DOCTORAL NURSE PRACTICE
STUDENT HANDBOOK
2017

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:

The Department of Nursing educational programs, including undergraduate, graduate, and doctoral studies, are approved by the Kansas State Board of Nursing (KSBN). Currently the undergraduate and graduate programs are accredited by Commission on Collegiate Nursing Education (CCNE). The doctoral program is seeking approval by the Kansas Board of Regents (KBOR), CCNE, and the Higher Learning Commission.

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, 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.

DOCTORAL NURSING PROGRAM PHILOSOPHICAL STATEMENTS:

The Department of Nursing philosophical statement builds upon the knowledge and competencies that characterize baccalaureate and graduate education in nursing. The doctoral nursing 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 DOCTORAL 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 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.

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.

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.
3. Evidenced Based Practice-Graduates will utilize the process of systematic inquiry to translate, implement, and evaluate evidence based practice to improve patient outcomes.

4. 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.

5. 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.

6. Informatics-Graduates will analyze, utilize, and evaluate information technology to provide leadership and improve patient care.

7. Health Care System-Graduates will advocate, influence, and evaluate policy making and implementation.

8. 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 76 credit hours of course work. This track will prepare the students to test for state licensure as an APRN. The second track is the MSN Advanced Practice Registered Nurse (APRN) to DNP degree, consisting of 30 credit hours of course work.

Bachelor of Science in Nursing (BSN) to DNP, 4 year curriculum plan

<table>
<thead>
<tr>
<th>Year 1 Summer</th>
<th>Credit Hours</th>
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<tr>
<td>N952 Foundations for Doctoral Leader</td>
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<tr>
<td>N872 Informatics in Health Care Systems</td>
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<tr>
<th>Year 1 Fall</th>
<th>Credit Hours</th>
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<tr>
<td>N808 Advanced Statistics</td>
<td>3</td>
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<tr>
<td>N810 Developing Nursing Theories</td>
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<tr>
<td>N955 Evaluation and Management in Health Care Systems</td>
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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>HHP620 Epidemiology</td>
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<tr>
<td>N814 Healthcare: Policy/Politics/Organization/Cost</td>
<td>2</td>
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<tr>
<td>N895 Advanced Research</td>
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Year 2 Summer
N916 Nurse Practitioner Roles in Primary Care .................................................. 2
N912 Primary Health and Wellness Promotion ...................................................... 2

Year 2 Fall
N906 Advanced Pathophysiology ....................................................................... 3
N904 Pharmacokinetics and Pharmacodynamics .................................................. 1
N954 Advanced Nursing Leadership .................................................................... 3

Year 2 Spring
N905 Advanced Pharmacology .......................................................................... 3
N903 Advanced Health Assessment .................................................................... 2
N903L Advanced Health Assessment Lab .......................................................... 1

Year 3 Summer
N935 Primary Care Across the Lifespan ............................................................... 2

Year 3 Fall
N921 Primary Care I ............................................................................................ 3
N953 Evidence Based Practice and Scholarly Tools .............................................. 3
N936 Preceptorship Across the Lifespan (1:5) (150 clinical hours) ......................... 2

Year 3 Spring
N925 Primary Care Diagnostics and Procedures .................................................. 1
N926 Diagnostic & Procedure Preceptorship (1:5) (75 clinical hours) ................. 1
N932 Primary Care II: Mgmt. of Complex Problems .......................................... 3
N956 DNP Research Methods ............................................................................ 3

Year 4 Summer
N919 Primary Care of the Family (1:5) (75 clinical hours) .................................... 1
N918 Primary Care of Family and Community .................................................... 2
N957 DNP Project 1 ............................................................................................. 3

Year 4 Fall
N924 Primary Care I Preceptorship (1:5) (225 clock hours) .................................. 3
N960 DNP Residency I (75 clinical hours) ............................................................. 1
N958 DNP Project II (200 project hours) .............................................................. 2

