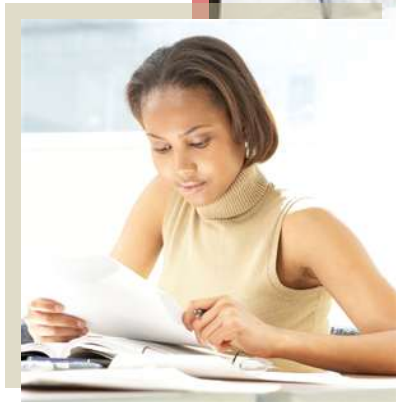
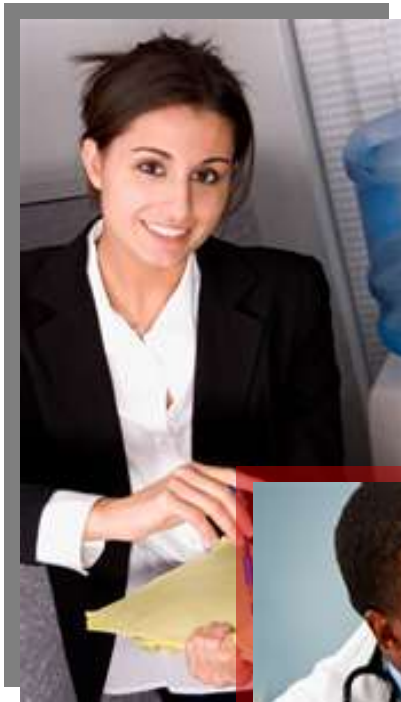


# **GRADUATE STUDENT NURSE HANDBOOK**

**Fort Hays State University  
College of Health and Life Sciences  
Department of Nursing**



**Ninth Edition  
Revised 2013**

Every effort is made to provide information that is current and accurate. The Department of Nursing reserves the right to make changes whenever such action is deemed appropriate or necessary. Any changes made are approved according to DON policies and procedures.

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## **SECTION I: INTRODUCTION**

The Department of Nursing, Graduate Nursing Program (GNP) has approval from the Kansas State Board of Nursing and is accredited by Commission on Collegiate Nursing Education. The graduate nursing program offers the Master of Science in Nursing degree and Post-Master's Certification. The MSN is a graduate degree program designed to prepare nurses to assume advanced nursing specialty roles, especially in rural areas. Students have the option of being prepared in one or more advanced (specialty) roles: nurse administrator (NA), nurse educator (NE), or family nurse practitioner (FNP). In addition, Post-Master's Certification is available for FNP, NA and NE specialties. Information about specific course offerings can be found in the University Catalog, available from the Registrar's Office or at <http://web.fhsu.edu/universitycatalog/>

## **SECTION II: MISSION, PHILOSOPHY, OBJECTIVES and CURRICULUM**

### **MISSION STATEMENT OF THE DEPARTMENT:**

The mission of the Department of Nursing is to provide high quality liberal arts based undergraduate and graduate education utilizing the standards of professional nursing. A major commitment of the department focuses on using unique opportunities that may include scholarship, service, and health care delivery. Advanced informational technology is integral to serving the educational needs of diverse populations in various work environments. Technology serves as a link between the rural cultures of western Kansas and the diverse global community.

### **DEPARTMENTAL GOALS:**

The overall goals of the Department of Nursing reflect the commitment to the mission of the department and are congruent with the mission statements of the university and college. The ordering of the goals does not indicate a hierarchical priority; all goals are viewed as being important for actualizing the department mission.

1. To prepare professional nurse generalists at the undergraduate level who are capable of practicing in various settings, and who possess the foundation for graduate study.
2. To prepare competent graduate level nurses in advanced nursing.
3. To offer a nursing curriculum using advanced informational technology.
4. To improve health care delivery.
5. To prepare faculty and graduates for the future needs of a global society, while integrating a humanistic understanding of diverse populations.
6. To use the expertise of faculty and students in providing public service activities.
7. To engage faculty and students in scholarly activities and to disseminate research findings for the benefit of society and the nursing discipline.

### **DEPARTMENT OF NURSING CORE PHILOSOPHY:**

The Department of Nursing has adopted the following Core Philosophy. This Core Philosophy provides a basis for the undergraduate nursing and the graduate nursing philosophical statements.

**Human:** The human is the focus of interest for the discipline of nursing. Humans are considered as individuals and as aggregates or groups within a holistic framework.

**Environment:** Environment is a dynamic interplay among political, economical, technological, societal, and other influences in which a human, aggregates and/or groups interact concerning health care, health care delivery and/or systems.

**Health:** Health is a dynamic pandimensional state of being uniquely defined within a cultural context by individuals, aggregates, or society. Health is a focus of nursing attention, not as an end in itself, but as a means to life that is meaningful and manageable.

**Nursing:** Nursing is a unique body of science influencing the health of humans. The implementation of nursing science and the art of nursing is nursing practice. Therefore, nursing is a blend of both science and art.

**Learning:** Learning is the art or process of acquiring knowledge and skill that include but are not limited by investigation, instruction, practice, and experience. Learning is an active internal process. Learning is not limited by but may include change of behavior, attitude, or thinking. The motivation to learn and the rewards of learning are complementary and dynamic. Learning is a lifelong process that involves the development of human potential.

Approved 5/06 DLC

### **GRADUATE NURSING PROGRAM PHILOSOPHICAL STATEMENTS:**

The Department of Nursing philosophical statements for **Human, Environment, Health Nursing and Learning** are also used for the GNP.

