

**Colorado State University-Pueblo
School of Nursing and Health Sciences**



**Graduate Nursing Student Handbook
Fall 2019**



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 and Health Sciences 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,

A handwritten signature in black ink, appearing to read "Joe Franta".

Joe Franta, DNP
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 and Health Sciences (SONHS) 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 and Health Sciences 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 D). You must submit your signed and dated copy to your Castlebranch account before the last Friday in September of the fall semester.

GENERAL INFORMATION

History of the School of Nursing and Health Sciences

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 and Health Sciences 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 master's program emphasis areas are offered:

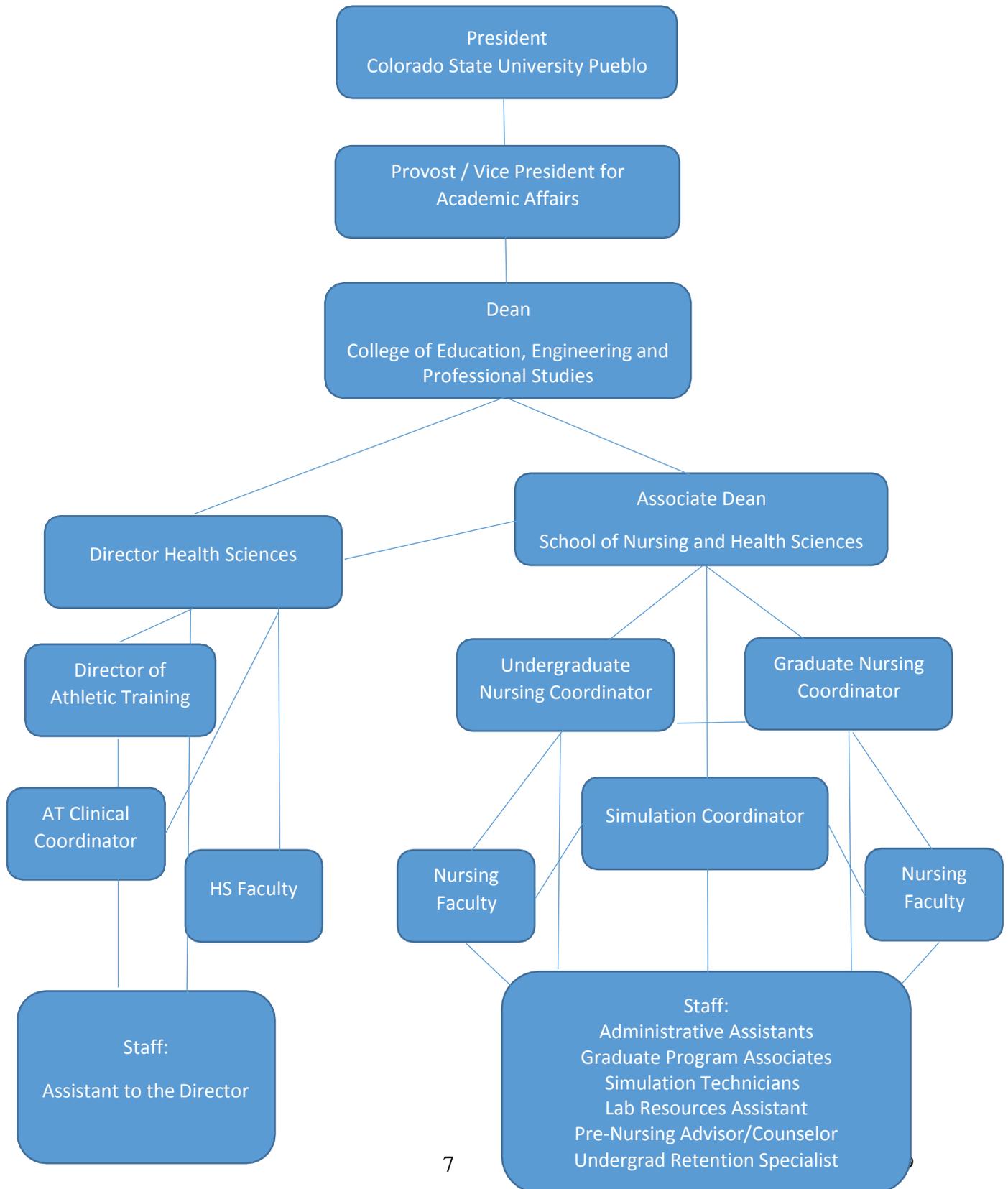
- ❖ Adult/Gerontology Acute Care Nurse Practitioner
- ❖ Adult/Gerontology Acute Care / Family Nurse Practitioner
- ❖ Psychiatric-Mental Health Nurse Practitioner
- ❖ Nurse Educator

In 2019, the Colorado State University System confirmed approval of the Doctor of Nursing Practice with an emphasis in Population Health. A Candidacy application has been submitted to the Accreditation Commission for Education in Nursing (ACEN) *Standards and Criteria* (2017) with a pending ACEN site visit spring 2020.

The CSU-Pueblo School of Nursing and Health Sciences 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 School of Nursing and Health Sciences Organizational Chart

Updated fall 2019



PHILOSOPHY, MISSION, GOALS AND ORGANIZING FRAMEWORK

Mission Statement: The mission of the School of Nursing and Health Sciences 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 and Health Sciences shares the mission and philosophy of the University, which focuses on education, scholarly activity, and service. The SONHS 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. Patient-centered care includes respect for individual dignity and consideration of cultural and ethical beliefs and values. The nurse advocates for patients and families to promote mutual respect and patient 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) *The Essentials of Master’s Education in Nursing* (2011) and *Essentials of Doctoral Education for Advanced Nursing Practice* (2006) provide the curricular content and foundation for graduate nursing student learning outcomes. Student centered learning results from the engagement of teacher, learner, and environment in interactive experiential processes. Varied educational experiences allow the learner to integrate the knowledge, skills, and attitudes required for contemporary professional practice. The faculty is responsible for facilitating, maintaining, and evaluating the learning process. Learners are expected to be self-directed, active inquirers who are responsible for their own learning and participate in evaluation of educational experiences. The learning helps 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.
2. Eighty percent (80%) of employers will express satisfaction with the program.

