

**DOCTOR OF NURSING PRACTICE
STUDENT HANDBOOK
2019-2020**



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

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

UNIVERSITY MISSION STATEMENT:

Fort Hays State University provides educational programs of distinction accessible to Kansas, the nation, and the world through innovative people of excellence who develop engaged global citizen-leaders

The ever-changing, forward-thinking model of higher education embraced by FHSU provides on-line learning with global outreach. 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/>

DEPARTMENT OF NURSING APPROVAL & ACCREDITATION:



Fort Hays State University has received approval by the Kansas State Board of Nursing, the Kansas Board of Regents, and the Higher Learning Commission to offer the DNP program.

The Doctor of Nursing Practice program at Fort Hays State University is has received accreditation by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202)887-6791.

DEPARTMENT OF NURSING WELCOME:

The Department of Nursing (DON) of FHSU would like to extend a warm welcome to all students seeking advanced doctoral education. Given the rigor of scholastics, vast educational opportunities, and selective admission processes, you are considered an asset to the DON. The department will strive to challenge you to provide excellence in patient care, while maintaining the human '*nursing*' touch. At FHSU, rural health is important and concentrated practice in this area is stressed. The DON believes in continuous quality improvement, and we look forward to your feedback today, tomorrow, and for years after you graduate.

SECTION II: Mission, Vision, Goals, Organizational Chart, Philosophy, & Purpose

MISSION STATEMENT:

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.

DNP MISSION:

The DNP Program mission is to develop advanced practice nurse leaders who collaborate in translating evidence based practice to improve health outcomes of individual, communities, and global populations.

VISION STATEMENT:

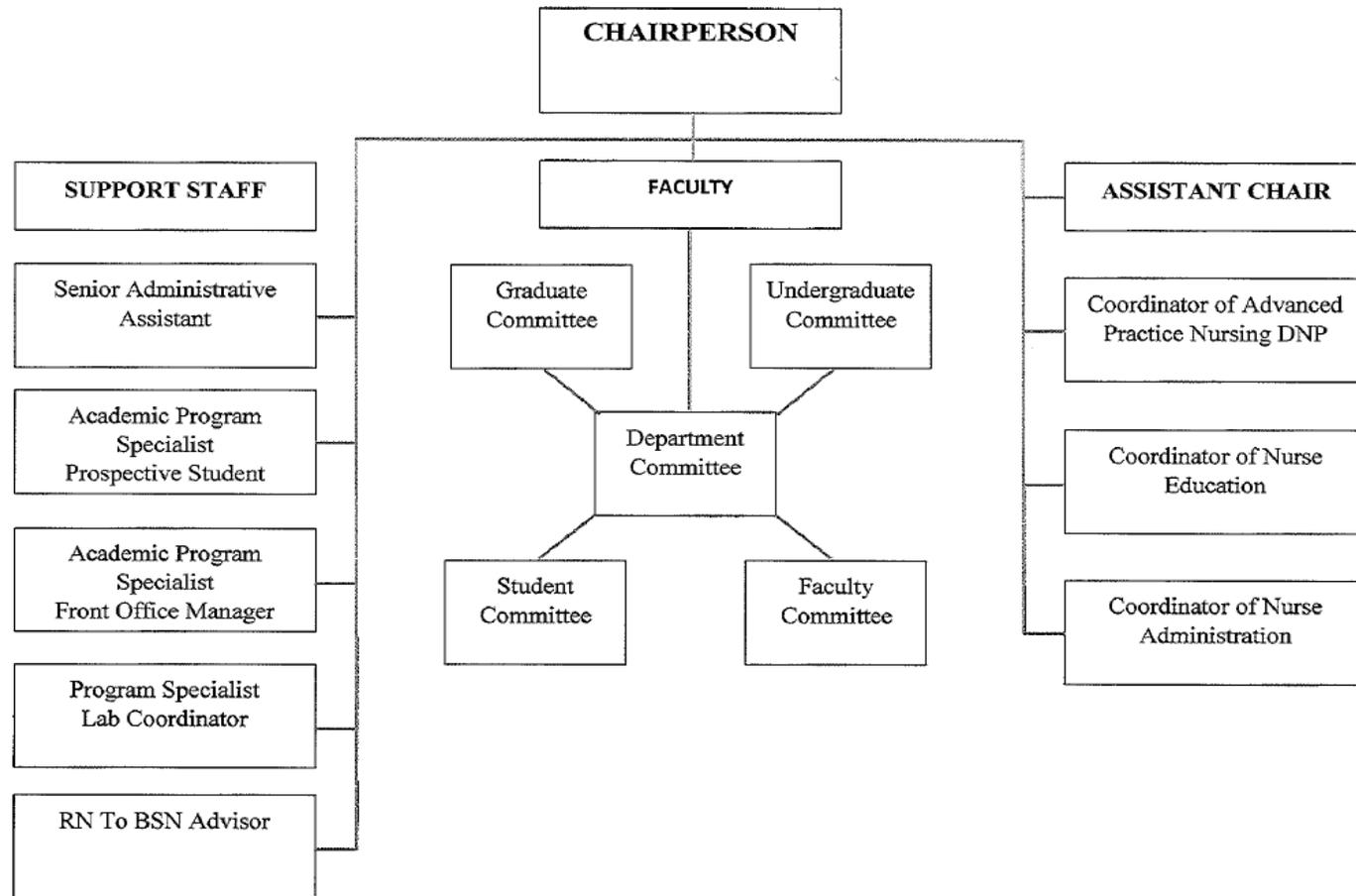
The Department of Nursing provides an excellent education program of distinction regionally, with graduates who are capable of caring for and changing the world. This is accomplished through the work of a magnet faculty unit that fosters teamwork, empowerment, and shared discovery.

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 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.

DEPARTMENTAL ORGANIZATIONAL CHART: Fort Hays State University Department of Nursing (DON)



DEPARTMENT OF NURSING CORE PHILOSOPHY:

The Department of Nursing has adopted the following Core Philosophy.

