

# GRADUATE MASTER'S STUDENT NURSE HANDBOOK

Fort Hays State University  
College of Health and Behavioral Sciences  
Department of Nursing



2019-2020

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## **SECTION I: INTRODUCTION**

The Department of Nursing Master of Science in Nursing (MNS) program 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 in the roles of Nurse Administrator (NA) or Nurse Educator (NE). The MSN is a graduate degree program designed to prepare nurses to assume advanced nursing specialty roles. 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, VISION, 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.

### **MSN Program Mission Statement:**

Develop nurse specialists in education and administration to facilitate change by utilizing evidence-based practice, collaboration, informatics, theory, and leadership to improve quality outcomes for individuals, communities, and global populations.

### **MSN Program Outcomes:**

A. Demonstrate integrity and initiate self-responsibility for continuous professional learning.
B. Integrate theoretical models for improving healthcare outcomes for clients, families, and populations.
C. Employ systematic inquiry and quality improvement strategies to enhance evidence based nursing practice and health care.
D. Exhibit leadership excellence in systems to collaborate and communicate practice problems through interdisciplinary teams.
E. Integrate professional expertise in Master's prepared nursing roles.
F. Evaluate health care systems, policy, and finance to improve client care within the health care system.
G. Integrate culturally appropriate clinical prevention and population care.
H. Utilize Informatics to plan, examine, and enhance safety and quality processes in health care organizations.

### **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 possess the foundation for graduate study.
2. To prepare competent graduate level nurses in advanced nursing.

3. To prepare nurses at the doctoral level capable of being a healthcare leader.
4. To offer a nursing curriculum using advanced informational technology.
5. To improve health care delivery.
6. To prepare faculty and graduates for the future needs of a global society, while integrating a humanistic understanding of diverse populations.
7. To use the expertise of faculty and students in providing public service activities.
8. 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 used for the Master of Science (MSN) programs. Graduate nursing education builds upon the knowledge and competencies that characterize

baccalaureate education in nursing. The MSN 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.

**VISION STATEMENT:**

A nursing education program of excellence and distinction in this region of the US with graduates who are capable of caring for and changing the world. This is accomplished through the work of a magnet faculty unit which fosters teamwork, empowerment, and shared discovery.