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

Master's End-of-Program 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.

Doctorate End-of-Program 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. Conduct scholarly inquiry to influence health outcomes of individuals, aggregates and populations
3. Organize interprofessional collaboration to provide safe, quality patient-centered care.
4. Assume a leadership role in transforming health care systems, policies and standards of care

PROFESSIONAL STANDARDS

Students are expected to comply with the current CSU-Pueblo, School of Nursing and Health Sciences, Colorado State Board of Nursing and national professional policies, standards and competencies.

Colorado State University-Pueblo

1. University CSU-Pueblo Catalog and Graduate Programs
2. [Student Code of Conduct](#)

Colorado State Board of Nursing

1. Colorado Nurse Practice Act:

<http://www.dora.state.co.us/nursing/statutes/NursePracticeAct.pdf>

2. Code of Colorado [Regulations](#) (Chapter 14) **Code of Ethics**

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.

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf>

[American Association of Colleges of Nursing \(AACN\)](#)

1. [APRN Doctoral-level Competencies](#)
2. [Essentials of Doctoral Education for Advanced Nursing Practice](#)
3. [Essentials of Master's Education in Nursing](#)
4. [Graduate-level QSEN Competencies](#)
5. [APRN Consensus Model](#)
6. [Interprofessional Oral Health](#)

[National Organization of Nurse Practitioner Faculties \(NONPF\)333321](#)

[NP Core and Population-focused Nurse Practitioner Competencies](#)

Professionalism

Students are expected to comply with 2017 AACN professionalism competencies demonstrating “a commitment to carrying out professional responsibilities and an adherence to ethical principles” (p. 7). All students will dress appropriately and behave in a professional manner at all times in the classroom, laboratory, practicum and clinical sites while representing CSU-Pueblo Student nurse practitioners in the clinical setting should wear school insignia and/or student identification with photo badges. A name tag, showing both first and last names, may be requested online. School insignia may be obtained in the CSU- Pueblo bookstore. Student Photo ID may be obtained in the Occhiato Student Center, second floor.

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 hip-length white laboratory coat, unless the clinical site specifies the dress code. Laboratory coat is not required for the Psychiatric Mental Health Nurse Practitioner or Nurse Educator programs.

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 uncertain about the appropriate title, ask the individual how you should address them in an email, personal face to face or other types of communication. Unprofessional behavior may result in disciplinary action (CSU-Pueblo Student Code of Conduct, p. 46).

Communication

Effective learning requires communication between faculty, administration and students. CSU-

Pueblo School of Nursing and Health Sciences utilizes several tools to facilitate the communication process. Information will be disseminated verbally, electronically using university e-mail accounts, and/or through Blackboard posting. All email communication should be sent via the university email system and the subject line should have a course number in the subject line or it could be deleted without opening. Provide enough background information in the email to ensure accurate and timely responses. Students must check their school email on a daily basis during the week for campus and class announcements. To ensure timely receipt of important correspondence, students must ensure there is space in their inboxes. Students should allow 72 hours (three business days) for faculty to respond to e-mail communication. Students are not permitted to share passwords for email accounts. The clinical communication expectations can be found in the clinical portion of this handbook.

Family Education Rights and Privacy Act (FERPA)

The SONHS adheres to the Family Education Rights and Privacy Act (FERPA). FERPA governs requests for access to and release of information from student records. Refer to Registrar's office for release forms. Students must maintain current contact information with the university and the SONHS. If changes occur to personal contact information, students must notify the CSU-Pueblo Records Department. The SONHS is not responsible for delay or failure in receiving information due to incorrect contact information. ([U.S. Department of Education](#))

REFERENCES

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- Quality and Safety Education for Nurses (2012). *QSEN competencies definitions*. Retrieved from <http://qsen.org/competencies/>
- U.S. Department of Education (2018). Family educational rights and privacy act (FERPA). Retrieved from: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

MANDATORY REQUIREMENTS FOR ENROLLMENT/CONTINUATION IN THE GRADUATE NURSING PROGRAM

CSU-Pueblo School of Nursing and Health Sciences utilizes the services of CastleBranch. CastleBranch is a service that allows students to order their own background check and drug screen online. The Compliance Tracker of CastleBranch provides secure, online storage for required documentation such as immunizations, certifications, licensure, background check, and drug screen. All documents submitted must be in PDF format. Information collected through CastleBranch is secure, tamper-proof, and confidential. Students are responsible for all CastleBranch costs. Students must always maintain current documentation of mandatory requirements throughout the program. Students who are out of compliance are ineligible to perform clinical practicums until requirements are complete. All requirements must remain current in CastleBranch while the student is progressing in the graduate nursing program, whether or not the student is in a clinical rotation. Failure to do so may affect program progression. Mandatory documentation includes:

1. Current proof of immunizations including:

Tdap

-Must provide documentation of a Tdap booster within the past 10 years.

Hepatitis B Vaccine (series of three)

-Must provide documentation of one of the following:

- 3 immunization dates
- Positive titer results showing immunity with either the lab results or verification by a physician

Measles, Mumps, Rubella (MMR)

-Must provide documentation of one of the following:

- 2 immunization dates
- Positive titer results for all three components showing immunity with either the lab results or verification by a physician

Varicella

-Must provide documentation of one of the following:

- 2 immunization dates
- Positive titer results showing immunity with either the lab results or verification by a physician

-History of the disease will *not* be accepted.

Flu Vaccine

-Must annually provide documentation of a flu vaccine by October 25th of the current flu season, regardless of when the previous vaccine was administered.