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, economic, 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.

DOCTOR OF NURSING PRACTICE PROGRAM PHILOSOPHICAL STATEMENTS:

The Department of Nursing philosophical statement builds upon the knowledge and competencies that characterize baccalaureate and graduate education in nursing. The Doctor of Nursing Practice curriculum integrates theory, research and practice from nursing and related disciplines. The DNP program will create nursing leaders for interdisciplinary health care teams by affording students with the tools and skills necessary to translate evidence gained through nursing research into practice. The students will acquire advanced knowledge and a strong foundation geared towards advanced nursing practices. This results in improved systems of care and provides the skills to measure outcomes of patient groups, populations and communities.

**PURPOSE OF THE DOCTOR OF NURSING PRACTICE (DNP)
PROGRAM:**

The purpose of the DNP is to prepare advanced practice professional nurses with a global perspective who are capable of providing advanced nursing care in various settings. The DNP program 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 DNP curricula actualize the mission of the Department of Nursing and the DNP philosophy by preparing advanced practice nurses as leaders. The core courses provide the foundation for specific course objectives and are designed by using the principle of basic to advanced concepts. The doctoral program expands the student's education using the program concepts as a guide. The student is encouraged to view humanity and society from a global perspective, meaning addressing the health status of individuals, health care system, leadership and management.

Based on the synthesis of theory, practice and research, the doctoral 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 a quality nursing education. Technology serves as an interactive link in connectivity between the graduate nursing student and the university faculty.

SECTION III: Doctoral Curriculum

The Doctor of Nursing Practice (DNP) is a terminal degree program offering the highest level of preparation for nursing practice. At completion of the program, graduates will possess the doctoral terminal degree for nursing practice and will be expected to incorporate comprehensive health care functioning as expert clinicians and nurse leaders. The BSN to DNP program prepares students for DNP practice as a Family Nurse Practitioner (FNP). A FNP provides primary care across the life span.

DNP ADVANCED PRACTICE PROGRAM OUTCOMES:

Program outcomes provide a framework for the curriculum; these outcomes were developed using faculty expertise, based upon the National Organization of Nurse Practitioner Faculties (NONPF) (2012) and the Essentials for Doctoral Education for Advanced Practice (2006) endorsed by the American Association of Colleges of Nurses.

Curriculum Competencies and Guidelines

The Advanced Practice Family Nurse Practitioner (FNP) curriculum (BSN to DNP entry option) includes didactic and clinical practicum courses to prepare the graduate for national certification by the American Association of Nurse Practitioners Certification Board (AANPCB) or the American Nurses Credentialing Center (ANCC). To achieve this goal and to prepare the student for the additional leadership coursework seen in the DNP curriculum, 2016 National Task Force on Quality Nurse Practitioner Education (NTF) Criteria for Evaluation of Nurse Practitioners Program, 5th edition served as a guide.

Nursing Standards

The DON adheres to the American Nurses Association Code for Nurses which reads as follows:

Preamble: The Code for Nurses is based on belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

DNP Essentials

The DNP Program is designed to meet the American Association of Colleges of Nursing (AACN) "The Essentials of Doctoral Education for advanced Nursing Practice (October, 2006)". These Essentials are:

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
- III. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Health Care Policy for Advocacy in Health Care
- VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advanced Nursing Practice

Student Learning Outcomes:

1. Professionalism-Graduates will use inter-professional collaboration with ethical competency to improve patient and population health outcomes.

2. Theory-Graduates will analyze and integrate knowledge from research and theory to develop and implement evidence based practice. Evidenced Based Practice-Graduates will utilize the process of systematic inquiry to translate, implement, and evaluate evidence based practice to improve patient outcomes.
3. Leadership-Graduates will apply leadership to lead health care systems to improve health outcomes of individuals, communities, and populations through interdisciplinary collaboration and implementation of high-quality and cost effective care.
4. Advanced Practice Role-Graduates will utilize the advanced practice role to improve health outcomes, evaluate and improve business practices, actively participate in health care policy, evaluate information systems, and promote health and disease prevention for individuals, communities, and populations.
5. Informatics-Graduates will analyze, utilize, and evaluate information technology to provide leadership and improve patient care.
6. Health Care System-Graduates will advocate, influence, and evaluate policy making and implementation.
7. Holistic View-Graduates will provide comprehensive health care to populations while exhibiting sensitivity to cultural diversity.

DNP PROGRAM DESCRIPTION

The Department of Nursing offers two terminal degree DNP track programs. The first track is the BSN to DNP degree, consisting of 75 credit hours of course work. This track will prepare the students to apply for state licensure as an APRN and test for national certification as a FNP. The second track is the MSN Advanced Practice Registered Nurse (APRN) to DNP degree, consisting of 30 credit hours of course work.

DNP CLINICAL ROTATIONS AND PROJECT HOURS

The BSN to DNP program at Fort Hays State University will have 900 clinical hours and 600 project hours. The MSN to DNP program accounts for clinical hours taken in the masters advanced practice nursing program, leaving only 600 project hours for completion. The project course is an accumulation of theory, leadership, and research courses requiring students to choose a specific area of practice that they will explore in detail with an aim of improving practice outcomes.

STUDENT DRESS CODE

Classroom Dress Guideline

The intent is for the student's classroom dress to be comfortable, while the type and fit of clothing reflect mindfulness and respect of community guest speakers, faculty and peers. The specific classroom dress code is at the discretion of the individual faculty in creating a professional environment.

General Clinical Requirements

The student ID badge is to have first and last names (no nicknames) identifying the student as an FHSU DNP Student. The lab coat is to be white, three-quarter length and have the FHSU DNP logo embroidered on the front. Students are expected to be well groomed and in neat, clean attire at all times. Clothes should fit properly so as to be professional and appropriate.

Simulation Center Dress Guideline

While in the Simulation Center in Stroup Hall, students will dress professionally as they would dress in the clinical setting. The dress will include the student ID badge and lab coat.