**Graduate nursing education** builds upon the knowledge and competencies that characterize baccalaureate education in nursing. The Graduate Nursing Studies curriculum integrates theory and research from nursing and related disciplines. Acquiring advanced nursing knowledge provides the foundation for mastery of advanced practice. The nursing master's curriculum provides the foundation for doctoral studies in nursing.

### **PURPOSE OF GRADUATE NURSING PROGRAM:**

The purpose of the GNP is to prepare advanced practice professional nurses with a global perspective who are capable of providing advanced nursing care in various settings. The GNP is designed to accommodate the educational needs of the adult learner. The graduate will be prepared to practice and to lead various health care related agencies.

The GNP curricula actualizes the mission of the Department of Nursing and the GNP philosophy by preparing advanced practice nurses in primary care and specialty roles as family nurse practitioners, nursing education and nursing administration. The objectives of the MSN program delineate roles, levels of knowledge, distribution of nursing knowledge and collaborating and consulting with health care consumers and other health care professionals.

Courses for all tracks build on a core curriculum. The core courses provide the foundation for specific course objectives and are designed by using the principle of basic to advanced concepts. The graduate program expands the student's education using the program strands as a guide. The student is encouraged to view humanity and society from a global perspective, by addressing the health status of individuals, health care system, leadership and management.

Based on the synthesis of theory, practice and research, the graduate program facilitates scholarly deliberation, philosophical reflection and evaluation of societal trends. A major commitment of the program centers on utilization of innovative strategies to deliver quality nursing education. Technology serves as an interactive link in connectivity between the graduate nursing student and the university faculty.

## Affinity Diagram

<p><b><u>FHSU DEPARTMENT OF NURSING MSN STRANDS</u></b></p> <p>UPON COMPLETION OF THE MASTER OF SCIENCE IN NURSING PROGRAM, THE GRADUATE WILL BE ABLE TO:</p> <p><b>1. PROFESSIONALISM</b></p>	<p><b><u>Graduate Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate integrity in the profession.</li> <li>• Initiate self responsibility for continuous <b>professional</b> learning for role flexibility and transformation in harmony with changing needs of the healthcare system and global society</li> </ul>	<p><b><u>Core Courses:</u></b>            NURS 808: Statistics for Health Professionals (3)            NURS 810: Developing Nursing Theories (3)            NURS 811: Foundations for Advanced Nursing (3)            NURS 812: Primary Health Promotion (2)            NURS 814: Healthcare: Policy, Politics, Org. and Cost (2)            NURS 817: Holistic Perspective and Health Potential (2)            NURS 823: Advanced Nursing Practicum (1)                *adm and education students only            NURS 895: Research in nursing (3)</p> <p><b><u>Track Courses:</u></b>  <b><u>Nursing Administration Track:</u></b>            NURS 861: Nursing Admin. in Complex Org. (3)            NURS 862: Admin. Mgt. Nurses in Health Org.(3)            NURS 876: Apprenticeship: Nursing Admin. (3)            NURS 874: EBP Project (3)</p> <p><b><u>Nursing Education Track:</u></b>            NURS 866: Teaching Strategies in Nursing (3)            NURS 867: Apprenticeship: Teaching Strategies in Nursing (2)            NURS 868: Curriculum Planning: Nursing Ed. (3)            NURS 869: Apprenticeship: Nursing Ed. Curr. (1)            NURS 870: Curriculum Evaluation: Nursing Ed. (3)            NURS 874: EBP Project (3)</p> <p><b><u>Family Nursing Practitioner Core Courses:</u></b>            NURS 803: Advanced Health Assessment (2)            NURS 803L: Advanced Health Assessment Lab (1)            NURS 805: Advanced Pharmacology (3)            NURS 806: Advanced Pathophysiology (3)            NURS 816: Advanced Practice Roles in Primary Care (2)</p>	<p><b><u>Student Data</u></b></p> <ul style="list-style-type: none"> <li>• As recommended by AACN (American Association of Colleges of Nursing) Students are be surveyed upon graduation to measure their perceptions related to the meeting of the strands professionalism, theory, research, leadership, advanced practice roles, health care systems and holistic view. This survey includes questions related to reading scholarly articles related to their discipline as well</li> <li>• 80% pass rate on first time takers on core comprehensive exams</li> </ul>
<p><b>2. THEORY</b></p>	<ul style="list-style-type: none"> <li>• Design <b>theoretical</b> models using abstract thinking in analyzing, evaluating, and synthesizing theories and patterns of nursing practice for improving healthcare outcomes.</li> </ul>	<p>NURS 862: Admin. Mgt. Nurses in Health Org.(3)            NURS 876: Apprenticeship: Nursing Admin. (3)            NURS 874: EBP Project (3)</p> <p><b><u>Nursing Education Track:</u></b>            NURS 866: Teaching Strategies in Nursing (3)            NURS 867: Apprenticeship: Teaching Strategies in Nursing (2)            NURS 868: Curriculum Planning: Nursing Ed. (3)            NURS 869: Apprenticeship: Nursing Ed. Curr. (1)            NURS 870: Curriculum Evaluation: Nursing Ed. (3)            NURS 874: EBP Project (3)</p> <p><b><u>Family Nursing Practitioner Core Courses:</u></b>            NURS 803: Advanced Health Assessment (2)            NURS 803L: Advanced Health Assessment Lab (1)            NURS 805: Advanced Pharmacology (3)            NURS 806: Advanced Pathophysiology (3)            NURS 816: Advanced Practice Roles in Primary Care (2)</p>	<p><b><u>Post Graduate Survey (one and five years)</u></b></p> <ul style="list-style-type: none"> <li>• As recommended by AACN, students are surveyed at one and five years post graduation to solicit their perceptions related to the meeting of the strands of professionalism, theory, research, leadership, advanced practice roles, healthcare systems and holistic view and how they use these in practice. This survey includes questions related to reading scholarly articles and activities related to their discipline as well as community involvement, professional organization membership, use of databases, technology, and leadership, if they are certified, the legal status of their licensure, and their continuing education activity.</li> </ul>