**PURPOSE OF GRADUATE NURSING PROGRAM:**

The purpose of the MSN programs is to prepare advanced practice professional nurses with a global perspective who are capable of providing advanced nursing care in various settings. Graduate education 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 MSN curricula actualizes the mission of the Department of Nursing and the graduate nursing program philosophy by preparing advanced practice nurses in the specialty roles of 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 track programs, including the Nurse Administration and Nurse Educator 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 or concepts 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</u></b>  <b><u>DEPARTMENT</u></b>  <b><u>OF</u></b>  <b><u>NURSING MSN</u></b>  <b><u>STRANDS OR</u></b>  <b><u>CONCEPTS</u></b></p>		<p><b><u>Core Courses</u></b>  <b>NURS 802:</b> Advanced Health Assessment (1)  <b>NURS 808:</b> Statistics for Health Professionals (3)  <b>NURS 809:</b> Advanced Foundations for Nursing Practice (3)  <b>NURS 810:</b> Developing Nursing Theories (3)  <b>NURS 807:</b> Advanced Pathophysiology, Pharmacology, and Health Assessment for Nurse Educators and Nurse Administrators (3)  <b>NURS 814:</b> Healthcare: Policy/Politics/Organization/Cost (2)  <b>NURS 872:</b> Informatics in Health Care Systems (3)  <b>NURS 882:</b> Research in Nursing (3)</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 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.</li> <li>▪ 80% pass rate on first time takers on core comprehensive exams <b>Post Graduate Survey (one and five years)</b></li> <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>
Upon Completion of the Master of Science in Nursing Program, the graduate will be able to:	<b><u>Graduate Outcomes</u></b>		
1. PROFESSIONALISM	<input type="checkbox"/> Demonstrate integrity in the profession. <input type="checkbox"/> Initiate self responsibility for continuous professional learning for role flexibility and transformation in harmony with changing needs of the healthcare system and global society		
2. THEORY	<input type="checkbox"/> Design theoretical models using abstract thinking in analyzing, evaluating, and synthesizing theories and patterns of nursing practice for improving healthcare outcomes.	<p><b><u>Track Courses</u></b></p> <p><b><u>Nursing Administration Track:</u></b>  <b>NURS 861:</b> Complexity in Health Care Organization (3)  <b>NURS 862:</b> Administrative Management in Health Care Organizations (3)  <b>NURS 876:</b> Apprenticeship: Nursing Administration (3)  <b>NURS 890:</b> Development of an Evidence-Based Practice Project (1)  <b>NURS 891:</b> Implementation and Evaluation of an Evidence-Based Practice Project (2)  <b>Graduate Elective Course (3)</b></p>	
3. RESEARCH	<input type="checkbox"/> Employ systematic inquiry and research strategies to synthesize, evaluate and contribute to nursing knowledge that enhances evidence based nursing practice and health care.		
4. LEADERSHIP	<input type="checkbox"/> Ability to orchestrate self and others in professional nursing practice while exhibiting leadership excellence. <input type="checkbox"/> Synthesis of masterly metal-communication in scholarly endeavors	<p><b><u>Nursing Education Track:</u></b>  <b>NURS 866:</b> Teaching Strategies in Nursing (3)  <b>NURS 867:</b> Apprenticeship: Teaching Strategies in Nursing (2)</p>	<p><b><u>Employer Survey</u></b></p> <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:</li> <li>▪ Legal and ethical behavior</li> <li>▪ Research and</li> </ul>



5. ADVANCED PRACTICE ROLES	<input type="checkbox"/> Integrate theory and research from nursing and other disciplines with developing expertise in advanced practice nursing roles.	<b>NURS 868:</b> Curriculum Planning: Nursing Education (3) <b>NURS 869:</b> Apprenticeship: Nursing Educations (3) <b>NURS 870:</b> Nursing Education Curriculum Evaluation (3)	scholarly activity
6. HEATH CARE SYSTEM	<input type="checkbox"/> Evaluate health care policy and finance to provide leadership in the health care system.	<b>NURS 870:</b> Nursing Education Curriculum Evaluation (3) <b>NURS 890:</b> Development of an Evidence-Based Practice Project (1) <b>NURS 891:</b> Implementation and Evaluation of an Evidence-Based Practice Project (2)	
7. HOLISTIC VIEW	Design and appraise evidence-based advanced nursing strategies in diverse systems. Manifest global perspectives through nursing roles with sensitivity to human diversity and social issues.		(may include quality improvement) Trending and application of research findings Use of databases Ability of graduate to communicate orally and in writing Ability of the graduate to function independently in their role

## **GRADUATE NURSING CURRICULUM:**

The Master of Science in Nursing (MSN) curriculum actualizes the mission of the Department of Nursing and the MSN 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 MSN, 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 Behavioral Sciences and the Department of Nursing, the graduate nursing curriculum is delivered to students with the latest technological medium.