Year 4 Spring
N959 DNP Project III (200 project hours) ........................................................... 2
N961 DNP Residency II (75 clinical hours) ........................................................... 1
N934 Primary Care II Preceptorship (1:5) (225 clinical hours) ............................. 3

Total Credit Hours ............................................................................................... 76
**Advanced Practice Nurse Master’s degree to DNP, 2 year curriculum plan**

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<td>N954 Advanced Nursing Leadership</td>
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<th>Year 1 Spring</th>
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<td>HHP620 Epidemiology</td>
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<td>N956 DNP Research Methods</td>
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<tr>
<th>Year 2 Summer</th>
<th>Credit Hours</th>
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<tr>
<td>N957 DNP Project I (200 project hours)</td>
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<th>Year 2 Fall</th>
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<tr>
<td>N958 DNP Project II (200 project hours)</td>
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<tr>
<td>N955 Evaluation and Management in Health Care Systems</td>
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**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.
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:

First complete an application to the Fort Hays State University Graduate School online at http://www.fhsu.edu/academic/gradschl/apply/. 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. Completing graduate courses does not guarantee acceptance into the graduate nursing program.
DOCTORAL NURSING PROGRAM REQUIREMENTS:

Request the doctoral nursing application form by calling (785) 628-4256 or submit online. To be considered for admission, the student must:

1. Submit application to the Department of Nursing for a specific DNP track: a) BSN to DNP; or b) MSN to DNP. The application deadline is annually on March 1st in order to start the desired program of study in the following June term. Files that are incomplete will not be considered for admission.

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 and APRN license in good standing to practice professional nursing in the United States for the MSN to DNP track.

5. Have a current RN license in good standing to practice professional nursing in the state of Kansas for the BSN to DNP track.

6. Clearance on criminal and disciplinary action background checks by the Fort Hays State University approved agency. (Background checks are in effect for 4 years.

7. Advanced Pathophysiology, Advanced Drug Therapy, and Advanced Health Assessment, must be taken within two years prior to clinical courses.

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 cannot guarantee clinical placement.

10. BSN to DNP students Provide documentation of current and *annual possession of:
    a. *Negative TB skin test or Chest X-ray. If positive, the student must follow protocols recommended by the Kansas State Department of Health and Environment
    b. *Random urine screenings per policy.
    c. United States RN license in good standing.
    d. *Professional liability insurance coverage.
e. *Personal health insurance coverage.
f. BLS and ACLS Certification from American Heart Healthcare provider.
g. *Physical
h. Hepatitis B vaccination series. If a student does not obtain the hepatitis vaccination he/she must sign a waiver form releasing Fort Hays State University from any claims or damages which may arise from the decision not to receive the Hepatitis B vaccine. A release form may be obtained by contacting the Graduate Nursing Administrative Assistant.
i. Other immunizations required
   i. MMR
   ii. Poliovirus
   iii. TDaP
   iv. Varicella
   v. *Influenza

11. Students not accepted/admitted must reapply to the Department of Nursing to be considered again.

Transfer Requirements:
Graduate students may apply to transfer up to six graduate credits from other universities. 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.

Advising:
1. Students will be assigned a graduate nursing advisor after admission to the nursing program.

2. Students should contact their advisor prior to enrollment to schedule the necessary appointments to guide their progress through the curriculum.

3. It is the responsibility of the student to become familiar with the requirements for the degree.

4. Full time study in FHSU graduate programs is 9 credit hours. Students 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
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:

1. Complete the requirements set by the Commission of Graduate Foreign Nursing
2. Schools (CGFNS)
   a. Contact CGFNS for an application packet at (215)222-8454 or go to http://www.cgfns.org.
   b. Complete an application form and other required documents.
   c. Prepare and send a nursing education form to your original school of nursing.
   d. Take the CGFNS qualifying exam and the TOEFL exam (test of English as a foreign language).
   e. Applicants must meet all of the requirements specified by CGFNS and any deficiencies noted by CGFNS must be met.