<b>3. RESEARCH</b>	<ul style="list-style-type: none"> <li>Employ systematic inquiry and <b>research</b> strategies to synthesize, evaluate and contribute to nursing knowledge that enhances evidence based nursing practice and health care.</li> </ul>	<b>Family Nursing Practitioner Track Courses:</b> NURS 818: Primary Care of the Family (1) NURS 819: Family and Community Preceptorship (1) NURS 821: Primary Care I: Mgmt. of Common Problems (3) NURS 824: Primary Care I: Preceptorship (3) NURS 825: Diagnostics and Procedures (1) NURS 826: Diagnostics & Procedures Precept.(1) NURS 832: Primary Care II: Mgmt. of Complex Problems (3) NURS 834: Primary Care II: Preceptorship (3) NURS 835: Primary Care Across the Lifespan (2) NURS 836: Nurse Precept. Across the Lifespan (2) NURS 897: Nurse Practitioner Project (2)	<b>Employer Survey</b> <ul style="list-style-type: none"> <li>The employers of our graduates are surveyed at the one and five year post graduation related to the following strands in our curriculum: <ul style="list-style-type: none"> <li>Legal and ethical behavior</li> <li>Research and scholarly activity (may include quality improvement)</li> <li>Trending and application of research findings</li> <li>Use of databases</li> <li>Ability of graduate to communicate orally and in writing</li> <li>Ability of the graduate to function independently in their role</li> </ul> </li> </ul>
<b>4. LEADERSHIP</b>	<ul style="list-style-type: none"> <li>Ability to orchestrate self and others in professional nursing practice while exhibiting leadership excellence.</li> <li>Synthesis of masterly meta-communication in scholarly endeavors</li> </ul>		
<b>5. ADVANCED PRACTICE ROLES</b>	<ul style="list-style-type: none"> <li>Integrate theory and research from nursing and other disciplines with developing expertise in advanced practice nursing roles.</li> </ul>		
<b>6. HEALTH CARE SYSTEM</b>	<ul style="list-style-type: none"> <li>Evaluate health care policy and finance to provide leadership in the <b>health care system</b></li> </ul>		
<b>7. HOLISTIC VIEW</b>	<ul style="list-style-type: none"> <li>Design and appraise evidence-based advanced nursing strategies in diverse systems</li> <li>Manifest <b>global perspectives</b> through nursing roles with sensitive to human diversity and social issues</li> </ul>		

Updated 12/11



## **GRADUATE NURSING CURRICULUM:**

The GNP curriculum actualizes the mission of the Department of Nursing and the GNP philosophy by preparing expert nurses in primary care and specialty roles as family nurse practitioners, nursing education, and nursing administration. According to the purpose and goals of the GNP, the Department of Nursing prepares graduates to: provide advanced nursing expertise to rural and underserved populations, increase the theoretical basis of the discipline through research, influence health care delivery systems by increasing the availability of advanced practitioners, and exercise leadership in an ever-changing global society.

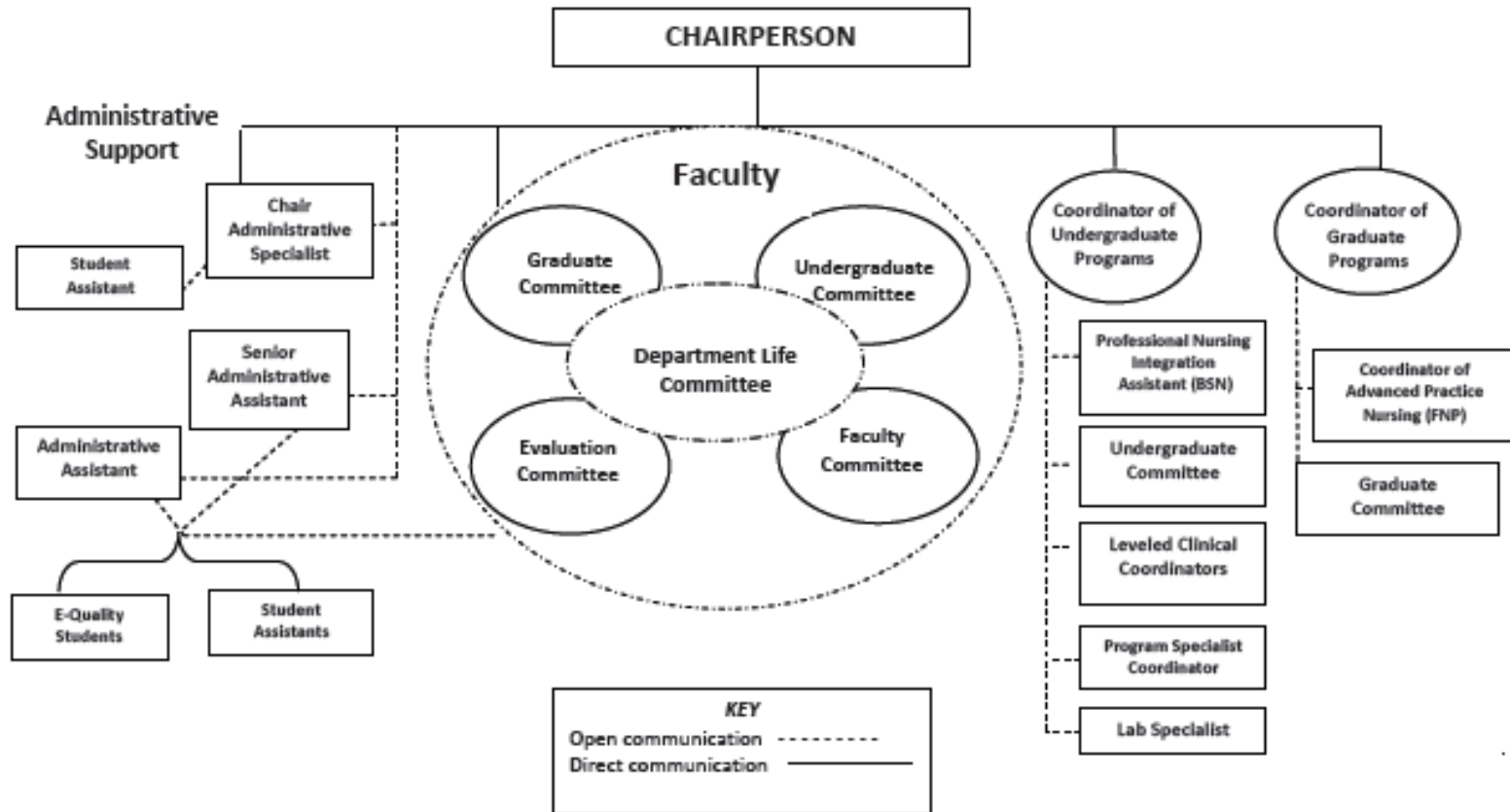
The specific objectives of the MSN program delineate roles, levels of knowledge achievement (including research), distribution of nursing knowledge and collaborating and consulting with consumers and other health care professionals. In accordance with the mission of the Fort Hays State University, the College of Health and Life Sciences and the Department of Nursing, the graduate nursing curriculum is delivered to students with the latest technological medium.

