will result in an automatic zero (0) for the assignment/exam/quiz.
- You may wear basic foam earplugs. If you do choose to wear basic foam earplugs you must hold up both earplugs for visualization during the pre-exam time.
- You cannot wear headphones, ear buds or watches/bracelets.
- You cannot have any electronic device in the testing area other than the computer you are using to test. You cannot wear a smart watch; have an iPad, cell phone or similar device in the testing area.
- You cannot wear a hat.
- You cannot have any food or drink in the testing area. No water or beverage bottles.
- You are to keep your eyes on the screen. Though slight movements are sometimes necessary, please be conscious that repeatedly looking up, down or to the side brings about concerns of academic dishonesty.
- Do not say anything aloud when taking this exam. You cannot read test questions or answer responses aloud.

Students that fail to follow testing guidelines, will be notified of testing concern(s), and may receive a grade of zero (0) for the assignment/exam/quiz. If you have any questions or concerns regarding these guidelines, contact your course faculty prior to testing.

Following completion of the exam/quiz, students will not have immediate access to their score or individual question feedback. Faculty will review Respondus WebMonitor videos after the due date/time, prior to finalizing exam/quiz grades. Upon finalization of the grade, faculty will set the exam/quiz to allow for student review of missed questions and feedback.

### **Policy for Accommodating Students with Disabilities**

Professional staff from MSU Academic Services Center (ASC) coordinates efforts to address accessibility needs and class accommodations with instructors of students who have learning or physical disabilities. Faculty will cooperate with the ASC staff to accommodate the needs of students taking departmental courses.

## 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](mailto:e.day@moreheadstate.edu) or visit their website at [www.moreheadstate.edu/disability](http://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 for Undergraduate Education and Student Success](#) at 606-783-2003. Download the [Course Grade Grievance Form](#).

When a student has an academic dispute with a faculty member over a grade, ([UAR 112](#)) identifies procedures to resolve the complaint in the most satisfactory way for both the student and faculty member. For more information, contact the Associate Vice President Undergraduate Education and Student Success at 606-783-2003.

### **Descriptions: A student may file an academic grievance for the following reasons:**

1. Alleged prejudice on the part of the instructor that 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. Alleged significant departure from the instructor's, department's, program 's, college's or university's announced standards as stated in the course syllabus, catalog description and/or other written materials.
5. Alleged inconsistencies with University or program policy, or alleged arbitrary application of evaluation/performance standards, that results in program dismissal.

### **Process for Academic Grievance**

**Note:** If a student wishes to appeal a course grade, it is recommended that he or she remain in the course and continue to complete all assignments until a final decision has been rendered. An academic grievance for grade appeal may be filed only in cases where the student wishes to contest a final course grade (i.e., grade-related grievances will not be accepted for individual assignments or midterm grades).

For the purpose of this procedure,

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

**Step 1.** The student should discuss any complaint with the instructor 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 to the instructor's department chair/associate dean by the 10th day of the 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 if the instructor does not respond within 5 days, the student has 10 days to file a formal academic grievance.

The student will be required to complete an [Academic Grievance form](#). The form can be electronically retrieved by [clicking here](#). Paper copies also can be obtained in the Office of the Provost. The completed Academic Grievance form, and any supporting documentation, should be submitted to the instructor's department chair/associate dean.

**Step 4.** Upon receipt of the completed Academic Grievance form, the department chair/associate dean 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/associate dean's office.

The instructor, the student filing the grievance, the department chair/associate dean, 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/associate dean and the respective college dean to review the grievance and attempt to mediate a settlement. The department chair/associate dean 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/associate dean and college dean, will be sent to the Associate Vice President for Undergraduate Education & Student Success and to all 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/associate dean.

Requests are to be in writing and made to the Associate Vice President for Undergraduate Education & Student Success.

Requests for appeal may be submitted by:

1. electronic mail 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 Office of the Associate Vice President for Undergraduate Education & Student Success.

**Step 6.** Upon receipt of the student's petition for a hearing, the Associate Vice President of Undergraduate Education & Student Success will submit the records of all action to date to 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 of Undergraduate Education & Student Success, student, faculty member, department chair/associate dean, 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.

