Colorado State University-Pueblo
School of Nursing

Graduate Nursing Student Handbook
Fall, 2017
Dear Students,

Welcome to the graduate nursing program at CSU-Pueblo!

On behalf of the faculty and staff, I would like to welcome you! Congratulations on being accepted into the program! Each of you brings uniqueness to the program and you should build on your strengths and talents in advanced nursing practice as the population ages and health care reforms. Nurse practitioners are playing a vital role in providing affordable and accessible health care, especially to vulnerable populations. New nurse educators are replacing the current aging faculty who are ready to retire as well as increasing the number of nurses prepared to enter the workforce.

The graduate nursing curriculum is rigorous and the faculty is highly qualified and experienced. This is a program that will stretch your intellectual and interpersonal abilities. The School of Nursing faculty members are experienced clinicians and knowledgeable teachers with the single goal of making each of you the best nurse conceivable. They will guide you in your efforts to become a professional nurse and share the tools that will help you reach your fullest potential with the highest standards.

Be mindful that learning is a collaborative effort between you and your professors in a profession that requires lifelong learning.

Our doors are always open to you. We are interested in your concerns, questions, and suggestions. Your success in this program is important to all of us. We look forward to the day when you are hooded and begin your new roles in advanced nursing practice.

Sincerely,

Joe Franta, DNP
Interim Associate Dean of Nursing
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Introduction

The Graduate Nursing Student Handbook contains general information and policies/procedures that you will need as you progress through the graduate program. It is to be used as a resource in conjunction with other official documents prepared by Colorado State University-Pueblo. The graduate nursing program expands the knowledge and skills of the baccalaureate-prepared nurse for advanced practice, nursing education, research, and leadership roles.

The School of Nursing (SON) reserves the right to change, delete, or add information to the handbook without previous notice and at its sole discretion. If unanticipated changes are needed to the policies in this handbook the revised handbook will be posted in each Blackboard course and to the CSU-Pueblo School of Nursing website. Each enrolled student will be notified via their university email account.

Please review the Graduate Nursing Student Handbook and complete the Nursing Program Enrollment Agreement Form (Appendix C). You must submit your signed and dated copy to your Castlebranch account before September 30, 2017.
GENERAL INFORMATION

History of the School of Nursing

The nursing program at Colorado State University-Pueblo was established in 1964 (then Southern Colorado State College) as an associate degree program. The first class graduated two years later. With the graduation of the first class, the program was accredited by the National League for Nursing (NLN).

In 1974, the nursing faculty recognized the need for a baccalaureate program in nursing. The School of Nursing received authorization for an upper division degree-completion baccalaureate program for registered nurses. In 1975, the state legislature granted the college university status and the college name was changed to the University of Southern Colorado. The first graduates from the degree-completion program were awarded baccalaureate degrees in May of 1977. NLN granted initial accreditation to the degree-completion program in 1981. In 2003 the university became Colorado State University – Pueblo. The National League for Nursing Accrediting Commission (NLNAC) received continued accreditation in 2011.

In 2003, the Colorado State University System confirmed approval of the Master of Science with a major in Nursing (MS) at Colorado State University – Pueblo. The graduate nursing program was initially accredited in 2006 by the National League for Nursing Accrediting Commission (NLNAC) and reaccredited 2011. The following program emphasis areas are offered:

- Adult/Gerontology Acute Care Nurse Practitioner
- Adult/Gerontology Acute Care / Family Nurse Practitioner
- Psychiatric-Mental Health Nurse Practitioner
- Nurse Educator

The CSU-Pueblo School of Nursing graduate program is approved by Colorado Board of Nursing, 1560 Broadway, Suite 1350, Denver, CO 80202 and accredited by Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. The phone number is (404) 975-5000 and internet address is www.acenursing.org.
CSU-Pueblo Department of Nursing Organizational Chart
2016-17

President
Colorado State University
Pueblo

Provost/ Vice President
Academic Affairs

Dean
College of Education, Engineering,
and Professional Studies

Associate Dean
Department of Nursing

Undergraduate Coordinator
Faculty

Simulation Coordinator

Graduate Coordinator
Faculty

Staff:
Administrative Assistant
Graduate Program Associate
Simulation Technician
Lab Resource Assistant
Pre-nursing Advisor/Counselor
Undergrad Retention Specialist
PHILOSOPHY, MISSION, GOALS AND ORGANIZING FRAMEWORK

Mission Statement: The mission of the School of Nursing is to prepare graduates for professional positions as safe, competent and caring nurses to meet the healthcare needs of diverse populations.

Philosophy: The Colorado State University-Pueblo School of Nursing shares the mission and philosophy of the University, which focuses on education, scholarly activity, and service. The SON philosophy is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities.

Caring is considered the central concept of the nursing curriculum. The nursing faculty of CSU-Pueblo is committed to modeling caring behavior to students on the belief that when students experience caring, they learn to care for others. Caring has been defined as the “essence of nursing” (Leininger, 1988), a process, and a behavior that can be taught and learned. Caring requires the “offering of self” (Scotto, 2003); intellectually, physically, psychologically, and spiritually.

The faculty ascribes to the core competencies for nurse practitioners and nursing education identified by the National Organization of Nurse Practitioners (NONPF), National League of Nursing (NLN), Institute of Medicine (IOM) and the Quality and Safety Education for Nurses (QSEN) project. Nursing is the synthesis of science and art, which addresses health promotion and maintenance across the lifespan and fosters the development of the nurse’s professional identity, integrity, and leadership. The practice of patient-centered care includes respect for individual dignity and consideration of cultural and ethical beliefs and values. The nurse advocates for patients and families in ways that promote mutual respect and self-management.

Nursing care is provided in collaboration with the patient, the family and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Effective communication skills using both technological and human means is essential to nursing care.

The American Association of College of Nursing (AACN) Master’s Essentials provide the curricular content and foundation for graduate nursing student learning outcomes at a master’s level of education. Education is an interactive experiential process that occurs between teacher, learner, and the environment with an emphasis on student centered learning. A variety of educational experiences is essential and allows the learner to integrate knowledge, skills, and attitudes. The faculty is responsible for facilitating, maintaining, and evaluating the learning process. Learners are expected to be self-directed, active inquirers, responsible for their own learning, and evaluation of educational experiences. Learners move from relative dependence to greater independence in preparation for assuming the professional role and promoting growth as a life-long learner.
OUTCOMES

Program Outcomes:
1. Eighty percent of graduates will:
   - Complete the program within one and one-half times the length of the program.
   - Express satisfaction with the program.
   - Pass national certification exam the first time.
   - Be employed in role related professional practice within six months to one year.

Specific student outcomes for each emphasis track are based on national competency expectations.

Nurse Practitioner Student Learning Outcomes
At the completion of the program, graduates will be able to:

1. Integrate evidence-based practice, ethical decision making and technology into advanced nursing practice.
2. Utilize interprofessional collaboration to provide safe, quality patient-centered care.
3. Explore quality improvement initiatives that affect delivery of advanced nursing practice and health care services.

Nurse Educator Student Learning Outcomes
At the completion of this program, graduates will be able to:

1. Implement evidence-based teaching techniques and scholarly inquiry in educational settings with diverse learners
2. Participate in curriculum design and evaluation of outcomes
3. Participate in interdisciplinary efforts to address educational needs in local, regional, state, national and international forums
4. Assume a leadership role in shaping and implementing change

REFERENCES


PROFESSIONAL STANDARDS

Students are expected to comply with the current provisions published by the American Nurses’ Association (ANA) Code of Ethics for Nurses, the Colorado Nurse Practice Act, and the ANA Principles of Social Networking.