The GNP curriculum builds upon the professional nurse generalist foundation provided by the undergraduate nursing program curriculum and prepares nurses capable of providing advanced nursing care. Core content serves as the underpinning for specific course objectives as the student progresses through the program of study. Courses are designed by using the principle of basic to advanced concepts.

Graduate students learn to view humanity and society from a global perspective, while addressing the integrative health states of individuals. Emphasis is placed on evaluating the health care system and carrying out consultative aspects of leadership and management. Graduate students also learn to conduct research and provide advanced nursing care based on a matrix of scholarly and theoretically sound knowledge. A clinically focused project is required for FNP students; an evidence based project is required for all other MSN students.

# SECTION III: DEPARTMENTAL ORGANIZATIONAL STRUCTURE

DEPARTMENT OF NURSING ORGANIZATIONAL CHART



## **SECTION IV: ADMISSION**

Admission to the Nursing Program is a two-step process; both steps must be completed by the application deadlines.

### **UNIVERSITY GRADUATE SCHOOL REQUIREMENTS:**

Make application to the Fort Hays State University Graduate School. A Graduate School application can be requested by calling (785) 628-4236, by going to Picken Hall 306 or online at <http://www.fhsu.edu/academic/gradschl/apply/>. Submit all required documents to the FHSU Graduate School by the application deadline. These deadlines are February 1<sup>st</sup> for the summer semester, July 1<sup>st</sup> for the fall semester and October 1<sup>st</sup> for the spring semester.

Students may take up to 6 credits of graduate nursing courses prior to completing the application to the nursing program. Completing graduate courses does not guarantee acceptance into the graduate nursing program.

### **GRADUATE NURSING PROGRAM REQUIREMENTS:**

Request the graduate nursing application form by calling (785) 628-4256 or submit online at <http://www.fhsu.edu/nursing/> To be considered for admission, the student must:

1. Submit the nursing department application to the nursing department by the application deadline; February 1<sup>st</sup> for the summer semester, July 1<sup>st</sup> for the fall semester and October 1<sup>st</sup> for the spring semester for review. Files that are incomplete will not be considered for admission.
2. Apply to a specific MSN track: Nursing Administration, Nursing Education, or Family Nurse Practitioner. Changing to another track after admission to the nursing program will require a new application for review and approval.
3. Complete baccalaureate degree with an upper division major in nursing from a program accredited by a nationally recognized nursing accrediting authority (CCNE or NLNAC).
4. Have a minimum cumulative GPA of 3.0 (on a 4.0 scale) for the baccalaureate nursing degree.
5. Complete the Miller Analogies Test (MAT), receiving a minimum scaled score of 376.
6. Undergraduate course requirements:
  - Statistics, 3 credit hour course, with a grade of "B" or better.
  - Health assessment, 3 credit hour course, with a grade of "B" or better.
  - Pathophysiology, minimum 3 credit hour course, with a grade of "B" or better.
7. Have a current RN license in good standing to practice professional nursing in the United States.
8. Provide documentation of current and \*annual possession of:
  - a. Background check by the FHSU approved agency, updated if requested.

- b. Hepatitis Vaccination Series. If a student does not obtain the hepatitis vaccination he/she must sign a waiver form releasing Fort Hays State University from any claims or damages which may arise from the decision not to receive the Hepatitis B vaccine. A release form may be obtained by contacting the Graduate Nursing Administrative Assistant.
  - c. \* Negative TB skin test or Chest X-ray. If positive, the student must follow protocols recommended by the Kansas State Department of Health and Environment
  - d. \*Other immunizations as required.
  - e. \*United States RN license in good standing.
  - f. \*Professional liability insurance coverage.
  - g. \*Personal health insurance coverage.
  - h. \*BLS Certification from American Heart Healthcare provider.
9. Students not accepted/admitted must reapply to the Department of Nursing to be considered again.