## Helpful People Resources

### Regional Academic Counseling Coordinator

Lorrina White  
CHER 201BB  
606-783-2639  
[l.white@moreheadstate.edu](mailto:l.white@moreheadstate.edu)

Dr. Shannon Smith-Stephens  
CHER 201DD  
606-783-8716  
[s.smithstephens@moreheadstate.edu](mailto:s.smithstephens@moreheadstate.edu)

### Academic Specialist

Marlene Blankenbuehler  
CHER 201A  
606-783-9370  
[mar.blanken@moreheadstate.edu](mailto:mar.blanken@moreheadstate.edu)

Dr. Michele Walters  
CHER 201F  
606-783-9354  
[ma.walters@moreheadstate.edu](mailto:ma.walters@moreheadstate.edu)

### If you need help with.....

### Academic Departmental Specialist

Shari Hays  
CHER 201K  
606-783-2296  
[s.hays@moreheadstate.edu](mailto:s.hays@moreheadstate.edu)

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

### Chair of Department of Nursing

Dr. Lynn C. Parsons  
CHER 201P  
606-783-2642  
[l.parsons@moreheadstate.edu](mailto:l.parsons@moreheadstate.edu)

Information Technology  
111 Ginger Hall  
606-783-4357  
[ithelpdesk@moreheadstate.edu](mailto:ithelpdesk@moreheadstate.edu)

### Online Programs Coordinator & Director of Distance Education in Nursing

Dr. Lucy Mays  
CHER 201G  
606-783-2773  
[l.mays@moreheadstate.edu](mailto:l.mays@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/>

### Course Faculty

Lindsey Barrett  
CHER 201JJ  
606-783-2236  
[l.barrett@moreheadstate.edu](mailto:l.barrett@moreheadstate.edu)

Charla Burchett  
CHER 201SS  
606-783-2279  
[cdburchett@moreheadstate.edu](mailto:cdburchett@moreheadstate.edu)

Dr. Michelle McClave  
CHER 201W  
606-783-9527  
[m.mcclave@moreheadstate.edu](mailto:m.mcclave@moreheadstate.edu)

### The Office of Distance Education & Instructional Design (DEID)

provides Blackboard support for students, faculty and staff, as well as consultation and technology training.  
100 Camden-Carroll Library  
Commons Area  
606-783-2140  
[blackboard@moreheadstate.edu](mailto:blackboard@moreheadstate.edu)

**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-Conditions under which records may be disclosed.

All applications and requests for admission and release, and all certifications, records and reports of the Cabinet for Health and Family Service 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 carry out the provisions of the Kentucky Revised Statutes, and the rules and regulations of cabinets 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. Disclosure may be necessary for:
  - a. Treatment of the patient by any health care provider involved in the patient's care.
  - b. Treatment, payment, or health care operations under the federal Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191, including disclosure between health care providers through an electronic health information exchange or network; or
  - c. Participation by health care providers through an electronic health information exchange or network for the purpose of meeting the requirements of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, and its related federal regulation; or



5. 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 preclude the disclosure, upon proper inquiry of the family or friends of a patient, of information as to the medical condition of the patient.

**Effective:** July 15, 2014

**History:** Amended 2014 Ky. Acts ch.12, sec. 1, effective July 15, 2014. – Amended 2005 Ky. Acts ch.99, sec. 317, effective June 20,2005. – Amended 1998 Ky. Acts ch. 426, sec. 262, effective July 15, 1998. – Amended 1974 Ky. Acts ch. 74, Art. VI, sec. 107(1) and (9). – Created 1954 Ky. Acts ch. 12, sec. 1, effective July 1, 1954

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

### **SEC 1177. WRONGFUL DISCLOSURE OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION**

**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 subsection (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; and ( 3) if the offense is committed with intent to sell, transfer, or use individually identifiable health information for commercial advantage, personal gain, or malicious harm, be fined not more than \$250,000, imprisoned not more *than 10 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](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	<p>To be considered for program admission, applicants must meet minimum criteria established:</p> <ol style="list-style-type: none"> <li>1. General admission to graduate study</li> <li>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.</li> <li>3. Current copy of resume' or curriculum vita to include minimum information of: RN licensure (state(s) and number), educational preparation and experience background.</li> <li>4. Official transcript with bachelor's or master's degree in nursing from an accredited program: (CCNE, ACEN, CNEA)</li> <li>5. GPA of 3.0 or higher on 4.0 scale of undergraduate or graduate degree</li> <li>6. ESL/international students will have a minimum TOEFL score of 550, computer-based test score of 173 and Internet-based score of 70</li> <li>7. Three professional references</li> <li>8. Minimum one-year clinical experience as a registered nurse (RN) – 2080 hours</li> <li>9. Current, unencumbered RN license</li> <li>10. Completion of a 3 credit-hour descriptive statistics course at the graduate or undergraduate level</li> </ol>
Requirements	<p>Applicants meeting minimum criteria will be ranked using a quantitate manner as follows:</p> <ol style="list-style-type: none"> <li>1. The mean of required references will be determined (maximum 5 points)</li> <li>2. The GPA (on a 4.0 scale) will be multiplied by 10 (maximum 40 points)</li> <li>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)</li> <li>4. Applicants with the highest-ranking scores (maximum 60 points possible) are admitted as space available.</li> </ol>
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