2. Annual TB Screening.

Proof of current (within the last 12 months) TB screening is required prior to attending any clinical experiences and annually thereafter. There must be documentation of one of the following:

- Two-step TB Skin Test (TST). Do this if it is your first TST or more than a year has elapsed since your last TST. The two-step process entails the administration of one TST and having it read 48-72 hours later, followed by a second TST administered at least one week but no more than three weeks (7-21 days) after the first TST and having it read 48-72 hours later.
- At least two consecutive negative annual TSTs, the last TST being dated within the past 12 months.
- QuantiFERON®-TB Gold test (lab report required) dated within the past 12 months.
- T-SPOT®.TB test (lab report required) dated within the past 12 months.
- If positive for TB, provide a clear chest x-ray (lab report required) from within the past three years and a TB Questionnaire (available at <http://ceeps.csupueblo.edu/Nursing/Documents/TB%20Symptom%20Assessment%20Form.pdf>). A new TB Questionnaire is required annually.

3. Current Cardiopulmonary Resuscitation Certification (CPR).

A Health Care Provider-C (or equivalent) certification is required.

A copy of a certificate of completion or the front and back (signed) of a card must be uploaded to CastleBranch and must be from one of the following courses:

- American Heart Association BLS for Healthcare Providers
- American Red Cross CPR/AED for Professional Rescuers and Health Care Providers
- CPR Pro for the Professional Rescuer from Training Center AMR092

Certification from a program other than one of those listed above will not be accepted.

4. Physical examination within 12 months prior to enrollment in the Nursing Program.

Submit the physical exam form provided by the CSU-Pueblo School of Nursing and Health Sciences. The form is available at

<http://ceeps.csupueblo.edu/Nursing/Documents/Physical%20Form.pdf>. The form must be signed by a health care provider and it must be dated within one year prior to the start of the Nursing Program.

5. Urine drug screen completed prior to enrollment in the Nursing Program and annually thereafter.

The test will be ordered when your CastleBranch account is created and paid for at that time. You will receive an e-Chain via email. This document must be taken to the LabCorp or Quest location nearest to you. This will be determined when your order is placed (based on your zip code). Results of the drug screen will be housed on CastleBranch (see Drug Screen Policy in the *Clinical Information* section of this handbook).

6. Criminal background check completed prior to the Nursing Program orientation and annually thereafter.

The criminal background check will be ordered when your CastleBranch account is created and paid for at that time. No student with a felony conviction related to violent/aggressive behavior including child abuse or domestic violence, drug trafficking, or theft will be allowed in a clinical agency setting. Please make an appointment with the Associate Dean if you anticipate a problem in this area. Be advised that State Boards of Nursing determine eligibility for licensure after graduation. Contact your SBON if you have any questions. If you are convicted, plead no contest/nolo contendere, plead guilty to or are granted deferred judgement of sentence with respect to a felony, misdemeanor, or petty offense (you may excluded minor traffic offenses that do not involve alcohol or drugs) while enrolled in the nursing program, notify your advisor immediately.

The fact that a conviction has been pardoned, expunged, dismissed, deferred or that civil rights have been restored does not mean it is no longer reportable. Failure to report is grounds for program dismissal. There may be convictions that disqualify a student from enrollment in the nursing program or placement in select clinical agencies. Ineligibility for agency placement may delay program progression or result in program dismissal.

7. **Professional liability insurance coverage.**

Students must purchase liability insurance from National Student Organization annually and upload proof of coverage to Castlebranch.

8. **Signed release forms as required by the Graduate Nursing School.**

9. **Proof of current health insurance coverage.**

Submit a copy of the front and back of the health insurance card

11. **Driver's license.**

Students must maintain a copy of current driver's license in Castlebranch.

12. **Three Letters of Recommendation**

Submit 3 Letters of Recommendation to this requirement.

13. **Letter of Intent**

Submit a Letter of Intent to this requirement.

14. **Curriculum Vitae**

Submit a copy of your Resume.

15. **ACLS Certification**

Requirement for AGACNP and AGACNP/FNP programs only. Provide a copy of the front and back of the card or certificate of completion.

16. **PALS Certification**

Requirement for AGACNP and AGACNP/FNP programs only. Provide a copy of the front and back of the card or certificate of completion.

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). 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.

DNP: Nursing

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

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 master's 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 admission, 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 and Health Sciences 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 schedule 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 SONHS policies must be met to finalize acceptance.

Writing and Presentation Skills Course Waiver: NSG 504 Writing and Presentation Skills is a required course for all graduate students. Students have the option to request a waiver for this course. In addition to the waiver request, Students who provide evidence of graduate thesis, doctoral dissertation, graduate level summative scholarly paper, or peer reviewed publication may

request a waiver for this course. Waivers will be reviewed by the Graduate Nursing Program Coordinator and graduate faculty. Waivers will be approved on a case by case basis. There are no guarantees the waiver request will be approved.

DEGREE PLANS

Degree plans are developed by students in collaboration 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, they shall initiate a meeting with their assigned academic advisor to plan for progression through the program. All **degree plans and revised degree plans must be approved**, be signed by the Graduate Nursing Program Coordinator and meet the graduate nursing and university requirements. It is the student's responsibility to notify the advisor and/ or the Graduate Nursing Program Coordinator with any degree plan change requests. Failure to complete this process for plan changes will result in **automatic dismissal from the graduate program**.

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 class, practicum and clinical time scheduled by the School of Nursing and Health Sciences (SONHS). The rigor of this program may require the student to limit working hours.

ACADEMIC ADVISING AND REGISTRATION

Students are required to meet with a graduate academic advisor every fall and spring semester. Advising can be conducted in person, by phone or electronically. 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, understanding 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:

1. A minimum grade of 84% (B or greater) or Satisfactory (S) is required in all graduate coursework, including required courses, electives, and transfer courses. If a student receives a grade of B- or below, **automatic dismissal from the graduate program will occur**.
2. 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**.