### **Additional Requirements for Family Nurse Practitioner Track:**

1. The equivalent of one year of clinical experience as a practicing registered nurse.
2. Licensure in the state of Kansas that is current and in good standing.
3. Current and continuing ACLS certification.
4. Graduate courses, Advanced Pathophysiology, Advanced Drug Therapy, and Advanced Health Assessment, must be taken within two years prior to the FNP practicum track courses.
5. Students are required to find their own clinical placements as directed and approved by course instructors. FHSU cannot guarantee clinical placement.

### **Transfer Requirements:**

Graduate students may apply to transfer up to six graduate credits from other universities. Course description and syllabi are reviewed and approved for transfer by the Graduate Nursing Committee. Any course being requested for transfer credit must be submitted to the advisor within six weeks of the admission date. Courses not submitted within the six week timeframe will not be accepted. Courses in Advanced Pathophysiology, Advanced Pharmacology, and Advanced Physical Assessment must be taken at FHSU. Courses from the FNP consortium may transfer as determined on an individual basis.

### **Post-Master's Certificate**

The Nursing Administration and Nursing Education Post-Master's certificates both require completion of 12 credit hours. Both certificate programs are completely online. The Family Nurse Practitioner Post-Master's certificate requires 31 credit hours and requires some on-campus class attendance.

The student desiring to obtain a Post-Master's certificate must complete the application processes to the University Graduate School as a non-degree seeking student and submit the Nursing Graduate Program application found at <http://fhsu.edu/nursing/post-masters->

[certificates/](#) by the deadlines, February 1<sup>st</sup> for the fall semester and September 1<sup>st</sup> for the spring semester for review. Post-Master's applications will be reviewed on an individual basis and admission will be determined on course availability for the summer and fall terms. Post-Master's students may take NURS 805 or NURS 806 prior to acceptance into the FNP program pending course and seat availability. The MAT is not required for the Post-Master's certificate.

**Advising:**

1. Students will be assigned a graduate nursing advisor after admission to the nursing program.
2. Students should contact their advisor prior to enrollment to schedule the necessary appointments to guide their progress through the curriculum.
3. It is the responsibility of the student to become familiar with the requirements for the degree.
4. Full time study in FHSU graduate programs is 9 credit hours

Students plan their program of study for the Master's degree with their major advisor. The MSN program is approved by the major advisor, Chairperson of the nursing department, and the Dean of the Graduate School. Students' program plans should be filed in the Graduate School prior to the completion of nine hours of graduate credit (see Graduate School website).

## **Admission Information For International Students:**

### **Prior to Coming to the United States:**

1. Complete the requirements set by the Commission of Graduate Foreign Nursing Schools (CGFNS)
  - a. Contact CGFNS for an application packet at (215)222-8454 or go to <http://www.cgfns.org>.
  - b. Complete an application form and other required documents.
  - c. Prepare and send a nursing education form to your original school of nursing.
  - d. Take the CGFNS qualifying exam and the TOEFL exam (test of English as a foreign language).
  - e. Applicants must meet all of the requirements specified by CGFNS and any deficiencies noted by CGFNS must be met.
3. If English is not the native language of the country of origin, take the Test for Spoken English (TSE) in country of origin and pass the TSE according to the requirements of the CGFNS.
4. If not already licensed in Kansas, contact the Kansas State Board of Nursing for requirements for licensure (“Instructions for Professional Nurses Educated in Countries Other than the United States”) from Executive Administrator, Landon State Office Building, 900 S.W. Jackson, Rm. 1051, Topeka, Kansas 66612-1230, USA; telephone 785-296-4929; or access the web site at <http://www.ksbn.org>
5. Apply for Registered Nurse (RN) licensure examination (NCLEX-RN) that will be administered by computer application in the United States or selected countries.

### **Prior to admission to Fort Hays State University**

1. Contact the advisor for international students, telephone 785-628-4276.
2. Once approved, this document must be submitted to the Registrar.

### **Prior to admission to the Graduate Nursing Program**

1. The CGFNS, Inc. must evaluate all transcripts, call 312-222-0882. An application for Evaluation of Foreign Educational Credentials may be obtained through the Registrar’s Office (785)628-4223. The report must be filed in the graduate nursing office of the Department of Nursing.
2. Obtain a RN license to practice in the State Of Kansas (must have already passed NCLEX-RN and received Kansas license to practice as a registered nurse.
3. Contact the Department of Nursing by writing to:  
Fort Hays State University  
Department of Nursing  
600 Park Street  
Hays, Kansas 67601-4099 USA  
Telephone: (785)628-4256  
FAX: (785)628-4080
4. Refer to the FSHU website <http://fhsu.edu> and the nursing website <http://www.fhsu.edu/nursing> for admission procedures.

## SECTION V –PROGRESSION

### PROGRESSION THROUGH THE CURRICULUM

The following criteria must be met in order to progress through and complete the Master's program. Extenuating circumstances may justify exceptions to these criteria.