Graduate nursing students are expected to dress appropriately with identification required for the clinical setting. Students are expected to behave in a professional manner at all times in the classroom, laboratory and clinical sites while representing CSU-Pueblo. Students will address faculty, preceptors and other academic and clinical contacts using the proper title and last name for the contacts degree, profession or otherwise such as “Dr...” or “Professor.” If you are not sure what title to use ask the individual how you should address them in an email, personal face to face or other types of communication. A consistent natural hair color is required in all clinical settings. The student must comply with any specific clothing, hair, tattoo, body piercing restrictions for all clinical settings.

Student Nurse Practitioners should wear business casual clothing with a laboratory coat and the appropriate insignia and/or name tags at all clinical sites unless the clinical site specifies the dress code. A name tag and school insignia may be obtained in the CSU-Pueblo bookstore. A student photo ID may be obtained in the Occhiato Student Center. Student Nurse Educators in the clinical setting should wear school insignia and/or student identification with photo badges. A name tag and school insignia may be obtained in the CSU-Pueblo bookstore. A student photo ID may be obtained in the Occhiato Student Center.

Communication
Communication between faculty, administration and students is crucial for effective learning to take place. CSU - Pueblo School of Nursing utilizes several tools to facilitate the communication process. Information will be disseminated verbally, and/or electronically using university e-mail accounts or Blackboard posting. The course number is required in the subject section of the e-mail sent to faculty from students. Any email communication without a course number will be deleted without opening due to computer virus risks. All email communication should provide enough background information such as related assignment and clear specific question(s) to avoid delay’s. Students must routinely check their school email daily during the week and as needed for on campus and hybrid class announcements. Please make sure your school mailbox is not full and available to receive email communication. A 72-hour (3-day) response time is expected for e-mail communication between instructors and students, or students to instructors related to course assignments and other types of course related communication. To maintain security and privacy, students are cautioned not to share passwords. The clinical communication expectations can be found in the clinical portion of this handbook.

Family Education Rights and Privacy Act (FERPA)
The SON adheres to the letter and intent of the Family Education Rights and Privacy Act (FERPA). FERPA governs requests for access to and release of information from student records. Refer to appendices for release forms. Students must maintain current contact information with the university and the SON. If changes occur to personal contact information, students must notify the CSU-Pueblo Records department. The SON is not responsible for delay or failure in receiving information due to incorrect contact information.

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ACCEPTANCE OF TRANSFER CREDIT

Transfer credit is awarded based on university regional and nursing accreditation, credit hours, associated lab courses/ hours, course description, objectives and an official transcript. Please see Acceptance of Transfer Credit per the current published Graduate Program section of the Colorado State University – Pueblo Catalog. The student must submit an official transcript demonstrating a B or higher in the course(s) the student is requesting transfer credit(s) to be considered for the designated graduate nursing program emphasis area. After admission to the program with a designated emphasis area, the student will meet with the Graduate Nursing Program Coordinator to develop and agree upon a degree plan to meet the university requirements.

MS: Nursing
A maximum of nine (9) credits from an accredited graduate nursing program will be considered toward a MS in nursing degree.

Second Masters: Nursing
Transfer credits from a regionally and nursing accredited university considered for a second masters MS degree and Post MS Certificate in nursing varies based on the university, current program and national certification exam requirements.

Post Masters: Nursing Certificate (Non-degree seeking)
Post Masters in Nursing Certificate for post masters students and currently licensed nurse practitioner applicants must meet the course, lab and clinical hour requirements for the designated emphasis to complete program requirements. The academic post masters nursing certificate graduation plan will be determined by the Graduate Nursing Program Coordinator to meet the qualifications for the specific emphasis national certification exam.

Time Limits
Courses completed six (6) or more years before the date of graduation, either at CSU-Pueblo or at another institution, will not be accepted as satisfying graduation requirements without the written approval of the written approval of the Graduate Nursing Program Coordinator. All official transcripts must be on file with the university and in the School of Nursing to confirm: completion dates, any previous degrees and a B or higher in each course to be considered and accepted for transfer credit(s). Students can scheduled an appointment with the Graduate Nursing Program Coordinator for a preliminary review of unofficial transcripts, syllabi and any request to transfer credits prior to admission to the program. All university and SON policies must be met to finalize acceptance.

DEGREE PLANS
Degree plans are developed by students with the Graduate Nursing Program Coordinator prior to the first registered semester. If the student is unable to follow the required curriculum sequence during the degree plan period, he/she shall initiate a meeting with their assigned academic advisor to plan for progression through the program. All degree plans and revised degree plans (meeting graduate nursing and university requirements) must be approved and signed by the Graduate Nursing Program Coordinator. It is the student’s responsibility to notify the advisor and/or the Graduate Nursing Program Coordinator with any degree plan change requests. If the student completes any course changes without approval, automatic dismissal from the graduate program will occur.
STUDENT EMPLOYMENT

Many students enrolled in the graduate program are currently employed part or full-time. Students are responsible to arrange their personal work schedules in order to attend both class and clinical time scheduled by the School of Nursing (SON). The rigor of this program may require the student to limit working hours.

ACADEMIC ADVISING AND REGISTRATION

Students are to meet at least once with a graduate academic advisor every fall and spring semester. The graduate academic advisor will assist the student in following the curriculum sequence and in planning his/her schedule. Students need to register for courses during the semesters advised (Fall advising for spring and summer/ Spring advising for Fall). Each student is responsible for knowing and completing all curriculum requirements, knowing degree requirements, contacting the academic advisor for an initial appointment and for degree plan review. The student is also responsible for meeting university graduate school deadlines and policies without registration restrictions before the first day of each semester to continue in the program.

ACADEMIC STANDARDS

Students are responsible for meeting all academic standards and policies per the published Graduate Program section of Colorado State University – Pueblo Catalog. In addition to those policies, the following applies:

Grading, Dismissal and Readmission:

- A minimum grade of 84% (B or greater) or Satisfactory (S) is required in all graduate coursework, including required courses, electives, and transfer courses. Students must maintain a GPA of 3.0 or higher throughout the graduate program in order to continue graduate studies and to graduate. If a student’s GPA drops below a 3.0 (B-), automatic dismissal from the graduate program will occur.
- Only grades of a B or better and satisfactory (S) fulfill graduation requirements for the nursing graduate program.
- If the student is dismissed, they can petition in writing to the Graduate Nursing program Coordinator for readmission within one year (one time only). The decision to allow readmission is made by the graduate nursing faculty committee with no guarantees of readmission. University and program policies must be met for readmission. A new degree plan will reviewed with the student by the Graduate Nursing Program Coordinator and will be based on the current university catalog and program/ degree requirements at the time of readmission.
- If the student is found to be eligible for readmission they must repeat both the failed course and any co-requisite course to progress in the program. Courses in which a grade of B (not a B-) or better was earned may be not repeated unless it is a required co-requisite for a course that needs repeated.
- After readmission, the grade received in the repeated course will recorded and used to calculate graduate program grade point average in accordance to the graduate student policies in the current CSU-Pueblo catalog.
• If a student receives a second grade below a B or Unsatisfactory after readmission in any graduate nursing course, **automatic dismissal from the graduate program will occur and the student will be ineligible for re-admission.**

**Course Evaluation Measures:**

The course instructor evaluates the student in the didactic and/or clinical experience by observation, teleconference, or delegation in accordance to the course syllabus grading requirements. The course evaluation measures are posted in the Blackboard course syllabus by the first day of the scheduled course during the semester. If any changes are needed during the semester, the student will be notified through university email and clearly identified changes posted in the Blackboard course.

**Grading Scale(s):**
Shaded areas are passing in the graduate nursing program

Didactic (may apply to lab courses, see syllabus posted in Blackboard):

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<th>No</th>
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<th>A- 93 - 95</th>
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<td>B+</td>
<td>90 - 92</td>
<td>B 84 - 89</td>
<td>B- 81 - 83</td>
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<td>C+</td>
<td>78 - 80</td>
<td>C 70 - 77</td>
<td>No C-</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
<td>D 64 - 66</td>
<td>D- 60 - 63</td>
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<tr>
<td>F</td>
<td>Below 60</td>
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Lab and clinical courses:

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<th>Satisfactory</th>
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**Incomplete Grade Process**

The grade of incomplete is a last option to students, at the discretion of the course instructor.