PROGRAM EVALUATION

The DNP program will be rigorously evaluated on a yearly basis by the Nursing Department. The program will be evaluated based on the summative findings of a variety of measures, including:

Preceptor evaluations (BSN to DNP) Faculty evaluations

Evaluation of comprehensive examinations Project defense DNP

Portfolio

Graduation rate, employment and location

Aggregate performance on national APRN certification examination Evaluation of employer and alumni survey

Evaluation of student surveys

Yearly advisory council recommendations

SECTION IV: Admission

Admission to the FHSU Department of Nursing DNP program will be highly competitive with only the most qualified students being admitted. Students who demonstrate the best academic and professional potential with a desire to serve the region will be most likely to receive admission.

UNIVERSITY GRADUATE SCHOOL REQUIREMENTS:

Complete an application to the Fort Hays State University Graduate School online at <http://www.fhsu.edu/academic/gradschl/admissions/index>. Submit all required documents to the FHSU Graduate School by the application deadline.

Students may take up to 6 credits of graduate nursing courses within one semester prior to completing the application to the nursing program. Students need to be admitted to the Graduate School to begin taking courses. Completing graduate courses does not guarantee acceptance into the graduate nursing program.

DOCTORAL NURSING PROGRAM REQUIREMENTS:

Request the Doctor of Nursing Program application form by completing the Graduate School application.

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

To be considered for admission, the student must:

1. Submit Graduate School application DNP track:
 - a) BSN to DNP; or
 - b) MSN to DNP. The application deadline is annually on November 1st in order to start the desired program of study in the following June term unless otherwise listed. Files that are incomplete will not be considered for admission.
2. Complete baccalaureate degree 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 minimum cumulative GPA of 3.25 (on a 4.0 scale) for the MSN.
5. Have a current RN and APRN license in good standing to practice professional nursing in the United States for the MSN to DNP track.
6. Have a current RN license in good standing to practice professional nursing in the state of Kansas for the BSN to DNP track.
7. Advanced Pathophysiology, Advanced Pharmacology, and Advanced Health Assessment, must be taken within two years prior to clinical courses. If a MSN to DNP applicant has taken graduate statistics, they will need to provide a record to Nursing

Department. Graduate statistics is required and offered at FHSU if course is needed.

8. Demonstrate aptitude and attitude for advanced professional nursing studies via a personnel interview.
9. Students are required to find their own clinical placements as directed and approved by course instructors. FHSU can help coordinate clinical placement if needed.
10. Clinical Clearance Requirements: Admission to the program is contingent upon successful completion of clinical clearance requirements. Part 1 must be met within 30 days of admission notification. Failure to meet the requirements by the deadline may delay your ability to enroll or result in rescinded acceptance.

a. **MSN to DNP:**

Part 1*

- Background Check
- Immunizations records
- Student Information Release Form
- Confidentiality Statement Form
- RN Licensure
- APRN Licensure
- APRN Board Certification

* You will not be able to enroll in courses until you have completed program admittance requirements Part 1.

Part 2: Project Requirements *required prior to beginning DNP Project* in NURS 957

- CPR Certification
- Health Insurance
- Name badge receipt

b. **BSN to DNP:**

Part 1*

Background Check

Drug Test

Immunizations records

Student Information Release Form

Confidentiality Statement Form

RN Licensure

* You will not be able to enroll in courses until you have completed clinical clearance requirements Part 1

Part 2: *required prior to beginning clinicals* in NURS 936

CPR Certification

Health Insurance

Name badge receipt

Preceptor documents (information provided at orientation)

Professional Liability Insurance

ACLS is required for successful completion of NURS 926

11. Students not accepted/admitted must reapply to the Graduate School to be considered again.
12. Students who are employed in the workforce during their schooling may work and utilize their skills only in the capacity of which they have been hired. Students may not perform skills at their workplace that are being taught as part of their program.
13. **Information Subject to License Denial**

Grounds for KSBN disciplinary action. 65-1120 Chapter 65.--PUBLIC HEALTH Article 11.--REGULATION OF NURSING

The board may deny, revoke, limit or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a certificate of qualification or authorization, if the applicant, licensee or holder of a certificate of qualification or authorization is found after hearing:

 - (1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
 - (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto;
 - (3) to have committed an act of professional incompetency as defined in subsection (e);
 - (4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;
 - (5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
 - (6) to be guilty of unprofessional conduct as defined by rules and regulations of the board;
 - (7) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;
 - (8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8); or

(9) to have assisted suicide in violation of K.S.A. 21-3406 and amendments thereto as established by any of the following:

TRANSFER REQUIREMENTS:

Graduate students may apply to transfer up to six graduate credits from other universities. Courses must be less than eight years old. The date of the transferred course starts the timeframe in which students must complete the program. The program must be completed in 8 years. 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. Course syllabi are required to be obtained by the student and delivered to the students' advisor in order to review and potentially approve the course for transfer by the Graduate Nursing Committee.

Courses in Advanced Pathophysiology, Advanced Pharmacology, and Advanced Physical Assessment must be taken at FHSU. Courses from the Kansas Advanced Professional Consortium may transfer as determined on an individual basis.

Courses submitted for transfer credit will be reviewed by the DNP Committee. Students will be notified of the committee's findings by their academic advisor. 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.

ADVISING:

1. Students will be assigned a graduate nursing advisor after admission to the nursing program. Students should contact their advisor prior to enrollment to schedule the necessary appointments to guide their progress through the curriculum.
2. It is the responsibility of the student to become familiar with the requirements for the degree.
3. Full time study in FHSU graduate programs is 9 credit hours.
Students are encouraged to discuss their Plan of Study (POS) with their major advisor. However, students enter the program in a cohort beginning in the summer and will adhere to the set course schedule with no variation to the POS. A Plan of Study will be submitted, by your major advisor, to the Graduate School at the completion of nine hours of graduate credit (see Graduate School website). A candidacy form will also be submitted to the

Graduate School prior to the student's anticipated graduate semester.