1. Students may apply to transfer up to six graduate credits from other universities. Course description and syllabi are reviewed and approved for transfer by the Graduate Nursing Committee.
2. The student must attain at least a cumulative "B" average (3.0) on all graduate courses taken toward the degree.
3. At the end of any semester in which the student's cumulative GPA in all graduate courses is below 3.0, the student will be placed on probation and given one semester to raise the cumulative GPA to 3.0 or better by taking courses listed on the Program of Study. Should a student's cumulative GPA in all graduate courses remain below 3.0, the student's performance will be reviewed by the Graduate Nursing Committee.
  - a. Student academic performance/progress will be evaluated on a semester basis by the Nursing Graduate Committee.
  - b. Grades of "C" will be accepted for only two courses.
  - c. Only one course with a grade of "C" may be repeated.
  - d. A course that is repeated on the basis of a grade of C will continue to count as one C course.
  - e. A course grade of D or U in any graduate course is not acceptable. Any "D" or "U" course must be retaken in order to progress in his/her program of study acknowledging that the course must be retaken during the first available semester that the course is offered and that the course may be retaken only once. If the student chooses to continue in the graduate nursing program, the student must contact his/her advisor to initiate a plan of improvement. Failure to improve coursework to meet passing academic standards according to the nursing department within one semester may result in dismissal from the nursing program.
4. Both theory and preceptorship components of the co-requisite courses must be taken concurrently if repeated.
5. Only one withdrawal will be allowed on the transcript, per course. See FHSU *Withdrawal Policy Statement*.
6. The ability to repeat a course for whatever reason will depend on space available in the course.
7. A student may or may not be granted an "I" (incomplete) in any course at the discretion of the lead course instructor.
8. Unprofessional behavior demonstrated by a FHSU graduate student will necessitate action by the nursing faculty. These behaviors include, but are not limited to: falsification of practicum hours, inappropriate use of social media, violations of HIPAA, inappropriate communication with patient, peers, faculty, staff, inattention to patient safety needs, incorrect documentation of treatment prescriptions, the suggestion of impairment, unkempt personal appearance, etc.
9. Audited courses or continuing education workshops are not accepted in the program for the Master's degree.
10. Elective courses must be at the 600 level or above for consideration. Elective

course(s) are selected after consultation between the major advisor and the student. The major advisor submits the recommendation to the Dean of the Graduate School for consideration.

11. All graduate courses for a Master's degree program must be completed within six years. The time begins with the beginning of the semester or summer term that the first course is taken in the degree program.

### **VALIDATION OF COURSES:**

Validating examinations for outdated credit will be given upon approval of the instructor and the Graduate Dean. Credit hours which are older than six years must be validated.

### **GRADUATE SCHOOL ADMISSION TO CANDIDACY:**

Admission to candidacy is an important step in the completion of a degree program. The student must be recommended for candidacy by the advisor and the department chair. The student is admitted to candidacy by the Graduate Dean. To be admitted to candidacy, the student must have:

1. Removed all deficiencies for admission to graduate study,
2. Filed an approved program for the Master's degree,
3. Completed a minimum of nine hours of graduate credit toward the degree program,
4. Earned a cumulative GPA of 3.0 in all graduate courses toward the degree.
5. Removed all incompletes in the core nursing courses.

The student must be admitted to candidacy before being eligible to sign up for or take the comprehensive examination or to file an Intent to Graduate.

Upon successful admission to candidacy, the student may sign name with MSNc.

### **COMPREHENSIVE EXAMINATIONS FOR MSN AND POST-MASTERS STUDENTS**

Each applicant for a graduate degree must satisfactorily pass a comprehensive examination over the track courses of the program. The comprehensive examination is a test of the graduate degree candidate's ability to integrate materials from the graduate major and any related or supporting fields.

The comprehensive examinations are scheduled for each semester, the first writing is the second Wednesday in October and in March. Should a retest need to be done, the second writing is scheduled for the third Wednesday in November or January or April or June. A student will be required to repeat the nursing course corresponding to the failed content should there be a failure of the second writing.

The comprehensive examinations are administered online in BlackBoard and must be proctored. The proctor will be provided with the examination password just prior to the availability of the examination. Students will be placed in the Comprehensive Review Course on BlackBoard when the nursing department has received all of the necessary documentation required for writing the examination. These documents will be sent per email to students indicating they desire to write the exam during the current semester. Comprehensive examinations are graded anonymously and must be passed with a grade of 80% or above in order to complete the MSN program.



## **EVIDENCE BASED PRACTICE PROJECT AND CLINICAL FOCUS PROJECT REQUIREMENTS:**

The completion of a Evidence Based Practice Project (EBP) is required of all degree-seeking candidates in the Nursing Education and/or Nursing Administration Tracks. For FNP students, the completion of a Clinical Focus Project is required.

## **INTENT TO GRADUATE:**

The MSN student must submit the Intent to Graduate form to the Graduate School at the beginning of the semester in which the student plans to graduate. A new declaration is required for each successive semester until graduation. This form is found on the TigerTracks site.

The MSN Post-Master's student must declare intent to graduate in writing to the Chair at the beginning of the semester in which the student wants to graduate.

## **SECTION VI –ADDITIONAL INFORMATION**

### **GRIEVANCE AND APPEAL PROCESS:**

The grievance and appeal process follows the guidelines in the University Catalog. A student may appeal in the following order: the Instructor, Department Chairperson, Dean of the Graduate School, Provost, and the President. The student is assured of due process and right of appeal as established by the University-level appeals procedures.

### **POLICY ON ACADEMIC HONESTY:**

The Department of Nursing adheres to the Academic Honesty policy of the University as found in the University Catalog.

Students who compromise the integrity of the academic process are subject to disciplinary action at the discretion of the instructor which could result in a failing grade for the course. This behavior could result in immediate dismissal from the program as evaluated by the Graduate Committee and the Chairperson of the Department.

### **POLICY ON CONFIDENTIALITY:**

Students are required to maintain confidentiality regarding all clinical experiences and assignments in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Failure to do so may result in immediate dismissal from the program. A confidentiality agreement will be signed according to institutional requirements.