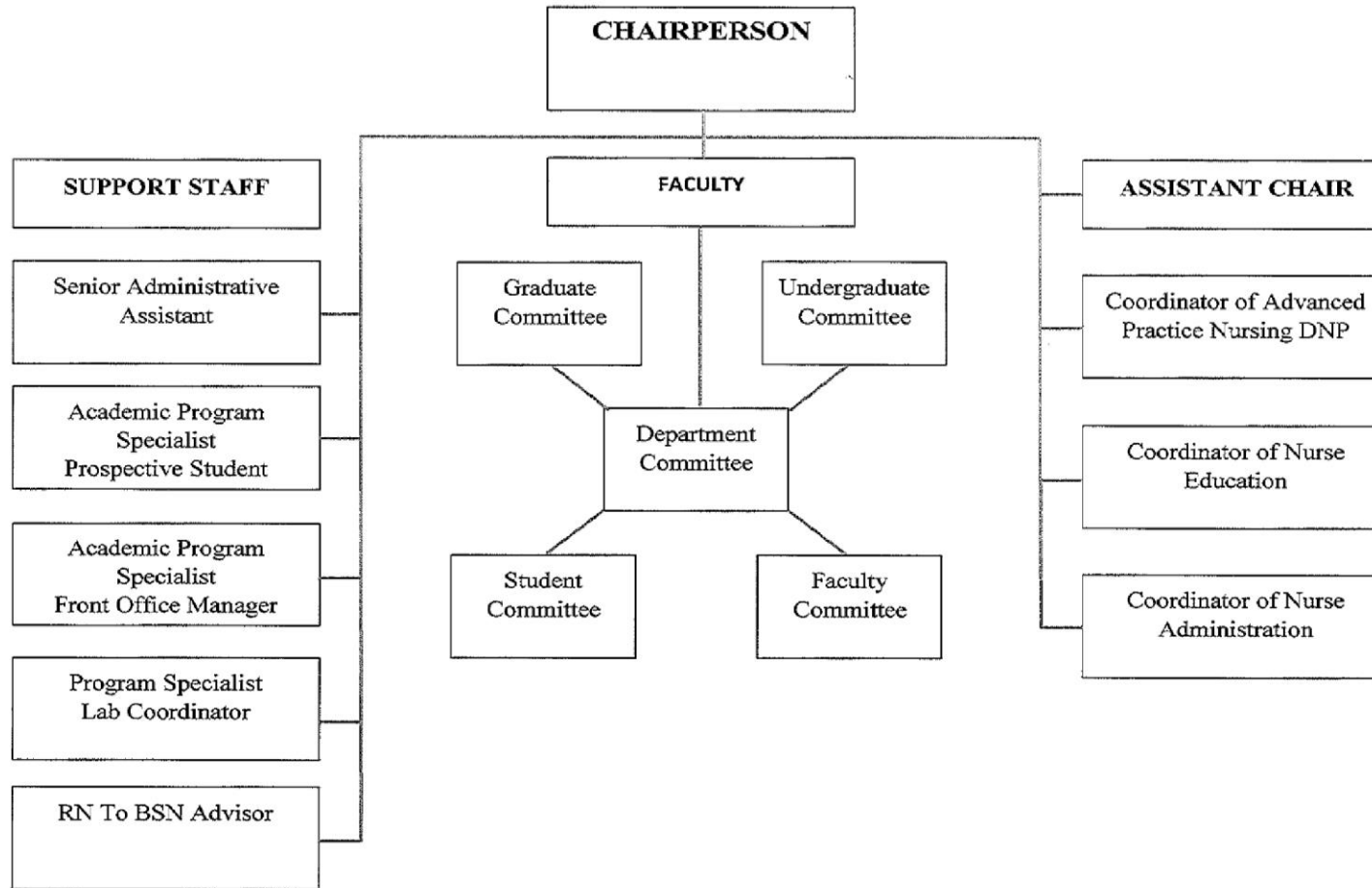
The MSN curriculum builds upon the professional nurse generalist foundation provided by the undergraduate nursing program curriculum and prepares nurses capable of providing advanced nursing care. Core content serves as the underpinning for specific course objectives as the student progresses through 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. An evidence based project is required for all MSN students.

### **MSN Essentials:**

- I. Background for Practice from Sciences and Humanities
- II. Organizational and Systems Leadership
- III. Quality Improvement and Safety
- IV. Translating and Integrating Scholarship into Practice
- V. Informatics and Healthcare Technologies
- VI. Health Policy and Advocacy
- VII. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VIII. Clinical Prevention and Population Health for Improving Health
- IX. Master's-Level Nursing Practice

### SECTION III: DEPARTMENTAL ORGANIZATIONAL STRUCTURE



## **SECTION IV: ADMISSION**

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

Submit an application to the Fort Hays State University Graduate School. Submit all required documents to the FHSU Graduate School.