3. Only grades of a B or better and satisfactory (S) fulfill graduation requirements for the nursing graduate program.
4. A student that has been dismissed from the program has the option to petition in writing for readmission, within one year of dismissal (one time only). The petition letter will be sent to the Graduate Nursing Program Coordinator. The decision to allow readmission is made by the graduate nursing faculty. There are no guarantees of readmission. University and program policies must be met for readmission. If readmitted, a new degree plan will be 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.
5. 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.
6. After readmission, the grade received in the repeated course will be recorded and used to calculate graduate program grade point average in accordance to the graduate student policies in the current CSU-Pueblo catalog.
7. 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, practicum and/or clinical experience by observation, teleconference, or delegation in accordance to the course syllabus grading requirements. The course evaluation measures are detailed in the course syllabus. The syllabus will be posted in the Blackboard course by the first day of the class each 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):

No	A+	A	96 - 100	A-	93 - 95
B+	90 - 92	B	84 - 89	B-	81 - 83
C+	78 - 80	C	70 - 77	No	C-
D+	67 - 69	D	64 - 66	D-	60 - 63
F	Below 60				

Lab, practicum, and clinical courses:

Satisfactory	Unsatisfactory
S	U

Incomplete Grade Process

Students have the option of requesting an incomplete grade if/when necessary.

The Incomplete Grade Agreement Form (Appendix A) must be completed by the student, signed and submitted to the instructor at least 24 hours prior to the last day of the semester. If a student requests an incomplete for a course, the course instructor will determine if the student meets the requirements for the incomplete process. The instructor and student will then discuss, agree and document a specific time frame to complete course requirements. After the agreement form is complete, the instructor will submit an incomplete grade to the university registrar. The student must complete all agreed upon course requirements prior to the agreed upon deadline. After all requirements are complete the instructor will submit the letter grade change request form to the university registrar. The course grade will be updated with the letter grade, to be recorded on the student's transcript.

Eligibility Requirements for an Incomplete:

1. The student must have completed over 50% of the course requirements with a passing grade in order to be eligible for a grade of incomplete.
2. The student must not have more than one of the following in the same course: academic/clinical improvement plan, academic warning or remediation process.
3. The student must demonstrate improvement for any previous academic warnings and compliance with any academic/clinical improvement plans or remediation processes.
4. The student must be eligible and maintain university and graduate nursing program enrollment requirements without a change in degree plan. The student must be enrolled in at least one course or apply for the continuous course enrollment option until the incomplete grade is cleared.
5. To initiate the incomplete process, first the student must contact the lead instructor of the course to request an incomplete.
6. An Incomplete Grade Agreement Form (Appendix A) must be completed by the student, signed and submitted to the instructor at least 24 hours prior to the last day of the semester.
7. The instructor sends a copy of the Incomplete Grade Agreement Form to the Graduate Nursing Program Coordinator for review and approval.
8. Once approved by the Graduate Nursing Program Coordinator, a copy of the Incomplete Grade Agreement Form is scanned to the student's electronic School of Nursing and Health Sciences file. The student can request a copy.
9. 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.
10. If an incomplete occurs during the semester of anticipated graduation, the student will meet with the Graduate Nursing Program Coordinator to discuss options to meet graduation requirements. If needed, a revised university graduation plan will be submitted 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.
11. The student must resolve the incomplete as agreed (See Appendix A). An incomplete course grade converts to an F on the student's transcript, if the course requirements are not complete on or 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.

12. 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.
13. The student may have the option to withdraw from the semester per university guidelines. See Academic Standards Section for more details.
14. 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. Advising can be conducted in person, by phone or electronically. 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 policies 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 SONHS, will result in dismissal.
5. Students must confirm their degree and emphasis are correct before applying for financial services, grants or scholarships. All post master's 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 and Health Sciences can change the student's name to avoid delays in clinical placement paperwork and other potential conflicts

CLASS AND ON CAMPUS LAB EXPECTATIONS

1. Students are always expected to behave in a professional manner in the classroom, laboratory, practicum 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, practicum 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.
2. Graduate courses are conducted using a hybrid format (On Campus and Online Teaching/Learning Activities) and online format. Classes may be provided using a distance classroom based on facility availability and technology capability. Review specific course syllabi and topic outlines in each course for details.
3. A personal laptop or tablet is required that meets the specified university specifications. A personal laptop or tablet is required for all course examinations and will be allowed in class for note-taking and class participation. The use of laptops during on-campus lectures for any other reason is unprofessional. Individuals may be restricted using personal laptops or tablets during class if this privilege is abused.
4. Students are expected to purchase all required textbooks and resources such as ExamSoft and/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. If required procedure lab equipment is not purchased at the CSU-Pueblo bookstore, the student may not be able to participate in the lab and may fail this course.
5. 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.
6. If a computer does not have the proper hardware, Blackboard Learn may run slowly or may not run at all. Prior to using Blackboard Learn on a personal computer, contact the HELP desk at 719-549-2002 with questions. Computer system configuration and system requirements can be found at the listed link: <https://en-us.help.blackboard.com/Learn/Student>
8. Cell phones should be placed on vibrate or silent during class time. Phone calls may be answered by quietly leaving the classroom.

9. Students must adhere to all policies stated in the Colorado State University-Pueblo Catalog and the most current Graduate Nursing Student Handbook. 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.
10. 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. NETIQUETTE- Rules of Netiquette will be followed in this course and can reviewed at <http://www.albion.com/netiquette/>
11. Syllabi and class schedule are subject to change at faculty and agency discretion. Written and verbal notification of changes to syllabi will be provided to students at the earliest possible time after change.
12. 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.
13. Late policies and accommodations regarding late assignments are decided by individual course instructors and can be found in each course syllabus. As a general rule, late assignments are not acceptable in the graduate program.
14. All submitted written papers and references will utilize **APA 6th edition** (second printing or newer) format except for the title page. The required title page format for all formal paper assignments can be found in Appendix B.