3. If English is not the native language of the country of origin, take the Test for Spoken English (TSE) in country of origin and pass the TSE according to the requirements of the CGFNS.

4. If not already licensed in Kansas, contact the Kansas State Board of Nursing for requirements for licensure (“Instructions for Professional Nurses Educated in Countries Other than the United States”) from Executive Administrator, Landon State Office Building, 900 S.W. Jackson, Rm. 1051, Topeka, Kansas 66612-1230, USA; telephone 785-296-4929; or access the web site at http://www.ksbn.org

5. Apply for Registered Nurse (RN) licensure examination (NCLEX-RN) that will be administered by computer application in the United States or selected countries.
Prior to admission to Fort Hays State University
1. Contact the advisor for international students, telephone 785-628-4276.
2. Once approved, this document must be submitted to the Registrar.

Prior to admission to the Doctoral Nursing Program
The CGFNS, Inc. must evaluate all transcripts, call 312-222-0882. An application for Evaluation of Foreign Educational Credentials may be obtained through the Graduate School (785)628-4236. The report must be filed in the graduate nursing office of the Department of Nursing.

Obtain a RN license to practice in the State Of Kansas (must have already passed NCLEX-RN and received Kansas license to practice as a registered nurse.

Contact the Department of Nursing by writing to: Fort
Hays State University
Department of Nursing 600
Park Street
Hays, Kansas 67601-4099 USA Telephone:
(785)628-4255
FAX: (785)628-4080

Refer to the FSHU website https://www.fhsu.edu/international/ or the nursing website http://www.fhsu.edu/nursing for admission procedures.

SECTION V–PROGRESSION

PROGRESSION THROUGH THE CURRICULUM
The following criteria must be met in order to progress through and complete the 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) on all graduate courses taken toward the degree.

4. Students may apply to transfer up to six graduate credits from other universities. Course syllabi are reviewed and approved for transfer by the Graduate Nursing Committee.

5. 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.

6. A student who has 1) received a grade of a D or an F or 2) has received more than 6 hours of coursework with a grade of a C or 3) failed to maintain a GPA of a 3.0 may be recommended to the Graduate Dean for dismissal from the program.

7. 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.

8. Unprofessional behavior demonstrated by a FHSU graduate student will necessitate action by the nursing faculty. These behaviors include, but are not limited to: falsification of practicum hours; inappropriate use of social media; violations of HIPAA; inappropriate communication with patient, peers, faculty, staff; inattention to patient safety needs; incorrect documentation of treatment prescriptions; the suggestion of impairment; unkempt personal appearance; etc.

9. All graduate courses for a Doctoral degree program must be completed within six years. The time begins with the beginning of the semester or summer term that the first course is taken in the degree program.
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.
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 CONFIDENTIALITY:

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

SOCIAL MEDIA PURPOSE:
Fort Hays State University Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy (http://www.fhsu.edu/socialmedia/guidelines/). This policy applies to Department of Nursing students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.
DEFINITIONS:
Social media in this context is defined as web-based and mobile platforms for user generated content that create interactive and highly accessible, and often public, dialogues (National Student Nurses Association, n.d.). Kaplan and Haenlein (2010) define social media as “a group of Internet-based applications that build on the ideological and technological foundations of Web 2.0, and that allow the creation and exchange of user-generated content” (p 61). Merriam-Webster dictionary (2015) defines social media as: forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

GENERAL INFORMATION:
Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to:
- blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Boogle Buzz, Posterous, Tumblr, Twitter
- Postcasting – Blubrry
- Social Networking – Bedo, Facebook, Google+, Linkedin, MySpace, Orkut
- Social News Sharing – Digg, Reddit
- Social Bookmarking/Social Tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video Hosting – Vimeo, YouTube

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

As students you will want to represent the University and the Department in a fair, accurate and legal manner while protecting the brand and reputation of the institution.
When publishing information on social media sites remain aware that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.

POLICY:
- It is expected that during clinicals use of PDAs and other devices employed for social media will be used only as authorized by faculty or
facility. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.

- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- Be aware of your association with Fort Hays State University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Fort Hays’s behalf, unless you are authorized to do so in writing.
- HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- **You have sole responsibility** for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.
- Inadvertently or intentionally breaching patient confidentiality/privacy can occur through a variety of situations and circumstances. Nursing students breach confidentiality or privacy by posting information through social media tool, such as : commenting on someone else’s post that displays any information that may identify a patient; referring to patients or their care; or posting videos or photos of patient or anything that may identify a patient. (NSNA)

**PROCEDURE/CONSIDERATIONS:**

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clearheaded. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Fort Hays State University student through postings and
personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.

- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies
  [http://www.fhsu.edu/policies/](http://www.fhsu.edu/policies/)
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene.
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

CONSEQUENCES:

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).
- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a FHSU Department of Nursing student.

POLICY ON UNPROFESSIONAL BEHAVIOR:

Any student displaying unprofessional behavior may be dismissed from the program. Any student found to be under the influence of habit forming drugs and/or alcohol during course activity may be subject to immediate dismissal from the nursing program.
BACKGROUND CHECKS:
In keeping with the nursing profession’s responsibility for protecting the public from harm while providing nursing care, clinical agencies and/or the Department of Nursing will ask that nursing students submit information necessary for a background search. Students will pay all fees for such searches unless the clinical agencies provide this service for students. If the student does not comply, it will be grounds for immediate dismissal. If the agency denies a student access for clinical experience, the student will contact his/her instructor and the Chairperson.

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 inpatient 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 with Validity Screening Solutions.

Here is what you need to do:
1. Go to the secure link below:
   http://www.validityacademics.com
2. Enter the Username and Password below:
   Username:  fhshu2983
   Password:  background
3. Follow the detailed instructions on the screens
   1. Read the “Summary of Rights Under the Fair Credit Reporting Act” and click continue to the background check.
   2. Click on “Proceed to Background Check”
   3. Fill out all form fields on the disclosure and click “Continue Application”
   4. Fill out form fields on the employment verifications page
   5. Click “Save and Continue”
   6. Authorize the background check
   7. Click “Continue Application”
   8. Choose a payment option:

Credit Card  $50.00 plus $1.00 surcharge
When your Credit Card payment has been accepted your background check will be immediately entered into progress

Money Order/Cashier’s Check  $50.00
Your background check will not be entered into progress until
Clarence M Kelley and Associates receives the Money Order/Cashier’s Check

- Be advised the Money Order/Cashier’s Check may take up to five days to receive and process
- If you choose the Money Order/Cashier’s Check option you will be routed to a page that will have detailed directions on how and where to submit your payment

Results will be forwarded to the Department of Nursing. After we have received the results we will conduct an Employment Disqualified List (EDL) check. If you have any questions please feel free to contact Department of Nursing at (785) 628-4498. You may also contact Validity Screening Solutions at (913) 322-5900.
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/

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 services 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. The TigerTech HelpDesk (785-628-5276) provides computing-related services and support for students and faculty.

https://www.fhsu.edu/tigertech/

**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.

![Document Selections]

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

OF PRECEPTOR ROLE:

A preceptor serves the Department of Nursing as a clinical facilitator for DNP students. A preceptorship appointment has no renumeration 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.
4. 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.

5. Collaborating with the instructor, the preceptor will communicate feedback on the students 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.

6. Supervising the student in the facility or facilities utilized for the education experience.
   
   1. *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).
   2. *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.

7. 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).


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.
# PRECEPTORSHIP AGREEMENT FORM

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>N919 Family &amp; Community Preceptorship</td>
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<td>N934 Primary Care II Preceptorship</td>
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<tr>
<td>N924 Primary Care I Preceptorship</td>
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<td>N926 Diagnostics &amp; Procedure</td>
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<td>N936 Preceptorship Across the Lifespan</td>
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I ____________, of the (Print or type preceptor’s name) (Print or type name of clinical facility) (Preceptor License Number)

(P) Preceptor Address (Phone)

(Email)

agree to facilitate learning experiences as a preceptor for student: ____________________________________________ ____________________________

(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, BSN to DNP 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.