ADMISSION INFORMATION FOR INTERNATIONAL STUDENTS:

Prior to Coming to the United States: International Checklist

[https://fhsu.edu/academic/gradschl/admissions/international-checklist-](https://fhsu.edu/academic/gradschl/admissions/international-checklist-3-7-19)

3-7-19 Complete an application form and other required documents as stated in the international applicant's checklist.

Additional requirements for Nursing:

1. Complete the requirements set by the Commission of Graduate Foreign Nursing Schools (CGFNS)
Contact CGFNS for an application packet at (215)222-8454 or go to <http://www.cgfns.org>. 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.
2. If English is not the native language of the country of origin, take the speaking portion of the TOEFL iBT.
3. 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>
4. Apply for Registered Nurse (RN) licensure examination (NCLEX-RN) that will be administered by computer application in the United States or selected countries.

SECTION V–Progression

Program progression is based successful completion of courses as defined within each individual course syllabus. In courses where successful completion is based on test and or quiz grades, weighted averages may be used in determining the final grade. Please refer to each syllabus for specific course requirements.

Students failing to pass a course with the required exam average will be unable to progress in clinical or didactic classes related to that content. Students not successfully obtaining the required exam average will automatically receive a grade of a C, unless their overall course grade is less than a C. In this case, the student would receive either a D or a U.

PROGRESSION THROUGH THE CURRICULUM

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

1. Students are admitted into the DNP program in cohorts and progress through the DNP program as a cohort.
2. Students must maintain continuous enrollment in the DNP program based upon their program of study, approved by the advisor, Department Chairperson, and Graduate Dean.
3. If a student fails a course or withdraws from a course for any reason, he/she may be dismissed from the DNP program. The decision to dismiss a student is based upon consultation between the students' advisor, the Graduate Committee, the Chairperson, and the Graduate Dean. The declaration of student dismissal, if applicable, will be made by the Graduate Dean. The student may appeal the dismissal decision. The student may also reapply for program admission and his/her application will be considered based upon factors including seat availability. The student must attain at least a cumulative "B" average (3.0) each semester enrolled on all graduate courses taken toward the degree.
4. Course grades:
 - a. Grades of "C" will be accepted for 6 credit hours.
 - b. A course grade of D or U in any graduate course is not acceptable.
 - c. In the case of progression, whereas dismissal is not recommended, students receiving a grade of a C must meet with their advisor within 30 days of the grade being given and create a plan of improvement.
5. A student who has 1) received a grade of a D or an U or 2) has received more than 6 hours of coursework with a grade of a C or 3) failed to maintain a cumulative GPA of a 3.0 may be recommended to the Graduate Dean for dismissal from the program.
6. Students will enter both the BSN to DNP program and MSN to DNP program in a cohort starting in the summer. Students who are unable to continue with their prospective plan of study either due to personal circumstance or failure of a course with a D or U, may

notify the DNP Committee in the Department of Nursing in writing that they are requesting an alternate plan of study. The DNP Committee will review the request based on space availability and notify the student if an alternate plan is available. In the case where an alternate plan is not available or students are needing to take a stay in their program, students will need to re-apply to the DNP program when they are ready to return to school.

7. The student must maintain the standards of academic and professional integrity expected in the DNP program. 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.

8. If a student has not progressed as contracted, for example is not successful in a course, and a curricular change occurs in the interim, the student will be required to take the new course(s) if the other course(s) have been deleted from the curriculum.

9. All graduate courses for a Doctoral 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 or the date of a transferred course.

10. 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

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 Doctoral degree.
3. Complete a minimum of nine hours of graduate credit towards 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.

COMPREHENSIVE EXAMINATIONS FOR BSN to DNP STUDENTS

Each applicant for a graduate degree must satisfactorily pass a comprehensive examination over the 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 yearly. If retest is required, it must be completed within two months. 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 taken on campus at Fort Hays State University. Students will be placed in the Comprehensive Review Course on BlackBoard when the department of nursing has received all of the necessary documentation required for the examination. These documents will be sent per email to students indicating their desire to take 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 DNP program.

Fort Hays State
University
Department of
Nursing Graduate
Nursing Program
785- 628-4327

BSN to DNP Students

Information Packet: Graduate Nursing Comprehensive

Examination Date of Exam: 2nd Wednesday in March. Time:

1:30 to 5:30

**A. Requirements to complete
before taking the Comprehensive
Examination:**

Track Examination:

Contact the Graduate School in January stating intention to take the examination.

Must be admitted to candidacy and all conditions met before sitting for the exam. Contact academic advisor to make sure these requirements are completed.

Complete the Information Sheet. Return to the Nursing Department in January.

B. Preparation for the on-campus, proctored comprehensive examination:

Students must have a current TigerTracks account. The exams will be administered on the FHSU Blackboard site.

Department computers will be used for the comprehensive exam. In the event that the Department computer stock supply does not meet student demand, students will be instructed to use personal computers. Make sure personal computers have the capability to access Blackboard 9. The latest version of FireFox must be installed on the computer.

A Blackboard Review site will be available to assist with the exam preparation. Students will be given access to this site after the Information Sheet for Graduate Nursing Comprehensive Examination is received in the Nursing Department.

C. The day of the Examination:

Check in at Fort Hays State University campus, at least 15 minutes

prior to the scheduled time to begin the examination.

NO Electronic Devices are allowed in the exam area. Bags, coats, and loose clothing will be kept in a secure site during testing. No reference materials of any kind will be allowed. This includes paper materials such as a medical dictionary or electronic forms, such as internet resources.

Comfort breaks are allowed, one student at a time. All materials need to be given to the proctor when leaving the room and will be returned when resuming the exam.

Each student should schedule four (4) hours to take the examination.

Saving of answers (approximately every 15 minutes) on the BlackBoard examination site is necessary. The student is responsible to log in and off the computer correctly.

Absolutely no printing of the exam or saving of the exam and/or answers to another source is permissible.

Information Sheet for BSN to DNP Nursing Comprehensive Examination

Return this form to receive access to the Blackboard Review site.