1. The Incomplete Grade Agreement Form must be signed by the student (Appendix A) and submitted to the instructor at least 24 hours before the last semester day (before finals week). The instructor will determine if the incomplete requirements have been met by the student. The instructor and student will discuss and agree, documenting a specific time frame in the agreement to complete course requirements. After the agreement form is complete the instructor will submit an incomplete grade to the university registrar prior to the university grade deadline. After all requirements are complete prior to the university incomplete deadline the instructor will submit the letter grade change request form for the course to be recorded on the student’s transcript.

2. The student must have completed over 50% of the course with a passing grade in order to be eligible for a grade of incomplete.

3. The student must not have more than one academic/clinical improvement plan, academic warning or remediation process in the same course.

4. The student must demonstrate improvement for any previous academic warnings and
compliance with any academic/clinical improvement plans or remediation processes.

5. A copy of the Incomplete Grade Agreement Form is scanned to the student’s electronic School of Nursing file. The student can request a copy.

6. The student must be eligible and maintain university and graduate nursing program enrollment without a change in degree plan in at least one course or the continuous course enrollment option during the completion of the course work.

7. The instructor sends a copy of the Incomplete Grade Agreement Form to the Graduate Nursing Program Coordinator for review and approval.

8. The Graduate Nursing Program Coordinator compiles a list of students who have received an incomplete and forwards this to the Associate Dean of Nursing and graduate faculty committee.

9. If an incomplete occurs during the semester of anticipated graduation. The student will met with the Graduate Nursing Program Coordinator to discuss options to meet graduation requirements and if needed submit a revised university graduation plan after receiving approval by the Graduate Nursing Program Coordinator. The graduate coordinator will notify the registrar’s office through email with any delay in anticipated graduation date.

10. The student must resolve the incomplete as agreed (See Appendix A for details). An incomplete course grade converts to an F on the student’s transcript, if the course requirements are not complete before the agreed upon deadline. If the requirements are complete prior to the agreed upon deadline (within university incomplete deadlines), the instructor will submit the final grade achieved within 30 days of the last requirement submitted by the student.

11. The student will contact the instructor at least every 2 weeks during the completion of the course work. The student is responsible for contacting the instructor to schedule appointments for questions, concerns and attend at least one meeting with the instructor during the incomplete period.

12. In the event of reasons beyond the student’s control, the student may have the option to withdraw from the semester per university guidelines. (See Academic Standards Section)

13. Any student dismissed from the program who received an incomplete course grade on their transcript prior to dismissal may not complete the incomplete requirements. If the student chooses to reapply and is granted readmission prior to the university incomplete deadlines, the student will schedule an academic advisement meeting to discuss course completion options and revised degree plan with the course instructor and the Graduate Nursing Program Coordinator.

Academic Advising, Degree Plan and Name Change:

1. Students are required to meet with their academic advisor every fall and spring semester during advisement periods to review their degree plan. Students are encouraged to contact their assigned academic advisor and/ or the Graduate Nursing Program Coordinator to discuss any course registration questions, concerns or to request a change in their courses and degree plan.

2. If a student wishes to withdraw from a nursing course for any reason, the student needs to submit a letter of intent clearly stating intentions to the graduate faculty and meet with their academic advisor to discuss options. All course and degree plan changes must be approved by the Graduate Nursing Program Coordinator prior to the changes. If the student completes any course changes without approval, automatic dismissal from the graduate program will occur.
3. If the student withdraws from all nursing courses for any reason, the student will be **dismissed from the graduate nursing program**.

4. If the student is dismissed, chooses to reapply and is granted readmission the student will schedule an academic advisement meeting to discuss course completion options and revised degree plan with the course instructor and the Graduate Nursing Program Coordinator.

5. University enrollment policies must be met for readmission and all current program and university catalog requirements at the time of readmission will be included in the new degree plan.

4. Students must follow the graduate policies for enrollment status to maintain graduate nursing program and university active enrollment status. Any changes may result in dismissal. Please review the Continuous Registration Policy in the graduate polices section of the current academic year CSU-Pueblo university catalog. The student must contact the Graduate Nursing Program Coordinator every semester for academic advisement for the next semester, or dismissal from the program will occur. Continuous registration maintains university enrollment, any deviations from the most recent approved degree plan on file in the SON, will result in dismissal.

5. Students must confirm their degree and emphasis are correct before applying for financial services, grants or scholarships. All post masters certificate (non-degree seeking) students do not qualify for financial services through CSU-Pueblo; students are encouraged to check with financial services prior to making any course or degree plan changes.

6. Students must notify the Graduate Nursing Program Coordinator and the registrar’s office with any legal name changes before the School of Nursing can change the student’s name to avoid delays in clinical placement paperwork and other potential conflicts.

**CLASS AND ON CAMPUS LAB EXPECTATIONS**

- Students are expected to behave in a professional manner at all times in the classroom, laboratory and clinical sites while representing CSU-Pueblo. If any unprofessional or unsafe behaviors are demonstrated a student may be asked to leave the classroom, laboratory or clinical setting at the instructor or preceptors discretion. If a student is asked to leave the academic or clinical setting, the student will email a written description of the incident to the Graduate Nursing Program Coordinator within 24 hours of the incident and schedule a meeting to discuss the situation. The student may be dismissed from the graduate nursing program if the student does not email the Graduate Nursing Program Coordinator requesting an appointment within 72 hours of the incident. The student may not participate in any classroom, laboratory or clinical activities until approved by the Graduate Nursing Program Coordinator.

- Graduate courses are conducted using a Hybrid format (On Campus and Online Teaching/ Learning Activities). Classes may be provided using a distance classroom based on facility availability and technology capability. Review specific course syllabi and topic outlines.

- A personal laptop or tablet is required that meets the specified university specifications. A personal laptop or tablet is required for most or all course examinations and will be allowed in class for note-taking and class participation. The use of laptops during lecture time for any other reason is unprofessional. Individuals may be restricted using personal laptops or tablets during class if this privilege is abused.
• Students are expected to purchase all required textbooks and resources such as ExamSoft and Medical or other portable software requirements for clinical/practicum sites as defined in each course syllabus. All procedure lab supplies must be purchased through the CSU-Pueblo bookstore unless otherwise specified in the course syllabus.

• All purses, backpacks, ear buds, smart phones, smart watches and other personal electronic devices and belongings must be kept out of sight from the student and other students during the scheduled examination. If any electronic or other device is visible by the instructor during the exam, the student will receive a zero for the exam and schedule a meeting with the instructor and Graduate Nursing Program Coordinator immediately following the end of all classes for the day.

• If your computer does not have the proper hardware, Blackboard Learn may run slowly or may not run at all. Prior to using Blackboard Learn on your computer, contact the HELP desk at 719-549-2002 with questions after you compare your current system configuration with the system requirements found at the listed link: https://en-us.help.blackboard.com/Learn/Student

• Cell phones should be placed on vibrate or silent during class time. Your calls may be answered by quietly leaving the classroom.

• Students must adhere to all policies stated in the Colorado State University-Pueblo and the Masters of Nursing Student Handbook Fall 2017. These handbooks are available in each Blackboard course. Both are updated annually and any addendum changes will be communicated through Blackboard and student university email.

• Disrespectful communication in email, class or online will not be tolerated. Disrespectful communication consists of unprofessional behavior disrupting class and/or inappropriate written communication in discussion boards, wiki’s, blog’s or other BB online tools.