**Focus of Preceptorship: (experience available at your site)**

- Family Practice with maternal child services
- Family Practice without maternal child services
- OB/GYN Practice
- Internal Medicine Practice
- General Practice
- 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 ________________________________ 
Advanced Practice Coordinator 
Signature __________________

Family Nurse Practitioner Faculty
Copies to: preceptor, student, GNS clinical files

Date
The following materials are to be compiled into the Preceptorship Portfolio and presented to your instructor prior to graduation at your last on-campus test. This should be done in paper with separating divider tabs. It should be clipped together with a large paper clip or rubber band.

<table>
<thead>
<tr>
<th>Resume/Credentials Plan of Study</th>
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<tbody>
<tr>
<td>Licensure/Certification Documentation (RN and ACLS)</td>
</tr>
<tr>
<td>Preceptorship Agreements (919, 924, 925, 934, 936, 960, 961)</td>
</tr>
<tr>
<td>Actual Preceptee Time Schedules (919, 924, 925, 934, 936, 960, 961)</td>
</tr>
<tr>
<td>Preceptorship Evaluation Tool (PET)</td>
</tr>
<tr>
<td>Clinical Self-Evaluations (919, 924, 925, 934, 936, 960, 961)</td>
</tr>
<tr>
<td>Clinical Faculty-Evaluations (Include any Faculty Evaluations that you have in your possession, (919, 924, 925, 934, 936, 960, 961)</td>
</tr>
<tr>
<td>Clinical Preceptor-Evaluations (Include any Preceptor Evaluations that you have in your possession—Any not in your possession should be collected from your instructor prior to turning your book in. Please notify your instructor prior to graduation as to which ones you are missing. 819, 824, 825, 834, 836)</td>
</tr>
<tr>
<td>Final Clinical Project Abstract</td>
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</table>
**PRECEPTOR RESUME**

**PRECEPTOR INFORMATION**

Name: ____________________________ KS  
License #: ____________________________  
Wk Phone #: ____________________________  
E-mail: ____________________________

Facility (Agency)  

Address: ____________________________ Facility  
City: ____________________________ Facility  
Facility State: ____________________________ Facility  
Zip: ____________________________ Facility  
Phone Number: ____________________________

Current Position Title: ____________________________  
Yrs. in position: ____________________________  
Yrs. in practice: ____________________________  
Have you supervised DNP nursing students previously?  
☐ YES  ☐ NO

Do you hold national certification?  
☐ YES  Area: ____________________________

MD or Nursing Degree: (circle highest level)  
PhD  MSN  MD  DO  OTHER

<table>
<thead>
<tr>
<th>Education</th>
<th>Name of Institution</th>
<th>Graduation Date</th>
<th>Name of Degree</th>
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Previous Work Experience (Brief):

<table>
<thead>
<tr>
<th>Dates Of Employ</th>
<th>Facility Name</th>
<th>Position Title</th>
<th>Experiences</th>
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Brief description of current responsibilities/activities and/or attach resume or curriculum vitae.

________________________________________________________________________

________________________________________________________________________
Signature: ____________________________ Date: ____________

****Please upload to Typhon ASAP (Clinical Instructor), ______________
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__________________________________________________________
__________________________________________________________
__________________________________________________________
# Clinical Evaluation Form

Preceptor evaluations will be shared with the student

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
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<tbody>
<tr>
<td>A</td>
<td>5</td>
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<tr>
<td>B</td>
<td>4</td>
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<tr>
<td>C</td>
<td>3</td>
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<tr>
<td>D</td>
<td>2</td>
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<tr>
<td>E</td>
<td>1</td>
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</table>