CLINICAL EXPERIENCE

Nurse Practitioner Student

1. All clinical experiences must meet clinical course requirements. Any specialty clinical sites must be approved by the didactic/lead course instructor. If the student is unsure about a clinical site, consultation with the course instructor is required.
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*. <https://www.csupueblo.edu/nursing/preceptor-resources.html>
7. Students post and make corrections to their **weekly clinical plan** in the Blackboard course to coordinate the list of dates, times, places, the name(s) and contact information for preceptor(s).
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 signed preceptor agreement on file with the SONHS.

The Clinical Preceptor Agreement forms must be emailed to GradNursing@csupueblo.edu 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. Allow 24 to 72 hours for the preceptor's information to be updated in e-logs. 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.

9. If you submit a 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 delay.
10. If a preceptor is employed by an institution requiring a contract with the university, the student must verify with the Nursing Graduate Program Assistant or coordinator that a current contract is on file within the School of Nursing and Health Sciences prior to scheduling. Although the SONHS 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.
11. If a preceptor is employed by an institution that uses My Clinical Exchange, the student purchases a My Clinical Exchange account and must maintain all the institution's compliance requirements throughout the scheduled clinical. The student must notify the Graduate Clinical Liaison if they secure a preceptor at a My Clinical Exchange site. The clinical liaison will advise of any required paperwork and place a rotation request in My Clinical Exchange.
12. Students are expected to attend every clinical activity as scheduled. If the student is unable to attend, arrive on time, or miss any portion of the day prior notification is mandatory to the office manager, clinical preceptor, assigned clinical site visitor, and classroom instructor. If the 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 student will make corrections to the **weekly clinical plan** in the Blackboard course for the previous week in Blackboard and any clinical site scheduling systems as required by the clinical site. The student will post a cumulative and accurate **final weekly cumulative** (semester) clinical plan by the due date posted in the BB course.
13. 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.
14. 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.
15. 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.

16. Required clinical hours for NP synthesis:

a. ***Anticipated graduation on or before Summer 2020:***

- b) AGACNP- (540 hours total over 3 semesters; 555 hours total required for graduation)
 - i. One semester of 180 hours in ER/Urgent Care (number of hours in Urgent Care must 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.
- c) 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.
- d) 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.

An AGACNP or PMHNP student may request faculty-approved indirect patient care clinical time, provided 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 and Health Sciences.

b. ***Anticipated graduation after Summer 2020:***

- a) AGACNP- (585 hours total over 5 semesters)
Clinical hour requirements will be in the following areas:
 - i. ER/Urgent Care (number of hours in Urgent Care must be approved by Instructor).
 - ii. Hospitalist/Intensivist.
 - iii. Specialists: Specialists need to be approved by the AGACNP lead instructor. A minimum of two (2) and maximum of four (4) specialists (orthopedics, pulmonary, cardiology, dermatology, GI, etc.).
- b) FNP- (585 total over 4-7 semesters; 1170 hours required for graduation). Clinical experiences are across the lifespan and approved by the instructor using the course objectives.
- c) PMHNP- (585 total over 5 semesters). Clinical experiences are across the lifespan approved by the instructor using the course objectives.

AGACNP and PMHNP students may request a limited number of faculty-approved indirect patient care clinical time. 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

Nurse Educator Student

1. Teaching Practicum:
 - a. A teaching practicum consists of experiences that aspiring teachers have in the classroom before they take on the full range of responsibilities of a nurse educator. Transitioning from the academic to the professional world can be daunting. By participating in a practicum, the student can ease into this transition, gaining confidence before assuming the full responsibilities associated with the instructor role.
2. Goal of the Teaching Practicum:
 - a. The goal of the practicum is to observe how experienced teachers perform their job duties, integrate academic learning with actual practice, become involved in classroom, lab, and clinical activities, and reflect on evidence-based teaching experiences. The practicum is an immersion experience to give the student the opportunity to put what they have learned throughout the program into action. By putting coursework into action, the student will be prepared to step seamlessly into new responsibilities after graduation as a master's-prepared nurse educator.
3. Site Selection for the Teaching Practicum:
 - a. It's important that to begin thinking about the teaching practicum now and begin searching for a setting in which to complete the practicum. The setting of the practicum should allow the student to demonstrate high-level communication, professionalism, evidence-based teaching practice, quality improvement, and ethical behaviors. The student can complete the practicum at one's place of work, or a setting in the community. Examples of practicum sites include:
 - i. A hospital
 - ii. An outpatient clinic
 - iii. A public health agency or community health organization
 - iv. A simulation facility
 - v. A stand-alone nursing school, or one in a technical or community college, four-year college, or university.
4. Affiliation Agreement/ Preceptor Agreement:
 - a. Affiliation agreements are required, so the student should begin the search and selection early. The site must be selected and approved 30 days before beginning the practicum. No teaching can begin until the affiliation agreement has been signed. A preceptor agreement must also be signed by both the preceptor and the student before any teaching can be done.
5. Teaching Hours:
 - a. The practicum consists of 135 clock hours of preparation time, researching, planning, implementing, evaluating, and reflecting on teaching. Most teaching situations in a technical or community college, 4-year college, or university nursing program will include the following hours for a total of 135 clock hours:
 - i. Classroom: Approximately 50 hours observation of the role of the academic