• Syllabus and class schedule is subject to change at faculty and agency discretion. Written and verbal notification of changes to the syllabus will be provided to students at the earliest possible time after change.

• Academic dishonesty will not be tolerated. Academic dishonesty consists of cheating, fabrication, plagiarism, unauthorized collaboration and facilitating academic dishonesty. See the Colorado State University-Pueblo Catalog for a description of each. The nursing faculty will follow all policies set forth by the University related to Academic Dishonesty.

• Generally speaking, late assignments are not acceptable in the graduate program. Late policies and accommodations regarding late assignments are decided by individual course instructors and can be found in each course syllabus.

• All submitted written papers and references will utilize APA 6th edition (second printing or newer) format with the exeption of the title page. The required title page format for all formal paper assignments can be found in Appendix B.
Nurse Practitioner Student

1. Course faculty must approve all clinical experiences to meet clinical course requirements.
2. Travel to and from clinical experience is the student’s responsibility.
3. The number of hours each student spends in practice with his or her preceptor is individualized with each clinical course and the student’s academic plan. **Clinical times are allowed only during the regular semester schedule** unless prior authorization is obtained by the course instructor and Graduate Nursing Program Coordinator. No clinical hours are allowed during the university recognized holidays, fall, winter, or spring breaks.
4. Clinical times are mutually set between the student and the preceptor.
5. Students are to share the course syllabus with the preceptor for a review of the course description, learning objectives and course requirements. Students are responsible to develop daily objectives to review with their preceptors.
6. The student provides the preceptor with the website for the Graduate Nursing Program Nurse Practitioner Preceptor Handbook. [http://ceeps.colostate-pueblo.edu/Nursing/PreceptorInformation/Pages/default.aspx](http://ceeps.colostate-pueblo.edu/Nursing/PreceptorInformation/Pages/default.aspx)
7. Students post and make corrections to their **weekly clinical plan** in the Blackboard course to coordinate the list of dates, places, the names and contact information for preceptors.
8. All preceptors must complete and sign a **Clinical Preceptor Agreement Form for each semester**. Students are not allowed in the clinical setting without a clinical preceptor and a signed agreement. Students are not allowed to work with a preceptor without a preceptor agreement.

   Original Clinical Preceptor Agreement forms must be faxed, emailed (preferred) or delivered to the Nursing Graduate Program Associate prior to or on the first day of scheduled clinical. The original form must be submitted to the nursing program coordinator for the students file. The nursing graduate program assistant will enter all preceptors in the e-log system, during the semester. Please allow 24 hours during the work week or 48 to 72 hours during weekends. To avoid e-log clinical documentation delays, please attempt to obtain the preceptor agreement prior to your first clinical day with each new preceptor and each preceptor every semester.

   If you submit an preceptor agreement but do not work with the preceptor the student must notify the nursing graduate program assistant and the course instructor to avoid an incomplete clinical paperwork delays.

9. If a preceptor is employed by an institution requiring a contract with the university, the student must verify with the Nursing Graduate Program Associate or coordinator that a current contract is on file within the School of Nursing prior to scheduling. Although the SON maintains clinical contracts with the most common institutions preferred by students across Colorado, any new contracts can take 4-6 weeks to complete and some organizations can take up to 12 months to obtain a complete agreement.

10. Students are expected to attend every clinical activity as scheduled. If the student is unable to attend or to be on time due to unavoidable circumstances prior notification is mandatory to the office manager, clinical preceptor assigned clinical site visitor, and classroom instructor. If the unavoidable change occurs within 24 hours of the scheduled time the student will need to contact the clinical preceptor, clinical site manager (larger organizations), site office manager, clinical site visitor, and classroom instructor. The
15. The weekly cumulative plan must correlate with the course e-log clinical documentation record within the emphasis scope of practice defined in the course syllabus to receive a satisfactory grade.

11. The weekly cumulative plan must correlate with the course e-log clinical documentation record within the emphasis scope of practice defined in the course syllabus to receive a satisfactory grade.

12. All clinical paperwork (a. Preceptor agreement, b. Preceptor Evaluation of the NP student, c. Preceptor/ Site Evaluation by the NP student and d. Faculty Evaluation of the NP student) must be complete, accurate and submitted prior to posted deadlines to meet the course and any co-requisite requirements with a passing grade.

13. Registered students will receive a grade for clinical hours each semester if hours are no more than 5 hours over or 5 hours under the total hours for each registered semester hour. If hours each semester exceed 5 hours, the hours will not be counted. The lead course instructor will develop an improvement plan and schedule a meeting with the student.

15. Required clinical hours for NP synthesis:

a) AGACNP- (540 hours total over 3 semesters: AGACNP only 540 hours in NSG 506 with 570 hours total required for graduation, see FNP Dual below for graduation hour requirements)
   i. One semester of 180 hours in ER/Urgent Care (number of hours in Urgent Care have to be approved by Instructor).
   ii. One semester of 180 hours with a Hospitalist/Intensivist.
   iii. One semester of 180 hours with a minimum of two (2) and maximum of four (4) Specialists (orthopedics, pulmonary, cardiology, dermatology, GI, etc.). Specialists need to be approved by the AGACNP lead Instructor.

b) FNP Dual (AGACNP & FNP): - (495 total over 3-5 semesters; 1065 hours required for graduation 495 plus 15 from NSG 506 for FNP plus 540 plus 15 hours in NSG 506 AGACNP) The recommended hours each semester are 180 hours in the fall and spring semesters and 135 hours in the summer of clinical experience across the lifespan and approved by the instructor using the course objectives.

c) PMHNP- (540 total over 3 semesters plus 30 hours in NSG 506) 180 hours each semester of clinical experience across the lifespan approved by the instructor.

d) A student may count up to 40 hours of faculty-approved indirect patient care clinical time, as long as the student has a minimum of 500 hours of direct patient contact hours in each enrolled emphasis (No indirect patient care hours allowed in the Family Practicum courses). It is highly recommended with frequent national requirements changes to complete as many direct patient care hours as possible out of the total number of required clinical hours for their registered degree emphasis area. No conference is required in the graduate nursing program. If a student chooses to attend a conference or certification review course, the student is responsible for all associated costs for attending a
conference, not the university or the School of Nursing.

Clinical hours for NSG 506:
- a) Clinical component – AGACNP and PMHNP: In order to meet the clinical component of this course satisfactorily, students must complete 30 clock hours of observational time with an advanced practice nurse in the AGACNP.
- b) For those in the AGACNP/FNP 15 hours must be in primary care and 15 hours in acute care for a total of 30 clock hours of observation time with advanced practice nurses.
- c) Clinical experiences must be pre-approved by the course instructor and preceptor agreement must be completed with each preceptor prior to the clinical date.
- d) The student is responsible to notify the Nursing Graduate Program Associate via email with the preceptor name, last day at the scheduled clinical site. A link to the electronic observation Preceptor Evaluation of the Student will be emailed to the preceptor. The student will receive an email confirmation when the preceptor is sent the electronic link and when the Evaluation has been submitted.
- e) All clinical paperwork (a. Preceptor Agreement, b. Preceptor Evaluation of the Student-observation questions only, and c. Preceptor/ Site Evaluation by the Student) must be complete and submitted prior to the posted due date.
- f) Students who received approval to transfer an equalivant masters level advanced practice roles course must complete an additional 30 hours (10 hours each semester for 3 semesters) in their enrolled clinical emphasis clinical area to meet the graduation hour requirements.

Nurse Educator (Teaching Practicum)

The nurse educator student is required to complete observation hours in NSG 506 and teaching hours in nursing education settings – classroom, clinical, skills and/or simulation laboratory.

Process:

The faculty will provide classroom, clinical and laboratory teaching objectives.