### **POLICY ON UNPROFESSIONAL BEHAVIOR:**

Any student displaying unprofessional behavior may be dismissed from the program. Any student found to be under the influence of habit forming drugs and/or alcohol during course activity may be subject to immediate dismissal from the nursing program.

### **BACKGROUND CHECKS:**

In keeping with the nursing profession's responsibility for protecting the public from harm while providing nursing care, clinical agencies and/or the Department of Nursing will ask that nursing students submit information necessary for a background search. Students will pay all fees for such searches unless the clinical agencies provide this service for students. If the student does not comply, it will be grounds for immediate dismissal. If the agency denies a student access for clinical experience, the student will contact his/her instructor and the Chairperson.

### **GRADING SCALE:**

The Department of Nursing Grading Scale is as follows:

- 100 – 90% = A
- <90% - 80% = B
- <80% - 70% = C
- <70% - 60% = D
- <60% & below = U

## DEFINITIONS

**Apprentice Expert:** An individual who possesses a minimum of a Master's degree in Nursing with experience in an area which the student has an interest. The Apprentice Expert will serve as a mentor for nursing administration and nursing education students and must accept the educational philosophy and curriculum of the university and Department of Nursing. The Apprentice Expert will provide a resume/vitae to the Department of Nursing. The instructor of the course determines if an individual has adequate experience and education to be qualified to serve as an Apprentice Expert. This individual will work closely with the student in the role setting. The Apprentice Expert will provide the instructor feedback about the student's performance, but the instructor determines the course grade.

**Apprenticeship:** An experience for the Nursing Administration (NA) or Nursing Education (NE) graduate nursing student to apply knowledge in role specific situations. Goals for the student include but are not limited to: relating theory and research to practice in the advanced role of a nurse administrator or nurse educator, refining skills in the area of nursing administration or education, and implementing the NA or NE role under the supervision of the Apprentice Expert.

**Clinical Agreement:** A clinical agreement between a healthcare provider/agency and FHSU is obtained by the GNP after a student makes the initial contact with the provider/agency. **A clinical agreement must be in place before a student can begin any clinical experience involving direct care and all practicum or apprenticeship experiences.**

**Full-time Graduate Student:** Student enrolled in a minimum of 9 graduate credit hours each Fall and Spring semester; minimum of 6 graduate credit hours Summer semester.

**Graduate Assistant:** Graduate student assigned to the Department of Nursing by the FHSU Graduate School to work (in a mentor-mentee relationship) with members of the graduate nursing faculty on teaching and/or research activities.

**Graduate Teaching Assistant:** Graduate student assigned to the Department of Nursing by the FHSU Graduate School to work (in a mentor-mentee relationship) with members of the nursing faculty to prepare for, monitor or assist with classes, and/or assist with research activities.

**Preceptor:** An individual who is a Master's prepared RN with advanced certification in an area which a student has an interest, or possesses a MD or DO license . The preceptor must show evidence of clinical competency in a relevant area of practice and demonstrate ability or potential for teaching and clinical instruction. The preceptor must accept the educational philosophy and curriculum of the university and Department of Nursing. Preceptors will provide a resume to the Department of Nursing. The instructor of the course determines if an individual has adequate experience and education to be qualified to serve as a preceptor. The preceptor works closely with the student in a clinical setting. The preceptor provides the instructor feedback about the student's clinical performance, but the instructor determines the course grade.

**Preceptorship:** An experience for the FNP graduate nursing student to apply knowledge in clinical situations. Goals for the student include, but are not limited to: relating theory and research to practice in the advanced role of a NP, refining history and physical exam skills and implementing the role of the practitioner by managing client care.

## RESOURCES

### Library:

1. Library resources are widely used by graduate students. Students should attend library orientations and familiarize themselves with library resources; however, for off campus students, the library orientation is included in the early nursing graduate courses.
2. Some journal articles necessary for course work (e.g. written papers) in the graduate nursing program may not be available at Forsyth Library. The librarians can assist students with an interlibrary loan to obtain materials through cooperation with other libraries nationwide. (see Forsyth Library on previous table of resources). Allow *at least 2 weeks* for processing and receiving requests.

### Computer and Practice Laboratories:

1. For questions concerning computer requirements, follow the link below.  
<http://www.fhsu.edu/virtualcollege/student/technical/>  
For technical problems contract CTC Help Desk at 785-628-5276 or The Virtual College at 785-628-4291. Computer labs are available during posted hours for student use in Forsyth Library basement and Tomanek Hall.
2. The Department of Nursing laboratories consist of two Practice Laboratories (STH 116S and 116N). The STH 116 Simulation Center is used by students during assigned class sessions, by sign-up appointment, and during "Free Lab" times.

### Internet and E-Mail:

Students are given an e-mail address at enrollment time. To access your e-mail address go to the web site [www2.fhsu.edu/email](http://www2.fhsu.edu/email) and type in your last name and click on submit. If you are looking for your own e-mail address and the search does not find it, it is possible that your ID has not yet been assigned (due to enrolling late). To request an ID, call the CTC HelpDesk at (785) 628-5276 or stop by Tomanek Hall, Room 113 to complete a request form. After making your request, please allow at least one working day before trying the search again. The scatcat email address is to be used for all communication with the Department of Nursing and the university.

### Student Health Center:

Nurse Practitioners and nurses offer a variety of health services at the Student Health Center for enrolled students.