<https://fhsu.edu/academic/gradschl/admissions/index.html>

Completing graduate courses does not guarantee acceptance into the graduate nursing program.

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

To be considered for admission, the student must:

1. Apply to the University Graduate School  
<https://fhsu.edu/academic/gradschl/admissions/index.html>
2. Complete baccalaureate degree with an upper division major in nursing from a program accredited by a nationally recognized nursing accrediting authority (CCNE or NLNAC).
3. Have a minimum cumulative GPA of 3.0 (on a 4.0 scale) for the baccalaureate nursing degree.
4. Have a current RN license in good standing to practice professional nursing in the United States.
5. Students not accepted/admitted must reapply to the Graduate School to be considered again.

### **CONDITIONAL ADMISSION REQUIREMENTS:**

Full admission to the program is contingent upon successfully completing clinical clearance requirements within the CastleBranch system. Part 1 must be met within 30 days of admission notification. Failure to meet the requirements by the deadline, may delay the ability to enroll or result in acceptance being rescinded.

#### Clinical Clearance Requirements Part 1\*

- Background Check
- Drug Test
- Immunizations records
- Student Information Release Form
- Confidentiality Statement Form
- RN Licensure

\* Students will not be able to enroll in courses until Part 1 is complete.

Clinical Clearance Requirements Part 2- *required prior to beginning clinicals in NURS 867, NURS 869, or NURS 876.*

- CPR Certification
- Health Insurance
- Name badge receipt
- Preceptor documents (information provided at orientation)
- Professional Liability Insurance

### **TRANSFER REQUIREMENTS:**

Graduate students may apply to transfer up to six graduate credits from other universities. Course description and syllabi are required so that the Graduate Nursing Committee can review and approve (or not) the courses for transfer. Any course being requested for transfer credit must be submitted to the advisor within six weeks of admission date notification from the Graduate School. Courses not submitted within the six week timeframe will not be accepted. The date of the transferred course starts the timeframe in which students must complete the program.

Graduate transfer credit requests must be earned at a regionally accredited institution with a B or better and approved by the Graduate Dean. Under no circumstances can a course be used on more than one program of study. Courses cannot be transferred onto the graduate program until an official transcript for the course(s) has been received by the Graduate School. Only graduate courses used on a degree program will be added to the FHSU transcript; the degree courses are transferred once the graduate student has enrolled in courses at FHSU. No course may be transferred for which validation will be required because of time limits or in which the course has been used on a previous degree.

### **POST-MASTER'S CERTIFICATE:**

The Nursing Administration and Nursing Education Post-Master's certificates both require completion of 12 credit hours. Both certificate programs can be completed online. They require the student to successfully pass the Comprehensive Track Exam for the specific Post Master's program and present a scholarly research project. The student desiring to obtain a Post-Master's certificate must complete the application processes to the University Graduate School at <https://fhsu.edu/academic/gradschl/admissions/index.html>

### **Changing Major:**

Students changing majors within Nursing must re-apply to the Graduate School <https://fhsu.edu/academic/gradschl/admissions/index.html> and pay all associated fees. This include changing pathways within the MSN program.

### **ADVISING:**

1. Students will be assigned a graduate nursing advisor after admission to the nursing program in alignment with their designated program of study.
2. Students should contact their advisor prior to enrollment to schedule the necessary appointments to guide their progress through the curriculum.
3. Students can expect to complete a Program/Plan of Study (POS) with the guidance of their assigned advisor.
4. It is the responsibility of the student to become familiar with the requirements for the degree.
5. 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, Nursing Chairperson, and the Dean of the Graduate School. Students' program plans should be filed in the Graduate School after the completion of nine hours of graduate credit (see Graduate School website).