- educator, lecture preparation, classroom lectures/presentations, exam activities, online activities, reflection on activities.
- ii. Clinical Environment: Approximately 50 hours observation of the role of the clinical educator, simulation/skills lab teaching, clinical evaluation, post-conference observation and teaching, reflection on activities.
 - iii. Faculty Development: Approximately 35 hours faculty meetings, workshops, curriculum, and other committees, office work, learning to function in the educational environment, reflecting on quality improvement, and learning to be a change agent.
 - iv. Teaching in settings other than a formal teaching institution requires the student to develop personal goals to achieve during the practicum. The student and preceptor will work together to achieve those objectives in that teaching situation. (135 teaching hours required).
6. Preceptors:
- a. Preceptors can be identified in the community, professional organizations, places of employment, or educational settings. They cannot be relatives or personal friends. The student should interview the potential preceptor and share objectives for the practicum. Discussing personal teaching goals with the potential preceptor enables the student to see if the preceptors' responses fit with the students' learning needs, and if they are comfortable with the potential preceptor. More importantly, the student should determine if they are comfortable making a mistake and taking feedback from this person. The success of the practicum may be directly related to the preceptor selected and how the student works with that person. Students should not hesitate to thank a prospective preceptor for their time but should not select them as their preceptor if they do not feel it is a good fit. All preceptors must be approved by the course instructor. The student must not make a final commitment to their potential preceptor until they have approval.
7. Nursing Educator Preceptor Requirements:
- i. Holds an unencumbered and current Colorado nursing license
 - ii. Holds a master's degree in Nursing
 - iii. Has a minimum of 2 years current work experience in a clinical or academic setting
 - iv. Has a minimum of 3 months at current employer
 - v. Able to provide an educational experience that will help meet overall practicum objectives and personal learning objectives
 - vi. Is willing and has time available to serve as a resource during the practicum time
8. To successfully complete the teaching practicum, the student will:
- a. Contact potential preceptor.
 - b. Share objectives of the experience and the Preceptor Guidelines with the potential preceptor.
 - c. Work with course instructor to ensure that the preceptor agreement is signed, and the affiliation agreement is in place.
 - d. Work with the preceptor to determine how practicum hours will be achieved.
 - e. Enter teaching hours in e Logs- Time logs only, not case logs.
 - f. Reflect on the teaching experience on the Course Blog- One-entry/week reflecting on your development as a nurse educator. Record activities, issues, concerns, problems,

- and positives that occur during the teaching practicum.
- g. Complete a self-evaluation, preceptor evaluation, and site evaluation at the end of the practicum.

DNP Student Practicum

1. Required Practicum hours for DNP students:
 - a. DNP students will complete a total of 540-720 practicum hours for their DNP Project Practicum.
 - b. The following courses contain practicum hours (these hours are included in the total required hours). The courses are taken as pre-requisites BSN-DNP or co-requisites to MS-DNP Project:
 - i. NSG 716: 45 practicum hours (1cr) in the community
 - ii. NSG 718: 45 practicum hours (1cr) in the community
 - iii. NSG 748: 45 practicum hours (1cr) in the community
2. Refer to the DNP Project Handbook for more details about the DNP Practicum requirements.

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

Drug Screen Policy

Because of the profound effect that the use of certain drugs have on the performance of individuals, the School of Nursing and Health Sciences 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 may affect coordination, behavior, judgment and decision making ability. Health care facilities where students attend clinical rotations may require a negative drug screen before students can provide care for patients.

Annual Background Checks and Drug Screens

1. A background and drug screen are required prior to considering graduate nursing program applicant for admission and annually while enrolled in the program. The expense of the background check and drug screen are the student's responsibility.
2. The Health care facilities may require additional preclinical (negative) background checks and/or drug screens. They may also require additional testing if there is reasonable suspicion. The student must follow the facility requirements before they are allowed to provide care for patients. The expense of any required testing is the student's responsibility.
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 and Health Sciences 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.

Policy: Substance Abuse Testing

1. Students scheduled to attend a clinical rotation in a facility that requires a drug screen will comply with the facility's requirements for drug screens, which may include the cost of the testing.
2. If the drug screen is negative, the student may attend the assigned clinical rotation.
3. If the drug screen is positive for a substance not covered by a legitimate prescription, the student will not be allowed to continue in the clinical course and is considered ineligible for *any* clinical experiences during that semester. The student must withdraw from the clinical course or a grade of "F" will be assigned. In addition, the student will be dismissed from the nursing program with no opportunity for readmission.
4. Faculty may require a student to complete a blood alcohol test, drug screen and/or other substance abuse screen if there is reasonable cause to believe that the student is under the influence of drugs or alcohol during a clinical experience, off-campus and on-campus classes, lab classes and/or simulation (SIM). Reasonable cause can be defined as a personal observation of inappropriate behavioral conduct, inappropriate speech, body odors or impaired task functioning. See Reasonable Suspicion of Impairment section for more details.

Policy: Reasonable Suspicion of Impairment

1. The student will be immediately removed from direct patient care by the preceptor or from class/lab/SIM by the lead instructor.
2. The preceptor will notify the lead instructor.
3. The student will be required to be immediately report to a testing facility. Transportation arrangements must be made by the student, the student is not allowed to drive. Transportation costs and required testing will be at the student's expense.
4. The lead instructor will notify the Graduate Nursing Program Coordinator.
5. If the result of the drug/alcohol test is negative, the student will be allowed to continue in the clinical course.
6. If the result of the drug/alcohol test is positive for a substance not covered by a legitimate prescription, the student will receive a failing grade in that graduate nursing course and will be dismissed from the nursing program with no opportunity for readmission. In addition, this is a reportable event to the Colorado State Board of Nursing.
7. If a student refuses to submit to a drug screen and/or blood alcohol test, the result will be assumed positive and the student will be dismissed from the graduate nursing program with no opportunity for readmission.
8. If a drug screen is reported as "dilute," the student must repeat the drug screen within 24 hours. If a second "dilute" is reported, the drug screen will be considered positive and the

student will be dismissed from the graduate nursing program with no opportunity for readmission.

9. If a test result shows evidence of a *legal*, mood altering drug, students will be required to offer proof that the drug has been prescribed by a health care provider specifically for their use. A positive test for a substance with an accompanying prescription will be viewed as a negative screen. However, if the student is not able to perform safely in the clinical arena due to medication effects, he/she must meet with the Graduate Nursing Program Coordinator. The Graduate Nursing Program Coordinator will discuss possible options to successfully meet clinical course requirements. It is possible that the student will not be allowed to continue in the clinical course while under the effects of this medication.
10. Students are encouraged to inform the clinical instructor if taking medications and provide a medical note stating they are safe to make clinical patient care decision while taking prescribed medications that could affect performance, keeping in mind that patient safety is at the forefront of our priority.