The student will:
- 1. Meet with the instructor to obtain objectives and discuss choice of preceptor.
- 2. Obtain completed and signed Nurse Educator Preceptor Agreement Form and submit to the Nursing Graduate Program Associate.
- 3. Teach the assigned classroom, clinical and laboratory sections.

STUDENT INJURY AT A CLINICAL SITE

Worker’s Compensation Claim Forms are available CSU-Pueblo website: 
http://www.csupueblo.edu/HR/WorkersCompensation.

Students must notify the lead instructor, designee or Graduate Nursing Program Coordinator of any injury within 24 hours.
CLINICAL SITE SCREENING POLICIES

Background Checks and Drug screens
Because of the profound effect that the use of certain drugs have on the performance of individuals, the SON is legally and ethically obligated to protect patients and others in the health care setting from students who are under the influence of drugs/alcohol that affect coordination, behavior, judgment and decision making ability.

1. A background and drug screen is required at the student’s expense prior to considering graduate nursing program applicant for admission and annually while enrolled in the program, due every year by August 15th while enrolled.
2. The Health care facilities where students attend clinical rotations may require additional preclinical (negative) background, drug screens or other (reasonable suspicion or follow-up) as specified by the facility requirements (at the student’s expense) before students are allowed to provide care for patients.
3. All drug screen results are reviewed by a graduate nursing staff designee and any positive results are reported to the Graduate Nursing Program Coordinator.
4. If a currently enrolled student has a positive result, the graduate nursing program coordinator will review the information with the School of Nursing Associate Dean to determine if the student is eligible to continue in the program. Eligibility will be based on the findings, the Colorado State Board of Nursing and public patient safety regulations, clinical site requirements, restrictions and options to complete program. If a student is dismissed, it is the student’s responsibility to contact the Registrar’s offices to discuss options for university withdraw.

Deadlines

The student must meet all deadlines and meet current clinical site requirements in Castlebranch and any required clinical site scheduling programs such as My Clinical Exchange (at the students expense) while enrolled in the graduate nursing program. If this requirement is not met, automatic dismissal from the program may result.

Students must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities and those specifically of (1) observation; (2) communication; (3) motor, (4) intellectual, conceptual, and quantitative abilities; (5) essential behavioral and social attributes; and (6) ability to manage stressful situations. Students unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program and are counseled to pursue alternate careers. All students must comply with the clinical agency’s performance policies, standards and requirements.

CLINICAL SITE TECHNICAL REQUIREMENTS

Technical Standards include, but are not limited to the following:

1. Observation/Sensory-motor: Students must have sufficient sensory abilities of sight, hearing, smell, and touch to be able to observe demonstrations and learn from experiences in the basic sciences, including but not limited to, physiology and pharmacology, microbiology and pathophysiology laboratory/simulation situations. Students must be able
to observe and learn from experiences in the clinical nursing laboratory such as the following examples: accurately determine gradients/calibrations on a syringe; measure medications accurately; accurately recognize color changes on chemical reactions strips; accurately assess heart, breath, abdominal sounds; and accurately assess normal and abnormal color changes in the skin, pupil size, and digital or waveform readings.

2. **Communication**: Communication includes speech, reading, writing, and computer usage, including handheld digital devices. Students should be able to effectively communicate, orally and in writing, elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communication. Students must be able to communicate effectively and sensitively with patients and their families. Students also must be able to communicate effectively and efficiently, and work cooperatively, with all members of the health care team for patient care. Students must also be able to gather information appropriately, explain information in a patient-centered manner, listen effectively, recognize, acknowledge and respond to emotions, and exhibit sensitivity to social and cultural differences.

3. **Psychomotor**: Students must have sufficient physical dexterity to master technical and procedural aspects of patient care. They must have sufficient strength to perform essential tasks, and adequate physical stamina and energy to carry out taxing duties over long hours. Students should be able to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students should be able to collect specimens and perform basic tests (such as glucose finger stick, urine dipstick). Students should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, and application of pressure to stop bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium, and using tactile and other senses.

4. **Intellectual-Conceptual, Integrative, and Qualitative**: Students must be able to read and understand documents written in English. They must be able to comprehend and learn factual knowledge from readings and didactic presentations, gather information independently, analyze and synthesize learned material, and apply that information to clinical situations. Students should have cognitive abilities including measurements, calculation, reasoning, analysis, and synthesis. Critical thinking is the ability to synthesize knowledge and integrate the relevant aspects of a client’s history, physical exam finding and diagnostic studies. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition the student should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures in order to understand normal and abnormal anatomy and physiology.

5. **Behavioral and Social Attribute**: Students must possess the emotional maturity and stability required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and the development of mature, sensitive and effective relationships with patients and their families. Students must be able to tolerate strenuous workloads and to function effectively under stress. They must learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, empathy, integrity, concern for others, altruism, responsibility, effective interpersonal communication, skills, interest, tolerance and motivation are all personal qualities that should be assessed during the education process. As a component of nursing education, a student must demonstrate
ethical behavior including adherence to the professional nursing and student honor codes.

CLINICAL PROGRESSION IN THE NURSE PRACTITIONER AREAS OF EMPHASIS

1. All NP students are required to complete clinical hours in their respective nurse practitioner emphasis areas (See section on Clinical Experience).
2. All NP students will register for the planned clinical courses after academic advisement and during the preregistration period. Orientation and membership to a clinical scheduler (such as My Clinical Exchange) may be required for certain clinical sites prior to starting actual clinical experiences (at the student’s expense).
3. In order to participate in clinical, all students must update personal data and clinical site requirements in Castlebranch and any specific clinical site scheduler such as My Clinical Exchange, or other as required by the clinical site. All clinical site requirements must be current while enrolled in the program. Malpractice insurance, annual drug screens and background checks must be completed by August 15th for the next academic year enrolled.
4. All students will submit e-logs according to requirements set forth in each clinical course to be monitored and graded by the assigned faculty member.
5. Students must demonstrate competency in all clinical settings as documented on the Evaluation of Nurse Practitioner Student by Preceptor Survey. The student will email the Nursing Graduate Program Associate at least one week prior to completion their clinical rotation. (sent to preceptor’s email when the student reports conclusion of their clinical to the Nursing Graduate Program Associate).
6. The students will request clinical performance feedback each scheduled clinical day. The preceptor will discuss with each student any identified deficiencies submitted in their clinical preceptor evaluations for the NP student. The student can request an appointment with the lead instructor to review clinical evaluations before finals week.
7. By the end of the last clinical course, students must obtain a rating of competency in all areas of interest on the evaluation tool in order to be eligible for graduation from the Nurse Practitioner outcomes. Each student is responsible to contact the Nursing Graduate Program Associate at least one week prior to the final clinical date with each preceptor. A survey will be sent to each preceptor through email. The student is responsible to provide the correct information to the Nursing Graduate Program Associate on the preceptor agreement form on or prior to the first date with each preceptor.