## **ADMISSION INFORMATION FOR INTERNATIONAL STUDENTS:**

Admission to the Master of Science Nursing (MSN) program is a two-step application process; both applications must be completed by the due dates (March 1 for summer or fall semesters, July 1 for fall semesters, and October 1 for spring semester admittance review in order to be considered for admission.

### **Prior to admission to the Master of Science Nursing (MSN) program**

- Complete a Graduate School application found at <https://fhsu.edu/academic/gradschl/admissions/index.html> as an International Student (all paperwork/documentation must be submitted to the Graduate School). Use the checklist <https://fhsu.edu/academic/gradschl/admissions/international-checklist-3-7-19> , online application form, information form, and financial form to complete their application process. The Graduate School can be contacted by phone at (785) 628-4236 or by email at **cmmergen@fhsu.edu**
- Take the CGFNS qualifying exam and the TOEFL exam (test of English as a foreign language). Applicants must meet all of the requirements specified by CGFNS and any deficiencies noted by CGFNS must be met.
- 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.
- Maintain a Registered Nurse (RN) license to practice in the United State (must pass the NCLEX-RN and receive license to practice as a registered nurse). Students taking clinicals out-of-country must find a Facility considered U.S. territory, such as a Hospital on a Military Base, and find a Mastered prepared preceptor within that Facility to work with our faculty.
- All out-of-country courses/transcripts taken outside of the United States, must be evaluated by the Commission of Graduates of Foreign Nursing Schools (CGFNS) to confirm BSN degree, course credits, and grades including grade point average (GPA). CGFNS can be contacted at **www.cgfns.org**. **You must specify that you want a course by course evaluation.** The CGFNS report must be submitted directly to the prospective student program specialist, Fort Hays State University, Department of Nursing, 600 Park Street, Hays, Kansas, 67601.

## **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. The student must attain at least a cumulative "B" average (3.0) on all graduate courses taken toward the degree.
2. 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 for dismissal by the Nursing Graduate 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 six credit hours. More than six credit hours of C grades may result in dismissal from the program.
  - c. 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.
3. Both theory and preceptorship components of the co-requisite courses must be taken concurrently if repeated.
4. The ability to repeat a course for whatever reason will depend on space available in the course.
5. An 'Incomplete' may be requested in any course by the student. An 'Incomplete' may or may not be granted at the discretion of the lead course instructor.
6. 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.
7. Audited courses or continuing education workshops are not accepted in the program for the Master's degree.
8. Elective graduate 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.
9. All graduate courses for a Master's degree program must be completed within eight 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 eight 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 of study 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;
6. This process is formally completed by the Department of Nursing once the students meets the above criteria.

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.

### **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 REQUIREMENTS:**

The completion of an Evidence Based Practice Project (EBP) is required of all degree seeking candidates in the Nursing Education and/or Nursing Administration Tracks.



**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 can be obtained from the Graduate School.

**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 also 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). Students will sign a confidentiality agreement at the beginning of the program. Failure to do so may result in immediate dismissal from the program.

**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. Students with unprofessional behavior will follow the Behavior Point Referral Policy (See Appendix A).

**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. Each student is expected to obtain a background check upon admission to the Master of Science program using the Department of Nursing process and again every four years or as requested by the Nursing Department. Background check is completed at the time of admission and as requested.

**Leave of Absence from Nursing Program:**

Admitted nursing students, a Leave of Absence (LOA) form is submitted to the Chair indicating the need to “stop out” with plans to continue in the program in the future. To be considered for a LOA, students must be in good standing and currently passing all courses. Students must consider that returning to the program is dependent upon space being available as class size is limited. Students requesting a leave of absence need to discuss the reason for this request with their advisor. The LOA form can be obtained from their advisor. The completed LOA form is submitted to the Department of Nursing Chair. (Refer to University Student Handbook – Policies and Procedures). Readmission following a LOA requires appropriate documentation by the student as determined by the advisor with a letter requesting readmission. Students withdrawing from the nursing program must submit a letter of withdrawal to their advisor. Students who withdraw are not allowed to re-enter the program without a new application for admission.