Fort Hays State University  
Department of Nursing  
SOCIAL MEDIA POLICY

**PURPOSE:**

Fort Hays State University Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy (<http://www.fhsu.edu/socialmedia/guidelines/>). This policy applies to Department of Nursing students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

**DEFINITIONS:**

Social media in this context is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues (National Student Nurses Association, n.d.). Kaplan and Haenlein (2010) define social media as “a group of Internet-based applications that build on the ideological and technological foundations of Web 2.0, and that allow the creation and exchange of user-generated content” (p 61). Merriam-Webster dictionary (2015) defines social media as: forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

**GENERAL INFORMATION:**

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to:

- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Boogle Buzz, Posterous, Tumblr, Twitter
- Postcasting – Blubrry
- Social Networking – Bedo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social News Sharing – Digg, Reddit
- Social Bookmarking/Social Tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video Hosting – Vimeo, YouTube

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the Department in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain aware that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.

**POLICY:**

- It is expected that during clinicals use of PDAs and other devices employed for social media will be used only as authorized by faculty or facility. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and

classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- Be aware of your association with Fort Hays State University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Fort Hays's behalf, unless you are authorized to do so in writing.
- HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- **You have sole responsibility** for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.
  - Inadvertently or intentionally breaching patient confidentiality/privacy can occur through a variety of situations and circumstances. Nursing students breach confidentiality or privacy by posting information through social media tool, such as : commenting on someone else's post that displays any information that may identify a patient; referring to patients or their care; or posting videos or phots of patient or anything that may identify a patient. (NSNA)

### **PROCEDURE/CONSIDERATIONS:**

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clearheaded. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Fort Hays State University student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies  
<http://www.fhsu.edu/policies/>
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene.
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

### **CONSEQUENCES:**

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).
- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a FHSU Department of Nursing student.

## EXAMPLES:

### Scenario 1: Student Nurse on Facebook®

A case where there was no original intent to harm (NCSBN, 2011e), a nursing student wanted to remember the 3-year-old pediatric patient she had been caring for, who had been receiving chemotherapy for leukemia at a children's hospital. She took his photo, with his room number visible in the background. She then posted his photo on her Facebook® wall for friends to see, writing about how brave her patient was and how proud she was to be a nursing student. This student, like many who are naïve about social networks, did not realize that others can access posts even when appropriate privacy settings are in place. In this case, someone forwarded the information to a nurse at the children's hospital who then contacted her supervisor. Since the nursing program had a clear policy about student's not breaching confidentiality and the Health Insurance Portability and Accountability Act (HIPAA) violations (U.S. Department of Health & Human Services, 2012), the student was expelled from the program. Further, the nursing program was not allowed to utilize the children's hospital for pediatric clinical experiences and the hospital faced HIPAA violations.

### Scenario 1: Student Nurse on Facebook

In one case (NCSBN, 2011e) nurses arrived on their unit to find a picture of a patient, in her hospital gown with her backside exposed, in their emails. The staff who received this email did not know the source, so they forwarded it to others who had not received it to find out who might have sent it. In the course of the morning, this email was the subject of conversation with some nurses airing their concerns, but others finding it funny. No one reported it to the supervisor. By midday, hospital management became aware of the photo and began investigating because of their concern that the patient's rights may have been violated. The local media found out and the story was covered so extensively that it made national news. Law enforcement became involved investigating whether sexual exploitation occurred. Hospital management placed the nurses on administrative leave while they reviewed the facility's rules that emphasize patient rights, dignity, and protection. Management also reported the incident to the Board of Nursing (BON), which opened an investigation to determine whether state or federal regulations enforceable by the BON, such as confidentiality of health records, were violated. Eventually the patient was identified and the hospital faced possible legal consequences. Had the nurses acted as professionals and reported the incident, this entire situation could have been avoided.

## REFERENCES

- National Council of State Board of Nursing. (2011). *White paper: A nurses guide to the use of social media*. Retrieved from <https://www.ncsbn.org/Social>
- National Student Nurses' Association. (n.d). *Recommendations for: Social media usage and maintaining privacy, confidentiality and professionalism*. Retrieved from [http://www.nсна.org/Portals/0/Skins/NSNA/pdf/NSNA\\_Social\\_Media\\_Recommendations.pdf](http://www.nсна.org/Portals/0/Skins/NSNA/pdf/NSNA_Social_Media_Recommendations.pdf)
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- Schmitt, T. L., & Sims, S. S. (2012) Social media use in nursing education. *The Online Journal of Issues in Nursing*, 17(3). Retrieved from <http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TablofContents/Vol-17-2012/No3-Sept-2012/Social-Media-in-Nursing-Education.html>
- Specter, N., & Kappel, D. M. (2012) Guidelines for using electronic and social media: The regulatory perspective. *The Online Journal of Issues in Nursing*, 17(3). Retrieved from <http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TablofContents/Vol-17-2012/No3-Sept-2012/Guidelines-for-Electronic-and-Social-Media.html>

# Fort Hays State University Graduate Nursing Program

## GRADUATE STUDENT NURSE HANDBOOK

The Handbook provides students with a useful source of information concerning the organization, policies and procedures, curriculum, support services, and extracurricular activities of the Department of Nursing.

Appropriate additions to the Handbook will be made on a continuing basis in order to update the information. Suggestions for additions, deletions, or changes are appreciated. Send all information to the GNP.

## ACKNOWLEDGEMENT

I have read and understand all policies and procedures as written in the Department of Nursing Graduate Student Nurse Handbook.

I have also read and understand the policies and regulations in the current FHSU University Catalog.

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

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

This **form is to be completed and returned** to the graduate nursing office by the 20<sup>th</sup> day of the first semester a student is enrolled in graduate nursing courses.