The following questions will be e-mailed to each preceptor:

1. Approximately how many hours of clinical time did you complete with this student?  
2. Did the Nurse Practitioner student make appropriate clinical judgements regarding safe prescribing using decision support tools to prescribe pharmaceutical agent? (Such tools may include, but are not limited to: electronic prescribing databases, clinical practice guidelines, evidence-based prescribing guides, pharmaceutical reference guides, professional journals, and textbooks).
3. Was the student consistently on time and professional (punctual, prepared, appearance)?  
4. Was the student able to differentiate between variations of normal and abnormal findings?  
5. Did the student demonstrate respect for the inherent dignity of every human being, regarding age, gender, culture, religion, socio-economic class, sexual orientation and ethnicity?
6. Did the student demonstrate respect for the inherent dignity of every human being, regarding age, gender, culture, religion, socio-economic class, sexual orientation and ethnicity?
7. If you are completing this form for observational experience (30 hours or less), STOP HERE. All synthesis course (greater than 30 hours) preceptors are required to complete the remaining questions.
8. Did the student integrate evidence into an advanced nursing practice role using technology to make ethical decisions for safe patient-centered treatment plans?
9. Did the student develop interprofessional treatment plans as influenced by the patient's needs (ethical, legal, advocacy, etc.) utilizing available resources to participate in the improvement of health outcomes?
10. Did the Nurse Practitioner student check for allergies and use resources to suggest appropriate, safe patient-centered pharmacologic and non-pharmacologic treatments?
11. If your organization had an opening would you hire a CSU-Pueblo Nurse Practitioner graduate?
12. This is the most valuable part of your evaluation of the student, and we appreciate the time you take to do this. Comments are especially important for any marginal or exceptional ratings.
13. Required Comments: Strengths
14. If you felt this student to be ready for certification, please provide examples as to why.
15. Required Comments: Areas Needing Improvement
16. Please include at least one area needing improvement.
17. Did you have a chance to sit and review this information with the student?
Roles of the Preceptor

The NP preceptor will:

- Collaborate with faculty and student to select patients and to provide learning activities appropriate to the clinical course objectives.
- Establish the student’s preceptorship objectives, clarifying expectations of both parties.
- Orient student to clinical site’s resource policies and other processes.
- Observe the students directly and provide feedback on planned and actual management.
- Is available for consultation and review of patient history and physical examination, differential diagnosis, laboratory findings, working diagnoses and treatment plans.
- Provide ongoing feedback regarding the student’s clinical progress, strengths and weaknesses, and modifies clinical learning experiences.
- Maintain a collegial relationship with student and faculty by communicating the student’s progress.
- Contact faculty about actual or potential problems during the preceptorship.
- Introduce the student to professional colleagues and provide for an orientation to clinical site.
- The preceptorship experience should involve as much patient-student interaction as possible.
- Allow the student to independently interview and assess patients, validating the student’s findings and evaluating and correcting evidence-based planned patient management.
- Inform patients that a supervised nurse practitioner student is seeing them. (Patients of course have the opportunity to say no.)
- Review entries in the medical record and provide feedback and make corrections.
- Must document to demonstrate active involvement in the care of the patient with the Nurse Practitioner student.
- Allow the student to participate in home visits, nursing home rounds and hospital rounds as appropriate. Night call is a reasonable part of their rotation. The student is to have the opportunity to observe the professional demands of a nurse practitioner, physician and other interprofessional collaboration partnerships.
- Validate student’s progress through electronic evaluations through the Evaluation of Nursing Student by Preceptor submitted by the preceptor through email weblink.

Student will not pass the clinical course without a completed preceptor evaluation prior to the end of the regular semester (Friday prior to Finals week of the current semester). If the student qualifies, an incomplete agreement form can be completed between the student and the instructor. If the incomplete is not cleared by the agreed upon dates, the student will be dismissed from the program.

The nurse educator preceptor will:

- Orient the nurse educator student.
- Review syllabus and teaching materials.
- Supervise and guide the student teacher in the classroom, clinical and lab teaching experiences.
- Complete evaluation forms for classroom, clinical and laboratory teaching.
Role of the Student

The NP student will:

- Establish a collegial relationship with the preceptor. Establish the student’s preceptorship objectives, clarifying expectations of both parties.
- Provide course instructor with a signed Clinical Preceptor Agreement form for each preceptor, each semester on or before the first day of clinical scheduled.
- Provide the instructor, site visitor, preceptor and clinical site with dates and times for clinical dates agreed upon.
- Clarify own role and responsibilities.
- Request an orientation to clinical site, if not completed before first day at each clinical site.
- Act and Dress professionally and wear a CSU-Pueblo name tag. (See Dress Code Section)
- Be responsible to know, meet, and communicate course objectives to the preceptor.
- Identify personal and professional educational needs, interests, and agreed upon individual daily learning objectives with each preceptor to structure the student clinical experience.
- Arrive on time and adapt to the usual work pattern of the practice.
- Complete the designated number of clinical hours as agreed upon with each preceptor and required in the course syllabi.
- Review the planned patient schedule with the preceptor each clinical day. Discuss patient pertinent information. Plan time for each patient, documentation and preceptor feedback.
- Identify, evaluate, and manage common acute conditions, emergent, stable chronic and complex conditions.
- Determine health promotion and disease prevention knowledge and practices to identify patient and family risk factors.
- Develops health education and health promotion interventions.
- Evaluate psychosocial factors related to patient condition.
- Identify health care needs within the context of the sociocultural environment.
- Recognize the influences of cultural diversity in health care and provide care to vulnerable populations.
- Collaborate with other health care professionals in the plan of care and make appropriate referrals.
- Present findings clearly and concisely, focusing on the reason for the contact. Document using legible notes when recording data in the patient’s records.
- Maintain all clinical program requirements (pre-clinical orientation, ACLS, PALS, CPR, immunizations, etc). All certification (CPR, ACLS, PALS, etc.) requirements must be updated and complete before the first week of each semester. Any students with certifications that expire during the semester will not be allowed to participate in clinical rotations that semester. Annual drug and background screens must be completed by August 15th each year.
- Contact preceptor and faculty immediately regarding problems during the preceptorship.
- Complete clinical schedule updates and additions to the weekly clinical plan and e-log clinical documentation each week, or as directed by course syllabus. Only the Nursing Graduate Program Associate is permitted to enter preceptors into e-logs.
- DO Not alter or change e-log records after the end of each semester. This is considered
academic dishonesty (See University Catalog: Academic Dishonesty)

- Remain at the site until the work is completed.
- Adhere to all clinical and program policies and procedures outlined in the graduate student nursing handbook and university policies.
- After clinical time is complete, each preceptor must complete the Preceptor Evaluation of the NP student for the student to receive a Satisfactory in the clinical course. All clinical paperwork must be complete by the Friday at 5 pm prior to finals week (fall and summer semesters) and the last week of the summer semester.

**Nurse educator student will:**

- Be prepared for the teaching experience.
- Demonstrate knowledge of teaching and learning strategies.
- Practice effective oral, written and electronic communication skills.
- Show enthusiasm for teaching and learning.
- Use feedback from students, preceptor and faculty to improve teaching effectiveness.

**Role of the Faculty**

**The faculty will:**

- Post the clinical course syllabus with objectives for student learning experiences.
- Monitor and evaluate the student’s clinical experience with input from the preceptor and site visitor.
- Serve as a role model for the student.
- Minimize disruptions to the daily routine of the site and facilitate completion of the student’s clinical experience.
- Involve the site staff in integrating the students into daily activities at the clinical site.
- Facilitate the process for the student and preceptor to discuss learning objectives in order to structure the student experience and evaluate student progress.
- Encourage the student to work with interprofessional health care team members.
- Provide a pre-clinical orientation that may include:
  1. Philosophy and characteristics of various clinical sites
  2. Role of the advanced practice nurse
  3. Course syllabus and course objectives
  4. Explanation of projects and course evaluation measures
  5. Grading criteria
  6. Student adaptation and etiquette in a busy practice
  7. Legal limitations of activities
  8. Precepting requirements
  9. Self-learning skills
  10. Student responsibilities
- Available to communicate with the student and the preceptor regularly.
- Monitor and evaluate the student’s overall performance in conjunction with the preceptor.
• Provide objectives for student learning experiences.
• Attend some classes, clinical and labs that the student is teaching.
• Offer critiques of student’s teaching.
• Coordinate the teaching schedules.
• Communicate with the student and the preceptor regularly.
• Evaluate the student’s overall performance in conjunction with the preceptor.

SITE EVALUATIONS

Clinical Site Evaluation by Faculty

Site evaluations are planned in advance at the preceptor’s convenience. Site evaluations are conducted periodically by the faculty to: 1) touch base with the preceptor, 2) observe the student in the clinical or educational site and, 3) gather information about the clinical or educational experience and about student progress toward meeting the course objectives.