## Objective Comments

### Rating Scale (Circle One)

<table>
<thead>
<tr>
<th>Objective</th>
<th>Comments</th>
<th>Rating</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>Demonstrates clinical competency in assessing the health of individuals.</td>
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<td>2.</td>
<td>Performs a history using organization and interviewing skills.</td>
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<td>3.</td>
<td>Performs a physical assessment with proper techniques.</td>
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<td>4. Uses knowledge of anatomy, physiology, and pathophysiology in focusing upon specific physical findings.</td>
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<td>5. Uses knowledge of social sciences and humanities in addressing psychosocial factors.</td>
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<td>6. Demonstrates critical thinking skills and the problem-solving method of inquiry in formulating the problem list.</td>
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7. Demonstrates knowledge of pertinent diagnostic measures germane to manifestations presented. 1 2 3 4 5 N/A

8. Differentiates between normal and abnormal findings. 1 2 3 4 5 N/A

9. Adapts the order and sequence of examinations appropriate to age, sex, and condition. 1 2 3 4 5 N/A

10. Demonstrates knowledge of appropriate terminology. 1 2 3 4 5 N/A

11. Records information in acceptable format for medical records. 1 2 3 4 5 N/A

12. Exercises accountability in practice. 1 2 3 4 5 N/A

13. Shares health education information and provides patient teaching as indicated. 1 2 3 4 5 N/A

14. Demonstrates professional communication with members of the healthcare team. 1 2 3 4 5 N/A

15. Demonstrates knowledge of community resources and referrals as appropriate. 1 2 3 4 5 N/A

16. Evidences independent judgement with a diverse patient population. 1 2 3 4 5 N/A

**Overall Rating** (check one) _____ unsatisfactory performance

_____ minimally satisfactory

_____ satisfactory

_____ above average

_____ outstanding

**General Comments:**

Date Completed: ______________Signature: ________________________________

PLEASE RETURN IN ENCLOSED SELF-ADDRESSED ENVELOPE. THANK YOU!....

...........................................................................................................................................
Clinical Site Worksheet

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.

Students must have a minimum of 3 clinical sites. Total Clinical Hours = 900 Hours

<table>
<thead>
<tr>
<th>N919 Family and Community Preceptorship (75 hr)</th>
<th>Preceptor Name/specialty</th>
<th>Clinic Name</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>1. Focus is Community (hours could be done in KAMMU clinic, community clinic, family practice, health department</td>
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</table>

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

1. Focus is Primary Care clinic or

   Preceptor Name/specialty manages all

   Medically underserved clinic that ____________ conditions, not just above the waist. May do 75 hours in Women’s Health

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<th>Hours</th>
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**N936 Preceptorship Across Lifespan** (150 hr) = 10 hrs per week

1. Focus is Cradle to grave

   Family practice that focuses on pediatrics, women’s health and geriatrics. 75 hours in a pediatric clinic is preferred.

<table>
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<tr>
<th>Preceptor Name/specialty</th>
<th>Clinic Name</th>
<th>Hours</th>
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**N926 Diagnostics I Procedure Preceptorship** (75 hrs) = 15 hrs @ 5hrs/wk

Focus is Diagnostic Procedures

1. Should be done in active family practice or urgent care

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<tr>
<th>Preceptor Name/specialty</th>
<th>Clinic Name</th>
<th>Hours</th>
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**N934 Primary Care II Preceptorship** (225 hr) = 15 hrs/week

Focus is on Chronic problems

Family practice that focuses on chronic problems ____________ Special

permission may be obtained for 150 hours in internal medicine not in the acute care setting.

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**N960 Residency I** (75hr) = 10 wks @ 7.5 hrs/week

Rural Health Clinic

1. Family Practice Rural with population < 5000

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**N961 Residency II** (75hr) = 10 wks @ 7.5 hrs/week

Specialty Clinic

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Preferably students should use a different preceptor for each course but may not use a single preceptor for more than 250 hours. No more than 8 preceptors in the course of the program.
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 in 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 3.25 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
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.
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.