Department of
Nursing Fort
Hays State
University 600
Park St.
Hays, KS 67601-4099
FAX: 785-628-4080

Student's
Name: _____

FHSU Email
address: _____

Mailing
address: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____

Check appropriate status:

_____ I will take the DNP comprehensive exams on the second
Wednesday in March.

INTENT TO GRADUATE:

The DNP 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.

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 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. See Appendix A for the Behavior Point Referral Policy.

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.

CRIMINAL BACKGROUND CHECK INSTRUCTIONS

On January 1, 2004, the Joint Commission on Accreditation of Healthcare organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires all persons who are involved in-patient care activities, i.e., employees, volunteers and students must have criminal background checks as well as other healthcare related checks.

In order for you to be placed in a clinical site you must complete a background check

RESOURCES:

Fort Hays State University is strongly committed to providing an environment where learning flourishes. To maintain that commitment, FHSU continues to offer outstanding student, administrative, and academic support in a technologically rich environment.

Forsyth Library

Forsyth Library is the information/research center for the university. The library provides access to information through books, periodicals, government documents, CD- ROMS, computer literature searches and public internet connections. Library faculty and staff offer a full range of reference, interlibrary loan, circulation/reserve, government documents and special collection services. The online catalog is accessible on and off campus. Forsyth Library has developed systematic procedures for assessing need and evaluating results.

<https://www.fhsu.edu/library/>

Writing Guidelines and Resources

1. Writing Resources

a. Fort Hays State University Writing Center

The Writing Center helps all in the University community improve their writing, including attitudes and self-confidence about writing. They also assist with reading.

Kelly Center

The Kelly Center is committed to helping Fort Hays State University students, faculty, and staff be successful in their personal development. The center provides personal counseling services for guiding personal growth, academic success programs for enhancing academic skills, and career counseling services to assist students and alumni with career assistance. The mission of Academic Success Programs (ASP) is to provide the encouragement, tutoring, supplemental instruction, skills, and strategies necessary for students to become effective learners in their course work, in their careers, and in their personal life. Additionally, ASP offers individual academic counseling to help students develop effective skills for studying, time management, test-taking, and test anxiety. Services are free of charge and strictly confidential. <https://www.fhsu.edu/kellycenter/>

Disability Student Services (DSS)

The Disability Student Services office is dedicated to ensuring equal access to the educational opportunities at Fort Hays State University for persons with disabilities. The DSS office strives to empower persons with disabilities and to increase the persistence of students with disabilities. The DSS office also strives to increase sensitivity on the FHSU campus about the issues affecting persons with disabilities. <https://www.fhsu.edu/disability/>

Virtual College

The Fort Hays State University Virtual College is the outreach education delivery

structure designed to offer coursework to a variety of constituencies through varied delivery methods. The Virtual College delivers distance learning coursework through asynchronous and synchronous modes. Asynchronous delivery (anytime/any place) includes: online, DVDs, digital video and simulations. Synchronous delivery (same time/different locations) includes: off campus face-to-face, desktop videoconferencing and internet protocol television (IPTV). The Virtual College serves over 6,500 students in any one semester, including students from every state and over 20 countries. www.fhsu.edu/virtualcollege/

Academic Computing

TigerTech provides a campus-wide system for faculty, staff and students. It maintains the campus backbone and infrastructure for all campus communication services. Services include the installation and maintenance of numerous administrative systems across campus, telecommunication support, and micro-computing support. TigerTech provides computing-related services and support for students and faculty. TigerTech (www.fhsu.edu/tigertech) is located in Tomanek Hall Room 127 and can be reached at 1(800) 628-FHSU, (785) 628-FHSU, (785) 628-4000, and 0 from campus telephones; their website also includes an online chat option.

International Student Services

The Office of International Student Services provides information, support, and programming for all international students at Fort Hays State University. The office provides a detailed orientation for all incoming international students. Topics include immigration, maintaining status, services provided, culture shock, medical needs, academics, and programming and events offered by the university. The office also provides income tax assistance. Programs and services coordinated through the Office of International Student Services include International Student Union, Conversation Partners, Friendship Family Program, Speakers Bureau Program, International Fair and International Education Week, and Tiger Transport. A web links page provides quick reference to embassies and consulates, immigration, immigration lawyers, currency conversions, and other support mechanisms to better serve international students.
<https://www.fhsu.edu/international/>

SECTION VII–Preceptor Information

BSN TO DNP TYPHON INSTRUCTIONS

DOWNLOADING AND UPLOADING DOCUMENTS

1. Go to Downloads (right hand side in the middle) Program Documents/Templates
2. Select the document you need and download or print.
3. Fill out the form and have it signed if necessary.
Don't forget the preceptor's license number and email address.
4. Go to 3. Other Activities & Reports (left hand side) My External Documents
5. Add a document
 1. Insert the Date you are submitting these documents to Typhon.
 2. Use the drop down to select a category. Please use the correct category.
 3. A brief Description.
 4. Clinical Site if already established on Typhon.
 5. Hit browse to find and upload your document.

PLEASE NAME YOU DOCUMENTS LIKE THE CATEGORY NAMES. EX. Preceptor Agreement Brown, Joseph or Preceptor Resume Brown, Joseph. This will help keep the documents organized on the Administrator's side of this procedure.

```
--Select One--
: CLINICAL EVALUATION FORM each preceptor
: New Facility Agreement (CLINICAL SITE)
: Preceptor Agreement (LAST, First Name)
: Preceptor Resume (LAST, First Name)
: TIME SCHEDULE each Preceptor
: 'My Portfolio' Document
```

ALWAYS MAKE SURE YOU USE THE CORRECT AND LEGAL NAME OF A CLINICAL SITE when requesting a new facility Agreement. Do not alphabetize under the word THE. Ex. New Facility Agreement The Happy Dale Family Clinic. Should be. New Facility Agreement Happy Dale Family Clinic. If this is a satellite facility of a larger entity, please find out if they are under the “umbrella” of the main facility and could work under their contract.