Faculty evaluates the clinical site using the Faculty Evaluation of Clinical Site electronic form. The following criteria are reviewed:

1. The clinical site provided opportunities for growth as an advance practice nurse.
2. The clinical site has resources to support a student practicum.
3. This clinical site has procedure and protocol manuals, educational materials, and personnel to adequately support a student in advanced practice nursing.
4. The clinical preceptor was sensitive to the students need for guidance.
5. The clinical preceptor was able to allow for latitude for the student developing autonomy.
6. The clinical site manager and preceptor is aware of the course objectives for the practicum experience.
7. Students are evaluated fairly and objectively by the clinical preceptor.
8. I would recommend this preceptor to other students for practicum experience.
9. Patients are variable in age, diagnosis and numbers.
10. Diagnostic test results are readily available.
11. The philosophy of the personnel was directed toward quality care, health promotion and disease prevention.
12. My overall evaluation of this clinical practicum site is:

Preceptor/ Site Evaluation by the Student

Students are required to complete an evaluation for each of their clinical sites utilizing the online survey Student Evaluation of a Clinical Site at this link: https://docs.google.com/forms/d/16i0xo4DdGKaPga3OdNT4rj1oax1NXPB2jFlm4AnmyQ/viewform?usp=send_form).

The questions that will be asked include:

1. The clinical site provided opportunities for growth as an advanced practice nurse.
2. This clinical site has resources to support a student practicum.
3. This clinical site has procedure and protocol manuals, educational materials, and personnel to adequately support a student in advanced practice nursing.
4. I was able to use a theoretical model to guide my practice in the clinical site with little or no difficulty.
5. The clinical preceptor was sensitive to my need for guidance.
6. The clinical preceptor was able to allow for latitude for my developing autonomy.
7. I was supported by the clinical preceptor to confront new problems and situations to prepare me for advanced practice.
8. The clinical site manager and preceptor assisted me to fulfill the objectives of the course of study for which the practicum was organized.
9. The clinical site personnel did not utilize my services as a worker except as contracted in my clinical course.
10. I was evaluated fairly and objectively by my clinical preceptor.
11. I would recommend this preceptor to my peers for practicum experience.
12. I would recommend this clinical site to my peers for practicum experience.
13. Patients are variable in age, diagnosis and numbers.
14. Diagnostic test results are readily available.
15. The philosophy of the personnel was directed toward quality care, health promotion and disease prevention.
16. Opportunities were readily available for my participation in management of care for patients.
17. How often were you able to document in the patient’s chart or electronic health record during your clinical rotations? (0, 25, 50, 75 or 100%)
18. My overall evaluation of this clinical practicum site is:

**Faculty Evaluation of the Student in a Clinical/Teaching Site:**

Each semester during the second year, each student enrolled in the AGACNP, Dual NP or Nurse Educator program will be evaluated on course objectives with and by a faculty member in a designated clinical/teaching site. The course instructor will provide a schedule early in the semester to agree upon a scheduled date for the faculty evaluation. A preceptor agreement is required as needed.

**DISCIPLINARY ACTIONS**

**Disciplinary Process: Academic**

Graduate nursing faculty will execute professional judgment in the implementation of disciplinary actions related to nursing professional standards. The severity of the disciplinary action will directly correlate with the severity of the student’s performance and may or may not follow the sequence of actions listed below. Disciplinary actions include:

- Academic/ Clinical Improvement Plan
- Dismissal from the academic setting
- Dismissal from the nursing program
**Academic/ Clinical Improvement Plan (Improvement Plan)**

The academic improvement plan is utilized to identify specific professional academic behaviors that are not severe in nature. An improvement plan will be initiated by any full-time faculty for any academic, lab or clinical deficiencies in order to inform the student of the behavior, knowledge and/ or skill identified that did not meeting satisfactory expectations during the semester. The expected behavior, knowledge and/ or skill level will be clearly identified by the faculty with specific deadlines. The student will clearly identify their plan to meet the expectations in the improvement plan. These expectations will be monitored by the faculty, Graduate Nursing Program Coordinator and student throughout the remainder of the program. If the expected behaviors are not met and maintained, disciplinary action or possible dismissal from the program may result. Every effort is made by the graduate faculty to provide remediation at the student’s request to support the student’s progress in the program. It is the student’s responsibility to schedule appointments with their academic advisors, lead instructors, and the graduate coordinator for any improvement plan required appointments and student initiated appointments for questions or requests for remediation assistance. Expectations must be met at the end of each semester with an 84% or higher (B) or Satisfactory (S) to allow the student to progress to the next semester in the program.

**Dismissal from the Academic Setting/ Program**

Grounds for academic dismissal action include but are not limited to the following:

1. Receiving a grade of less than “B” in any nursing course(s) in a single semester.
2. Failure to maintain professional standards, such as behavior contrary to generally accepted ethical and professional nursing standards.
3. Violation of Colorado State University-Pueblo Student Conduct Code and Academic Dishonesty Policies. See CSU-Pueblo Catalog.
4. At the discretion of the course instructor, students may be dismissed from the academic setting for behavior that is not conducive to a learning environment. University policy and Colorado state law prohibits all forms of disruptive or obstructive behavior in academic areas during scheduled periods or any action which would disrupt scheduled academic activity. See *Colorado State University Pueblo Catalog, Classroom Behavior*. Further disciplinary action will proceed following a request for a student to leave the academic setting.

Students who are dismissed from the CSU-Pueblo nursing program will receive written notice from the Associate Dean of the School of Nursing or designee.

**Academic/ Clinical Improvement Plan (Improvement Plan)**

The Academic/ Clinical Improvement Plan will be initiated by the faculty to provide clear communication for the deficient academic and/ or clinical expectations and guidance for performance and/ or behaviors that are not severe in nature. Clinical graduate faculty may initiate a clinical performance improvement plan with a student for clinical performance and/or behaviors considered substandard. The written plan will include the student’s behaviors and suggestions for improvements. Behaviors and/or performance that do not improve however, may result in course
failure and dismissal from the graduate nursing program. A copy of the plan will be given to the student and maintained in the School of Nursing student file.

These expectations will be monitored by the lead instructor, Graduate Nursing Program Coordinator and student throughout the remainder of the program. If the expected behaviors are not met and maintained, disciplinary action or possible dismissal from the program may result. Every effort is made to by the graduate faculty to provide remediation at the student’s request to support the student’s progress in the program. It is the student’s responsibility to schedule appointments with their academic advisors, lead instructors, and the graduate coordinator for any required appointments and student initiated appointments for questions or requests for remediation assistance. Expectations must be met at the end of each semester with an 84% or higher (B) or Satisfactory (S) to allow the student to progress to the next semester in the program.

**Disciplinary Process: Clinical**

Graduate nursing faculty will execute professional judgment in the implementation of disciplinary actions related to nursing professional standards. The severity of the disciplinary action will directly correlate with the severity of the student’s performance and may or may not follow the sequence of actions listed below. Disciplinary actions include:

a) Academic/ Clinical Improvement Plan  
b) Dismissal from the clinical setting  
c) Unsatisfactory in a clinical course (and resulting dismissal from the program)  
d) Dismissal from the graduate nursing program

Grounds for clinical disciplinary action include but are not limited to the following:

1. Clinical errors of such severity that clinical safety of patients is in jeopardy.  
2. Failure to maintain professional standards, such as behavior not congruent with the Agency Policies, Patient’s Bill of Rights, HIPAA, patient confidentiality, ANA Code of Ethics, the National Student Nurses’ Association, Inc. Code of Ethics, and the Colorado Nurse Practice Act.  
3. Violation of the Colorado State University-Pueblo Graduate Student Handbook procedures and policies.  
4. Violations of Colorado State University-Pueblo Student Code of Conduct or Academic Policies (See CSU-Pueblo Catalog).