Deadlines

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

CLINICAL SITE TECHNICAL REQUIREMENTS

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.

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 enough physical dexterity to master technical and procedural aspects of patient care. They must have enough 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 GRADUATE NURSING STUDENTS AREAS OF EMPHASIS

1. All graduate nursing students are required to complete clinical and/or practicum hours in

their respective emphasis areas (See section on Clinical Experience and/or the DNP Project Handbook).

2. All graduate nursing 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 requirements in Castlebranch (See section on Mandatory Requirements for Enrollment). Additionally, any facility specific clinical site scheduler (such as My Clinical Exchange) must be kept current with all clinical rotation requirements. All clinical site requirements must be current while enrolled in the program. Malpractice insurance, drug screens and background checks **must** be completed annually.
4. All students will submit e-logs according to requirements set forth in each clinical or DNP practicum course to be monitored and evaluated by the assigned faculty member.
5. Nurse practitioner students must demonstrate readiness for certification in all clinical settings as documented on the Evaluation of Nurse Practitioner Student by Preceptor Survey. The student will email a request to GradNursing@csupueblo.edu at least one week prior to completion their clinical rotation. **Include in each email request:** students name, preceptor name, preceptor email address, last date schedule for clinical hours with preceptor, course number, semester and year. The electronic evaluation link will be sent to preceptor's email. The student is responsible for providing the correct information to the Nursing Graduate Program Assistant on the preceptor agreement form on or prior to the first date with each preceptor.
6. The students will request clinical performance feedback each scheduled clinical day from the preceptor. The preceptor will discuss with each student any identified deficiencies submitted in their clinical preceptor evaluations for the graduate student. The student can request an appointment with the lead instructor to review clinical evaluations submitted.
7. By the end of the last clinical course, students must obtain a rating of readiness for certification in all areas of interest on the evaluation tool in order to be eligible for graduation from the Nurse Practitioner Program. See Appendix C to review the questions asked on the electronic survey.

Role of the Student

The NP student will:

- Establish a collegial relationship with the preceptor.
- Establish the student's preceptorship objectives.
- Clarify the role, expectations and responsibilities 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.
- 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 pertinent patient 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 day of any clinical rotation. Annual drug and background screens must be completed by annually on or prior to the renewal due date.
- 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 Assistant 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.
- NP student will email electronic preceptor evaluation request to GradNursing@csupueblo.edu **at least one week prior to planned final scheduled clinical date with preceptor. Include in each email request:** students name, preceptor name, preceptor email address, last date schedule for clinical hours with preceptor, course number, semester and year. The electronic evaluation link will be sent to preceptor's email.
- All clinical paperwork must be complete by the Friday at 5 pm prior to finals week (fall and spring 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 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 maintain the right to refuse.)
- Review entries in the medical record, provide feedback and ensure 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.
- Agree to facilitate student learning in accordance with course objectives.
- Agrees to provide clinical supervision for the student in the Master of Science Nursing Program at Colorado State University-Pueblo.
- The preceptor and clinical facility shall always retain ultimate control and responsibility for patient care.
- Agrees to complete evaluation of the NP student within 5 days of clinical hour completion, each semester. Validate student's progress through electronic evaluations using the **Evaluation of the Graduate Nursing Student by Preceptor** weblink that will be emailed to the address listed on the preceptor agreement before the last schedule clinical day. 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:

- The preceptor will sign the Preceptor Agreement form.
- After the Preceptor Agreement form is signed, preceptor activities include:
 - Orient student to the nursing program or other placement site.
 - Review course syllabus, course objectives, student evaluation forms for classroom, lab, and clinical teaching, review Final Teaching Practicum Evaluation form.
 - Clarify procedures, assignments, due dates.
 - Tour classrooms, labs, and clinical facilities, and discuss protocols.
 - Supervise and guide the student teacher in the classroom, clinical and lab teaching experiences.
 - Collaborate with the student on planning of assignments (lecture, clinical post-conference, simulation, faculty development activities, and so on).
 - Monitor and evaluate teaching and provide immediate feedback to the student.
 - Collaborate on writing, editing, and selecting test questions. Assist in item and test analysis.
 - Provide opportunities for student to participate in role work committees and faculty development activities.
 - Communicate (text, email, phone) weekly with course instructor on student progress.
 - Evaluate the student using evaluation forms for lecture, lab, clinical, and the final practicum evaluation.
 - Complete evaluation forms for classroom, clinical and laboratory teaching.
 - Contact the course instructor for any questions or concerns.
 - Course instructor will assign the final grade in consultation with the preceptor.

The DNP practicum course faculty and/or Project Committee members will:

- Complete forms and activities according to the DNP Project Handbook

Role of the Faculty

The NP 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

Nurse educator faculty will:

- Provide objectives for student learning experiences.
- Attend some classes, clinical and labs that the student is teaching (if possible).
- 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.

DNP faculty will:

- Provide course, project and committee activities per guidance of the CSU Pueblo Faculty Handbook and/or the DNP Project Handbook

SITE EVALUATIONS

Clinical/Practicum Site Evaluation by Faculty

Site evaluations are planned 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 practicum, clinical or educational site and, 3) gather information about the practicum, 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.

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. The evaluation link will be accessible in Blackboard clinical courses.

The questions that will be asked include:

1. The clinical site provided opportunities for growth as an advanced practice nurse.
2. I provided a copy of the course syllabus and my preceptor was receptive to review the course objectives frequently with me during the clinical rotation?