**REINSTATEMENT POLICY**

Purpose	To outline the requirements to be met when normal program sequencing is interrupted by the student.
Policy	<p><b>DEFINITION:</b> Students may be out of sequence because of elective interruption or course failure.</p> <p><b>REQUIRED COURSES:</b> 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.</p>
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  $\geq 3.0$  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.

**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 (as required for NURG 650) 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 Healthcare Professionals 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 CastleBranch. 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](http://www.cdc.gov) as a resource as well as facility policies and procedures.

## **ASSUMPTION OF RISK**

Clinical experiences (practicum, clinical rotations, supervised practice, laboratory experiences, internships, or observations) are a required component of selected academic nursing programs at Morehead State University. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, long term care and other appropriate settings where students can interact with patients and clients. Students may have the opportunity to be placed in a different setting, but alternative site options are not always available, and changes may delay the completion of the student's degree.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. In addition, faculty may develop course specific policies and procedures relating to student safety and prevention of exposure to disease, which will be in your syllabus. Finally, each clinical setting will have their own infection control procedures. Students will be expected to follow both the university requirements and individual clinical site requirements to decrease their risk of illness and/or injury while in the clinical setting.

Students are usually only required to wear appropriate Personal Protective Equipment (PPE) when caring for infectious patients during their clinical experiences. However, due to the nature of the

current pandemic, students will also be expected to wear PPE at all times in the clinical setting, and also while in classrooms, labs, hallways, bathrooms and other spaces where social distancing is not possible. These expectations will be in place for the duration of the pandemic.

Students will receive training related to potential hazards and prevention techniques. This training at a minimum will include reviewing the video links below and may include additional program specific training in a lab setting or at a clinical site.

Students have the responsibility to report any infectious disease exposures (either from the clinical setting or from the general community setting) to their MSU clinical faculty member.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

Students should immediately report any and all of the above exposures/experiences to the Nursing Faculty.



## **SPECIAL NOTICE REGARDING COVID-19**

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness and death. While no students will be assigned to provide care to patients who are known to have COVID-19, there is still the potential for exposure from persons who are unaware that they are infectious, including other students.

COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19. Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19.

**COVID vaccinations are required by the majority of the clinical facilities utilized by the program. Therefore, in order to complete your program requirements, you will need to:**

- a. Provide documentation of COVID Vaccination(s), or
- b. Obtain a Morehead State University Medical Exemption Waiver, this will include:
  - Obtaining a statement from your health care provider verifying that they are your attending health care provider, and
  - The statement verifies that in their medical opinion the immunization would be injurious to your health.
  - Email [l.white@moreheadstate.edu](mailto:l.white@moreheadstate.edu) for further information regarding waiver forms

\*Note that clinical agencies may require additional forms to be completed during your time in the program

- c. Obtain a Morehead State University Religious Exemption Waiver:
  - If you are claiming religious grounds or conscientiously held belief, you must document this by following the directive below.
  - If the request is based on an opposition to medical immunization based on religious grounds or conscientiously held beliefs, attach a written, sworn (notarized) statement setting forth your position.
  - Email [l.white@moreheadstate.edu](mailto:l.white@moreheadstate.edu) for further information regarding waiver forms.

Donning and Doffing PPE: This video demonstrates use of higher levels of PPE, including N-95 masks, isolation gowns, face shields and gloves. Since students will not be assigned to COVID-19 patients, lower levels of PPE are likely to be required in most situations (hand hygiene, surgical masks, and/or face shields), but students should know how to don and doff higher level PPE.

- Videos: [Donning and Doffing PPE](#)

Additional Information about COVID-19 and protecting yourself:

Donning and Doffing PPE: This video demonstrates use of higher levels of PPE, including N-95 masks, isolation gowns, face shields and gloves. Since students will not be assigned to COVID-19 patients, lower levels of PPE are likely to be required in most situations (hand hygiene, surgical masks, and/or face shields), but students should know how to don and doff higher level PPE.