DEPARTMENT OF
NURSING BSN-
DNP PROGRAM

PRECEPTOR ROLE DESCRIPTION

PRECEPTOR ROLE:

A preceptor serves the Department of Nursing as a clinical facilitator for DNP students. A preceptorship appointment has no remuneration from the Department of Nursing.

QUALIFICATIONS:

1. A current APRN, MD or DO license. National board certification is required in family practice.
2. Evidence of clinical competency in relevant area of practice and a demonstrated ability or potential for teaching and clinical instruction as documented in resume.
3. All preceptors will provide the Department of Nursing with documentation of credentials including national certification, licensure and resume.
4. All preceptors must be in clinical practice for 1 year prior to taking students.

PRECEPTOR RESPONSIBILITIES:

Each preceptor and the faculty members work collaboratively in the education and evaluation of the student. The faculty member retains the primary responsibility for the education and evaluation of the student. The preceptor is expected to contribute to the attainment of selected objectives of the Department of Nursing by:

1. Serving as a clinical facilitator for students in their educational experience, by maintaining an education milieu conducive to teaching and learning and supporting the DNP clinical preceptorship course objectives. (See attached)
2. Complying with current laws, regulations, and standards of education and/or clinical practice, by promoting high standards of health care. All preceptors will be reviewed. Any preceptors with clinical or ethical concerns will not be accepted.
3. Providing clinical time for clinical discussions directed toward course and student goals. Evaluating the student's performance with written and verbal evaluations and communicating with the instructor. Preceptors will need to provide an email to the instructor of record for communication per the Preceptor Agreement form. Instructors will contact the preceptors twice during the semester to by phone or email and make a site visit once in person.

4. Collaborating with the instructor, the preceptor will communicate feedback on the student's clinical progress. The faculty along with feedback from the Preceptor will assign the student a final grade. The preceptor's evaluation will be shared with the student.
5. Supervising the student in the facility or facilities utilized for the education experience.
6. *The student **may** perform clinic visits and nursing home rounds including: writing progress notes, dictating histories and physicals, and discharge summaries as long as the Preceptor is agreeable and the histories, physicals, progress notes and discharge summaries are cosigned by the Preceptor (on Preceptor's patients only).
7. *The Preceptor must be present in the building while the student is performing all clinical experiences. Students may only perform advanced techniques for which they have received training.
8. Recognizing when the clinical preceptorship experience is not meeting the student's need on course objectives and notifying the assigned faculty. This would include notifying the faculty of student clinical weaknesses that will require remedial instruction. The preceptor will notify the faculty if they are unable to fulfill the preceptorship commitment to the student.

FACULTY RESPONSIBILITIES:

1. The assigned instructor for the preceptorship course will provide information regarding the student's clinical goals and responsibilities.
2. The faculty have the responsibility to withdraw a student if the student's work, conduct or health is harmful to the clients of the facility or at the preceptor's request.
3. The faculty will maintain student records and grade student's performance.
4. Instructors will contact the preceptors twice during the semester to by phone or email and make a site visit once in person.

STUDENT RESPONSIBILITIES:

1. Attend mandatory preceptorship meetings and case collaborations.
2. Obtain approval for clinical dates and times from the preceptor and instructor **prior** to beginning the preceptorship.
3. Schedule site visit or visits with the instructor.
4. Notify faculty and Preceptor of all absences.
5. Maintain a professional demeanor and attire for clinical experiences.
6. Maintain a professional demeanor when interacting with clients, staff, faculty and Preceptors.
7. Maintain professional liability insurance at no cost to the Preceptor.
8. Maintain Preceptorship Portfolio (see format).
9. Maintain daily clinical logs.
10. Provide evaluation forms to the Preceptor and submit completed evaluation to the faculty.
11. Complete a self-evaluation at the end of his/her respective preceptorships.
12. Complete the Preceptorship Evaluation Tool (PET) with the preceptor and submit it to your faculty instructor prior to the final week of class.
13. When functioning in the student role, all decisions must be made collaboratively with the preceptor and the final clinical decision is the preceptor's responsibility.

FORT HAYS STATE UNIVERSITY
 DEPARTMENT OF NURSING
 GRADUATE NURSING STUDIES PROGRAM
 FAMILY NURSE PRACTITIONER TRACK

PRECEPTORSHIP AGREEMENT FORM

Course	hours	Course	# of clock hours
<input type="checkbox"/> N919 Primary Care for the Adult and Geriatric Populations Preceptorship	<input type="text"/>	<input type="checkbox"/> N961 Residency II	<input type="text"/>
<input type="checkbox"/> N960 Residency I	<input type="text"/>	<input type="checkbox"/> N934 Primary Care II Preceptorship	<input type="text"/>
<input type="checkbox"/> N924 Primary Care I Preceptorship	<input type="text"/>	<input type="checkbox"/> N926 Diagnostics & Procedure Preceptorship	<input type="text"/>
<input type="checkbox"/> N936 Primary Care for the Pediatric Population Preceptorship	<input type="text"/>		

I _____, of the _____
 (Print or type preceptor's name) (Print or type name of clinical facility) (Preceptor License Number)

(Preceptor Address) (Phone) (Email)

agree to facilitate learning experiences as a preceptor for student: _____ beginning _____.
 (Print or type student's name) (Date) (Total Clock Hours)

I have read the responsibilities for preceptors and will provide the evaluation material to be submitted to the Department of Nursing, Graduate Nursing Studies Program, Nurse Practitioner Track. **The goals negotiated for this student in the Preceptorship include but are not limited to:** (Please add in individualized goals)

1. Relate theory to practice in the advanced role of the nurse practitioner.
2. Refine history and physical examination skills.
3. Implement the role of the practitioner by managing care of clients.
- 4.
- 5.