**Dismissal from the Clinical Setting**

If a CSU-Pueblo graduate student is dismissed from the clinical site by the faculty, or the preceptor, the student may not return to the clinical practicum site until they meet with the Graduate Nursing Program Coordinator, and the course instructor. The decision to return will be based on the nature of the incident and the student’s ability to obtain clinical experiences to meet the program requirements. This meeting will be based on the availability of a clinical site and qualified preceptor. Returning to the clinical setting/practicum is at the discretion of the clinical site, Graduate Nursing Program Coordinator and will be determined at a regularly scheduled graduate faculty meeting. Graduate nursing students completing a clinical/practicum
requirements at another school are subject to the policies of that clinical site. Students unable to complete the program requirements will receive an unsatisfactory in the clinical course and be dismissed from the program.

Students who are **dismissed from the CSU-Pueblo nursing program** will receive written notice from the Associate Dean of Nursing, or designee. If a student is dismissed from the program, he or she may make an appointment to meet with the Associate Dean of Nursing, Graduate Nursing Program Coordinator, and the course instructor. The student's right to the academic decision appeal process is explained in the CSU-Pueblo Catalog. Students dismissed from other nursing programs should follow the policies of that program. Students must notify the Graduate Program Coordinator of any known potential barriers to complete the CSU-Pueblo program requirements.

**Grievance, Compliance and Appeal Processes**

For grade appeals, refer to the grade changes / academic appeals as discussed in the CSU-Pueblo catalog. If a student has other concerns or needs clarification about a course, he/she should first make an appointment with the course faculty member. If dissatisfied with the results of the meeting the next step is to make an appointment with the emphasis lead instructor. If dissatisfied with the results of the meeting, or further clarification is needed, the student would then meet with the Graduate Nursing Program Coordinator. If resolution is still not reached, an appointment with the Associate Dean of Nursing is the next step. The student’s academic advisor may also assist in clarifying issues or in utilizing the process.

**REQUIREMENTS FOR GRADUATION WITH A MASTER OF SCIENCE MAJOR IN NURSING DEGREE:**

Graduate degrees will be granted to candidates who meet all of the published designated emphasis area requirements plus the additional requirements below:

1. Students must have a cumulative graduate GPA of 3.00, or better to graduate. All required courses must be passed with at least a grade of 84% (B) or satisfactory (S).
2. The student must develop a graduation plan using the Advisement Form for Graduate Nursing Program the first semester of enrollment with the Graduate Nursing Program Coordinator and be admitted to a graduating cohort. The Advisement Form for Graduate Nursing Program will be completed each fall for the spring and summer semester advisement/registration and spring for the following fall semester advisement/registration between the student and academic advisor. Changes in courses or the degree or graduation plan and/ or cohort must be approved by the Graduate Nursing Program Coordinator. Any unapproved changes, will result in dismissal from the program.
3. Successful completion of one of the following options:
   a) Non-thesis.
   b) Directed Research.
   c) Thesis.
Non-Thesis Option: Graduate Oral Comprehensive Examination Policy and Process

The Oral Comprehensive examination is the non-thesis option for partial fulfillment of the requirements for the master’s degree. The purpose of the Oral Comprehensive examination is to evaluate the student’s ability to synthesize advanced clinical and theoretical knowledge based on the cumulative program curriculum in their registered emphasis area of specialization. The student is required to maintain graduate nursing course registration or continuous registration course enrollment in the master’s program each academic semester during the comprehensive exam process.

Oral Comprehensive Examination Policy

This policy is currently under revision by the graduate nursing faculty. This policy will be available by the end of the fall 2017 semester for the 2018 graduating cohort. An email will be sent to all the students who anticipate to meet their designated degree and emphasis graduation requirements in 2018 when the policy is available for review in their Blackboard courses.

Directed Research Policy and Process

Directed research is a scholarly project that is significant to nursing and relates to the student’s area of concentration. This project is a culmination and synthesis of graduate level learning. The setting for directed research can vary depending on the interest of the student. Directed research requires an oral presentation and defense.

Thesis Policy and Process

A thesis is a formal research paper prepared under the guidance of a graduate faculty committee in partial fulfillment of the requirements for the master’s degree. An oral presentation and defense of the thesis is required. A thesis manual will be provided. The student is required to maintain university and course enrollment to complete the thesis process. If the student is unable to complete the thesis process according to the university policy and emphasis degree plan, the student will: register for additional graduate nursing thesis course credits or if the student meets university qualification for continuous registration course enrollment each academic semester to complete the thesis process. The student’s thesis chair will develop a revised advising plan and the student will submit a new/revised graduation plan to the registrar’s office.
Incomplete Grade Agreement Form

NAME OF STUDENT ________________________________ PID ______________
(Last) (First)

For reasons beyond his/her control the student listed above was unable to complete the
requirements of the course listed below within the regular time limits.

COURSE ____________________________________________
(Call number) (Course number and title) (Sec. No.) (Cr. Hrs)

COURSE INSTRUCTOR ___________________________ SEMESTER ____________ YEAR ____

Reasons for course requirements not being completed:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

If these course requirements, as stated above, are completed on or before (Month) ________
(Day) ______ (Year) ________ they will be evaluated. These evaluations will then be
combined with previously completed course work evaluations, and a final semester grade will be
recorded for the student by the instructor with the School of Nursing. Such grade change will be
recorded by the instructor within one month after receiving the completed course requirements, as
listed above, from the student. If the course work assignments as listed above are not completed
and turned in to the instructor by the this same date (Month) ________ (Day) ______
(Year) ______, the temporary grade of “incomplete” will be removed and the alternate grade (F)
or U (Unsatisfactory) originally assigned by the instructor will be placed on the permanent record
as a final letter grade of whatever grade is earned upon completion.

I have read the requirements and stipulations of this document and agree to abide by its provisions.

STUDENT ___________________________________________ Date ______________
(Signature)

COURSE INSTRUCTOR ___________________________ Date ______________
(Signature)

GRADUATE COORDINATOR _________________________ Date ______________
(Signature)
Graduate Paper Title Page Format
Student Name

As partial fulfillment for: (NSG *** )
Colorado State University-Pueblo
Professor ***
Date ***
Nursing Program Enrollment Agreement Form

The following statement confirms that you, the student, agree to the requirements and policies of the Nursing Program as written in Graduate Nursing Student Handbook. This is found on the nursing website at: http://ceeps.colostate-pueblo.edu/Nursing/Handbooks/Pages/default.aspx

I have read Colorado State University - Pueblo School of Nursing: Graduate Nursing Student Handbook and agree to comply with the policies and requirements. Furthermore, I understand that unexpected and needed changes in policies and requirements may occur in clinical and/or academic settings. I will be notified in writing of these changes through the university email and Blackboard announcements. I agree to comply with these changes.

I accept the responsibility for payment of lab fees, clinical site scheduling program fees, for personal transportation, faculty recommended conferences and for purchase of technology, hardware, software, books, supplies, lab coats, and any additional drug tests and background checks required by clinical sites. Psychiatric mental health nurse practitioner students and nurse educators do not wear lab coats but must wear professional/business attire.

I consent to having my picture/video tapings produced and utilized by Colorado State University-Pueblo School of Nursing for training, evaluation, research, and public relations purposes.

I am aware that failure to adhere to the nursing program policies and requirements as outlined in this handbook and the university catalog, and the course requirements/expectations identified in course syllabus courses may result in my dismissal from the nursing program.

I have read this handbook. I agree to abide by these policies and requirements during my enrollment in the nursing program. My signature indicates my acceptance of this agreement.

Name (Printed Name Please): ____________________________

Signature ____________________________ Date (mm/dd/yr) ________________