**DEFINITIONS:**

**Apprentice Expert and Expert Teachers:** 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 and Expert Teachers 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 or Expert Teacher. This individual will work closely with the student in the role setting. The Apprentice Expert or Expert Teacher 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 nurse administrator or nurse educator role under the supervision of the Apprentice Expert or Expert Teacher.

**Clinical Agreement:** A clinical agreement between a healthcare provider/agency and FHSU is obtained by the student and completed per course requirements. 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.

## RESOURCES

### Library:

1. Library resources are widely used by graduate students. Students should attend library orientations in person or virtually and familiarize themselves with library resources.
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. Allow *at least 2 weeks* for processing and receiving requests.

### Internet and E-Mail:

Students are given an e-mail address at enrollment time. Students are expected to use the fhsu email for all course and advisor contacts. 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, contact 'TigerTech' 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 email address is to be used for all communication with the Department of Nursing and the university.

### Computer Issues:

Students have access to 'TigerTech', the HelpDesk call center and PC support operations of Fort Hays State University. 'TigerTech' is located in Tomanek Hall room 113 and is available at <https://www.fhsu.edu/Technology/news/HelpDesk,-TigerInfo-Call-Center-and-PC-Support-operations-merge-to-form-TigerTech/> or phone 785-628-FHSU and ask for 'TigerTech'.

### Student Health Center:

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

### MSN Program Policy:

Students are expected to follow the most updated handbook posted on the Fort Hays State University Nursing Department web at all times while in the Master of Science of Nursing program.

## Appendix A

### FHSU NURSING DEPARTMENT PROFESSIONAL DISPOSITION REFERRAL SYSTEM IN RELATION TO CLASS/PRACTICUM COURSES

Policy:

- All violations are reported to the Department Chair. The Department Chair meets with the student regarding the violation.
- Violations are documented on plan of improvement form. Copy to student, advisor, & file.
- Levels may change depending on severity of violation. (HIPAA, misconduct, unsafe practice, academic dishonesty)
- Points accumulated throughout program. Multiple offenses may result in dismissal recommendation.

LEVEL I	LEVEL II	LEVEL III	LEVEL IV	
2 Points	4 Points	6 Points	10 Points	
Dress Code Violation	Conflict with Students and/or Staff	Threats / Verbal Abuse	Non-Compliance with FHSU Laws	Misuse of University Documents
Practicum Preparedness Violation	Class Disturbance	Tobacco Possession and/or Use in practicum/class	Vandalism/Damage of Property	Fraud
Profanity / Vulgarity	Practicum Attendance Violation	Academic Dishonesty	Unauthorized use of Firearms and Other Deadly Weapons	Unauthorized Use of FHSU Facilities and/or Keys
Electronic Device Violation	Forging Documents (plagiarism, fabrication)	Inappropriate Technology Use (cheat sites, social media, confidentiality, etc.)	Unauthorized Use of Flammable Materials and Fireworks/ Arson	Non-Consensual Interaction with Students, Staff, Clients/Families
Preceptor concern with student	Inappropriate Drawings, Words or Gestures.	Instructor Referral for Excessive Absences	Client Abuse (verbal and/or physical)	Misuse of FHSU and/or Field-Experience Computer Equipment
	Invasion of Personal Space	Lying and/or misrepresentation of facts	Tampering with Fire Alarms and Equipment	Alcohol/Drug Violation
	Practicum Clearance Violation	HIPAA Violation	Theft or Misappropriation of equipment	Fighting or Overtly Aggressive Behavior
		Misconduct during practicum *	Disorderly Conduct involving Security during school activities	
		Confidentiality		

	Failure to report unethical behavior.	Conduct Unbecoming of a Professional Nurse according to the ANA Code of Ethics.		
	<b>Repetitive Level 1 Referrals</b>	<b>Repetitive Level 1 &amp; 2 Referrals</b>	<b>Dismissal Recommendation to Student Affairs</b>	