Focus of Preceptorship: (experience available at your site)

- | | |
|--|---|
| <input type="checkbox"/> Family Practice with maternal child services | <input type="checkbox"/> Pediatric Practice |
| <input type="checkbox"/> Family Practice without maternal child services | <input type="checkbox"/> OB/GYN Practice |
| <input type="checkbox"/> Internal Medicine Practice | <input type="checkbox"/> General Practice |
| <input type="checkbox"/> Other specialty: _____ | |

By signing this agreement, I acknowledge review of the Preceptorship Information with the student (Preceptee):

Preceptor Signature

Date

Student - I have attached:
Preceptor's
Resume
Business
Card

Student (Preceptee) Signature

Date

Site Approved: Yes: _____ No _____ Preceptor Approved: Yes _____ No _____ By: _

Signature _____ DNP Advanced Practice Coordinator

Copies to: preceptor, student, GNS clinical files

Date _____

G:\Precept\PRCPTAGR.DOC\dev: FNP fac (7-97), rev: JUD(08/99), rev: FNPFaculty 04/01, Updated: 6/12/2017,, Updated 5-29-19

Preceptor Resume

Faculty and/or student complete this area.
 For Student (Name): _____
 For Course: _____ Sem: _____ Yr: _____
 For: _____ Y DNP

PRECEPTOR INFORMATION

Name: _____ KS License#: _____
 Home Address: _____ City: _____ ST: _____
 _____ Zip: _____ Hm Phone #: _____ Wk Phone # : _____
 _____ E-mail : _____ Facility (Agency) _____
 Name: _____
 Facility Address: _____ Facility _____ City: _____
 _____ Facility State: _____ Facility _____
 Zip: _____ Facility Phone Number: _____ Current _____
 Position Title: _____ Yrs. in position: _____ Yrs. in _____
 Nursing: _____ Have you supervised nursing students previously? _____ Y
 YES Y NO
 Do you hold national certification? Y YES Y NO If yes, area: _____

MD or Nursing Degree: (circle highest level) **PhD DNP MSN APRN MD DO Other**

Education:

Name of Institution	Graduation Date	Name of Degree

Previous Work Experience (Brief):

Dates Of Employ	Facility Name	Position Title	Experiences

Brief description of current responsibilities/activities and/or attach resume or curriculum vitae.

Signature: _____ **Date:** _____

****Please return ASAP to (Clinical Instructor),

FHSU Department of Nursing
Stroup Hall 600 Park Street
Hays, KS 67601

C:\Users\laostrom\Desktop\Standard II (new) Appendices\S11. Preceptor
Resume Form.docx Approved UNS 12/99

Fort Hays
State
University
Doctor of
Nursing
Practice
Evaluation of Clinical Sites/Preceptors

Clinical Agency: _____
Preceptor(s) _____
Student Name _____

Please rate the following with:

1. I was made to feel welcome in this clinical facility?
1= always 2= most of the time 3= indifferent 4= rarely 5= never
2. Did you see an adequate number and diversity of patients in this clinic?
1= always 2= most of the time 3= indifferent 4= rarely 5= never
3. Did you see get to review lab and x-ray reports on the patients?
1= always 2= most of the time 3= indifferent 4= rarely 5= never
4. Were you given the opportunity to examine patients?
1= always 2= most of the time 3= indifferent 4= rarely 5= never
5. Were you given the opportunity to document on patients?
1= always 2= most of the time 3= indifferent 4= rarely 5= never
6. Were you given the opportunity to participate in clinical decision-making?
1= always 2= most of the time 3= indifferent 4= rarely 5= never
7. Would you recommend this clinical site to other nurse practitioner students?
1= always 2= most of the time 3= indifferent 4= rarely 5= never

Comments _____

**Fort Hays State
University Department
of Nursing
Doctorate Nursing Studies
Program Doctorate of Nurse
Practice
CLINICAL EVALUATION FORM
(Self)**

Semester_____Course_____

Name of DNP Student:_____

Person Completing Evaluation:_____

(Include credentials and site/address):_____

Please mark each item regarding your overall assessment of the degree to which the student demonstrated or evidenced performance on the noted objective.

	GRADE SCALE				
5 = A	4 = B	3 = C	2 = D	1 = F	
OBJECTIVE COMMENTS					
RATING SCALE (Circle One)					
Lowest	Average	Highest			
1. Demonstrates clinical competency in assessing the health of individuals.	1	2	3 N/A	4	5
2. Performs a history using organization and interviewing skills.	1	2	3 N/A	4	5
3. Performs a physical assessment with proper techniques.	1	2	3 N/A	4	5
4. Uses knowledge of anatomy, physiology, and pathophysiology in focusing upon specific physical findings.	1	2	3 N/A	4	5
5. Uses knowledge of social sciences and humanities in addressing psychosocial factors.	1	2	3 N/A	4	5
6. Demonstrates critical thinking skills and the problem-solving method of inquiry in formulating the problem list.	1	2	3 N/A	4	5
7. Demonstrates knowledge of pertinent diagnostic measures germane to manifestations presented.	1	2	3 N/A	4	5
8. Differentiates between normal and abnormal findings.	1	2	3 N/A	4	5

Clinical Site Worksheet

Student Name: _____

All FNP's must be Nationally Certified as Family Nurse Practitioner – FNP and have 1 year of Experience

All students must have completed 1 clinic rotation with an FNP to graduate.