- Videos: [Donning and Doffing PPE](#)

Additional Information about COVID-19 and protecting yourself:

- Symptoms of Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- How to Protect Yourself & Others: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- What to Do if You are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Infection Control Guidance for Healthcare Professionals about COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html>

## COVID-19 RISK ACKNOWLEDGEMENT

**Please initial each statement and sign below.**

\_\_\_\_ I am at least 18 years of age.

\_\_\_\_ I understand that I may be at increased risk of exposure to infectious disease, including COVID-19, during classes, laboratory experiences and clinical experiences.

\_\_\_\_ I have accessed and reviewed the above linked resource information and I understand how to safely put on and take off PPE to prevent infectious diseases, including COVID-19.

\_\_\_\_ I understand and agree to use appropriate hand hygiene, social distancing and PPE to decrease my risk of exposure to infectious disease during my learning experiences.

\_\_\_\_ I understand that I will be asked to leave the class, lab or clinical setting if I am unable or unprepared to use appropriate PPE to decrease my risk of exposure to infectious disease during my learning experiences.

\_\_\_\_ If I become ill or if I am made aware that I have been exposed to an infectious disease, I agree to self-quarantine and contact my course faculty member/s using distance methods.

\_\_\_\_ I accept the potential increased risk of contracting infectious disease, including COVID-19, if I choose to participate in this academic program which includes clinical experiences.

\_\_\_\_ My participation in a clinical experience program is entirely voluntarily and I have carefully considered the attendant risks of such participation, up to and including illness or death.

\_\_\_\_ I agree to indemnify and hold harmless Morehead State University and the clinical site to which I am assigned of any exposure, illness, disability, or sequela if an illness or injury occurs.

\_\_\_\_ I understand that I, myself, am responsible for any and all costs and financial obligations associated with exposure, testing, and treatment for COVID-19 or any other infectious disease during a clinical experience associated with my degree program.

\_\_\_\_ I understand that I have the right to determine that the risks of participating in clinical experiences at this time is unacceptable to me, personally.

\_\_\_\_ I understand that I have the right to withdraw from clinical experiences, take a leave of absence, or pursue didactic coursework alone and as available.

My signature below indicates my understanding of all of the above as well as my intent to voluntarily continue in my degree program with participation in clinical experiences as required.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

## **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](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.

**Laundering in Clinical Labs**  
**Special Procedures during COVID-19 Pandemic**  
**Department of Nursing**  
**MSU Campus – Morehead, KY & Satellite Campus, Mt. Sterling, KY**

Purpose: Maintain clean linen(s) in clinical laboratory areas.

Procedure:

1. Remove all linens each time after a person/student has been in the bed.
2. Place used linen in a hamper lined with a plastic bag, tie off bag and cover with hamper lid until it is taken to a professional launderer.
3. Students/faculty working with mannequins on beds must wear PPE: masks & gloves at all times.
4. When working with mannequins, students/faculty must wear full PPE, masks & gloves at minimum.
5. Remove all linen: pillowcases, sheets, blankets, and mattress pads, etc. and place in an empty hamper in a plastic bag, tie off bag and cover with hamper lid. Linen is to be laundered every 30 days while the semester is in session.
6. If linens become soiled for any reason or there is inadvertent human contact, linens are to be removed with gloved hands and placed in the hamper that has a lid (cover) within a plastic bag. Following this, place clean sheets on the bed.
7. Laboratory Coordinators are responsible for taking linens to a professional launderer every 30 days.
8. Laboratory Coordinators are responsible to ensure that beds are made up and ready for student/faculty use for all clinical/lab-related courses.



## 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 Professionals.
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 with all hospital policies and procedures.
  - k. Failure of acceptance to a clinical site based on unprofessional behavior.

## **Degree Conferral & Honors Recognition Events**

Students are recognized for special honors and acknowledgements at the end of the semester. Each undergraduate program in nursing, AASN & BSN, and the graduate program, MSN, has special recognition and honors for meritorious graduates.

Recognition for these students, some of whom are graduating, occur at the College of Science Honors Banquet, which is usually held in late April/early May. Award recipients are contacted in advance of the award to facilitate attendance at the College of Science Honors Banquet.

The university, at the fall and spring commencement ceremonies, acknowledges student or degree conferral. Students are seated with classmates receiving the same degree conferral, associate degree, bachelor's degree, master's degree.

There are no ceremonies held in the Department of Nursing.