All MD's or DO must be Board Certified and have 1 year of Experience

No Sites or preceptors can be hospitalists or in the ER

Urgent Care and Pediatrics are each limited to 150 hours throughout the program

Students must have a minimum of 2 clinical sites. It is preferable students have at least 3 clinical sites

N936 Primary Care for the Pediatric Population Preceptorship (150 hr) = 10 hrs per week

	Preceptor Name/specialty	Clinic Name	Hours
Focus is Pediatrics			
1. Family practice, Pediatrics, Health Department	_____	_____	_____

N926 Diagnostics I Procedure Preceptorship (75 hrs) = 15 wks @ 5hrs/wk

	Preceptor Name/specialty	Clinic Name	Hours
Focus is Diagnostic Procedures			
1. Should be done in active family practice or urgent care	_____	_____	_____

N919 Primary Care for the Adult & Geriatric Populations Precept. (75 hr)

	Preceptor Name	Clinic Name	Hours
1. Focus is Community (hours could be done in KAMMU clinic, community clinic, family practice, urgent care or health department)	_____	_____	_____

N924 Primary Care I Preceptorship acute (225 hr) = 15 hrs per week

	Preceptor Name/specialty	Clinic Name	Hours
1. Focus is Primary Care clinic or Medically underserved clinic or urgent care that manages all conditions, not just above the waist.	_____	_____	_____

N934 Primary Care II Preceptorship (225 hr) = 15 wks @ 15 hrs/week

	Preceptor Name/specialty	Clinic Name	Hours
Focus is on Chronic problems 1 Family Practice or Internal Med	_____	_____	_____

N960 DNP Residency I (75 hr) = 15 wks @ 5hrs/week

	Preceptor Name/specialty	Clinic Name	Hours
Focus is on Specialty Clinic 1. Specialty Clinic	_____	_____	_____

N961 DNP Residency II (75 hr) = 15 wks @ 5hrs/week

	Preceptor Name/specialty	Clinic Name	Hours
Focus is on rural care 1. Community less than 5000 people	_____	_____	_____

TOTAL HOURS (900) _____

Preferably students should use a different preceptor for each course but may not use a single preceptor for more than 300 hours

Stroup Award

Miss Leora B. Stroup established the nursing program at Fort Hays State University in 1952. She brought with her a strong clinical background from the military that served the program well. Miss Stroup joined the U. S. Army Nurse Corps in 1942 and was the first air evacuation instructor in the world and was the recipient of numerous military honors.

When Miss Stroup started the nursing program at FHSU she was the only faculty member. The 10 graduates of the first class received a diploma in nursing and had the option of completing an additional year of study to earn a Baccalaureate degree in General Science. By 1960 all students were required to obtain a Baccalaureate degree in General Science with the diploma.

In May of 1971 the first Bachelor of Science in Nursing (BSN) degrees were awarded to approximately 30 students. Since that time, the program has also grown to include an RN-BSN outreach program which allows current practicing Associate Degree RNs to obtain their Bachelor's degree. A Master of Science in Nursing with emphasis in fields of Nursing Administration, Nursing Education and Family Nurse Practitioner is now also offered through the nursing program. Miss Stroup retired from the FHSU Nursing Program in 1971 after 19 years of leadership. The building that houses the nursing department is also named in her honor.

We honor Miss Stroup's memory and accomplishments in nursing by awarding the Leora B. Stroup Award to graduates who exemplify the excellence in nursing that Miss Stroup promoted.

The Leora B. Stroup Award is given to three students each semester: one from the Master's program, one from the Baccalaureate program on campus, and one student from the Baccalaureate outreach program. Criteria for the award include the following:

- GPA of 3.5 or above
- Professional activities
- Honors/ awards
- Community/ extracurricular involvement
- Contributions in the clinical setting
- Two (2) letters of recommendation One each from:
 - FHSU faculty member
 - Individual with knowledge regarding your clinical performance (outside the FHSU Department of Nursing)

In order to continue the nomination process, you must complete the enclosed information sheet. This information sheet must be postmarked by April 1st of the graduating year and mailed to:

Department of Nursing Stroup Award
Fort Hays State University 600 Park Street
Hays, KS 67601

**Leora B. Stroup Award
Information Sheet**
(Please type or word process)

Name _____ Graduation Date _____
Circle one: Spring Summer Fall term

Program: Circle one: **BSN-DNP** **MSN-DNP**

Professional Activities:

Honors/Awards:

Community/Extracurricular Involvement:

Contributions in the Clinical Setting:

DEFINITIONS:

Clinical Agreement: A clinical agreement between a healthcare provider/agency and FHSU obtained after the student makes the initial contact with the provider/agency and it is approved by the lead course instructor. A clinical agreement must be in place before a student can begin any clinical experience involving direct care and all practicum 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 at least a Master's prepared RN with advanced certification in an area which a student has an interest, or possesses a DNP, MD, or DO license, with a clear background check. 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 up to date 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 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 for best patient care outcomes.

**Fort Hays State University
Doctor of Nursing Practice Program**

DOCTORAL 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.

TIGER PACT

I am a Tiger.

**I belong to a strong unique family
Who strives for greatness and success.
I instill integrity and confidence within
Others as well as myself. I incorporate
Honesty and responsibility in all I do.
I am the future.**

By coming to Fort Hays State University, you become a Tiger. By upholding the Tiger Pact, you become a member of the Tiger Family.

The Tiger Pact is an honor code that incorporates the values that are important to the Fort Hays State University Tiger Family. The Tiger Pact was developed by students to share our story and experience as a member of the FHSU family. It not only defines who we are as a member of FHSU, but also who we strive to be by every action. By forming our own honor code, we became Forward Thinking, and by striving to uphold the Tiger Pact, we become World Ready. We embrace our experience here, with our Tiger Family, because it allows us to go out and influence others. I am the future. I am a Tiger. I belong to a Family.

While the University values personal freedom, celebration, and recreation, the policies and regulations that apply to student conduct at FHSU are also informed by principles that value the health, safety, and well-being of students and other members of the University community, as well as their academic and personal success. FHSU's goal in establishing policies and holding students accountable for complying with them is to help students understand how their choices can affect not only their immediate neighbors, but also the University community as a whole. Students and student organizations are expected to comply with all University policies, which are derived from tradition and evolve with contemporary practice. Ignorance of a policy is not a valid excuse for violating it. Grounds for corrective action cannot always be the subject of precise statement; however, when commonly held standards of conduct are broken, students must be held accountable if the University community is to be sustained.

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. See Appendix A for the Behavior Point Referral Policy.

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.		
	Repetitive Level 1 Referrals	Repetitive Level 1 & 2 Referrals	Dismissal Recommendation to Student Affairs	