3. This clinical site has resources to support a student practicum.
4. This clinical site has procedure and protocol manuals, educational materials, and personnel to adequately support a student in advanced practice nursing.
5. I was able to recognize how theoretical models can guide my practice decisions in this clinical site with little or no difficulty.
6. The clinical preceptor was sensitive to my need for guidance.
7. The clinical preceptor was able to allow for latitude for my developing autonomy.
8. I was supported by the clinical preceptor to confront new problems and situations to prepare me for advanced practice.
9. The clinical site manager (if applicable) and preceptor assisted me to fulfill the objectives of the course of study for which the practicum was organized.
10. The clinical site personnel did not utilize my services as a worker except as contracted for my NP clinical course requirements.
11. I requested feedback and evaluation of my knowledge and clinical performance each day during the clinical practicum experience.
12. When I requested feedback and evaluation from my preceptor, I was fairly and objectively provided constructive feedback.
13. I would recommend this clinical site to my peers for practicum experience.
14. Patients are variable in age, diagnosis and numbers.
15. Diagnostic test results are readily available.
16. The philosophy of the personnel was directed toward quality care, health promotion and disease prevention.
17. Opportunities were readily available for my participation in management of care for patients.
18. 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%)
19. My overall evaluation of this clinical practicum site is: Would not recommend, Poor, Fair, Good, Excellent

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

Each semester during the second year, each student enrolled in the AGACNP and Dual NP 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.

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 before the beginning of the first semester of enrollment with the Graduate Nursing Program Coordinator. The Advisement Form for Graduate Nursing Program will be

completed each fall and spring by the student and their assigned 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 course 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.

Non-Thesis Option: Graduate Nursing Oral Comprehensive Examination Policy

PURPOSE

The oral comprehensive examination, referred to as OCE in this policy and process, is the non-thesis option for partial fulfillment of the requirements for the master's degree. The purpose of the OCE is to evaluate the student's ability to synthesize knowledge from their program emphasis curriculum. The student is expected to demonstrate knowledge and readiness for advanced nursing practice.

ENROLLMENT REQUIREMENTS

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.

PROCEDURE

The student choosing this option will submit a multimedia video presentation before the designated due date. The graduate nursing faculty OCE committee will evaluate and provide feedback before a designated date. A student who is unsuccessful at meeting the OCE requirements through the multimedia video presentation will be required to complete an OCE defense on campus. If a student fails to meet the OCE requirements, in both the OCE multimedia video presentation and the OCE defense, the student will be dismissed from the program.

CHAIR

Nurse Practitioner students will be assigned an OCE chair during the fall semester of the second year. Students must contact their chair by the end of the fall semester to schedule an initial appointment. Nurse Educator will be assigned a chair during the spring semester and are required

to contact their chair before the end of the spring semester. At the initial meeting, the student will bring their proposed timeline, OCE topic, draft PICO(T) question and discuss the current evidence and/ or clinical practice issue related to the topic. The student can request feedback from the OCE chair through email during their multi-media presentation development; allow two weeks during the academic session for the chair to provide feedback.

MULTIMEDIAVIDEO PRESENTATION

Evaluation Criteria

A. Student Learning Outcomes:

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.

B. Required questions to be addressed in presentation by the student:

1. How is this topic important to your role (after graduation) specific to your designated emphasis/ area of practice?
2. How would you integrate practice inquiry (scholarly inquiry), evidence, and ethical, culturally sensitive and evidence-based decision-making using technology in your anticipated advanced nursing practice role?
3. How would you utilize interprofessional collaboration to provide safe, quality patient-centered care to address the problem in your topic and improve patient outcomes?
4. How do you utilize a theoretical framework in your practice? Describe this framework and how it guides you in practice?
5. How would you utilize quality improvement initiatives in the delivery of advanced nursing practice and healthcare services?

C. Required Elements

1. Multimedia presentations can include power point, poster presentation, Prezi, TED talk, etc.
2. The student will prepare a multi-media presentation applying the advanced nurse's role to minimally include all elements of the three student learning outcomes, questions and the following required elements:
 - a. PICO(T) Question.
 - b. Case study to demonstrate clinical practice, patient, or educational situation as approved by the chair.
 - c. Theory: Nursing theorist, conceptual model, or as approved by chair
 - d. Evidence Based Practice (EBP): Practice Guideline appropriate for case study, when applicable.
 - e. Evidence Table: Reference current evidence, level of evidence, patient

population, variables, statistics, etc. Utilize this evidence to address the PICO(T) question.

- f. Research Gaps: Identify any gaps in EBP application in current clinical or educational practice.
- g. Advanced Nursing Practice Implications: Integrate current evidence to support decision-making.
- h. Summary: Answer the PICO(T) question by applying research, theory and practice.

D. Video Requirements

1. The student must:
 - Create a YouTube account using a Gmail account.
 - Produce a video presentation that is 17 to 20 minutes in length, **not to exceed 20 minutes.**
 - Submit a YouTube unlisted (not public) video presentation link to the graduate nursing program associate by the due date.
 - Have all presentation materials identifiable and clearly visible; use *Publication Manual of the APA 6th edition 2nd printing or newer.*
 - Be visible and identifiable with clear audio.
 - Project a professional appearance, modeling the anticipated advanced nursing practice role.
2. If using a power point: Font: Times New Roman size 28 no less than 20 in tables.
3. Introduction must include: Title, Name, Date, Colorado State University-Pueblo, as partial fulfillment of the oral comprehensive examination.
4. All the requirements (#1 through #4) must be met or the video will not be graded which will delay graduation for at least one (1) semester.

E. Multimedia Video Presentation Due Date

1. Anticipated graduation date:

Nurse Practitioner Students

- August **graduation**: due the Friday of week eight at 8 am in the spring semester.
- December **graduation**: due the Friday of week six at 8 am in the summer semester.
- May **graduation**: due the Friday of week eight at 8 am in the fall semester.

Nurse Educator Students

- August **graduation**: due the Friday of week six at 8 am in the summer semester.
- December **graduation**: due the Friday of week six at 8 am in the fall semester.
- May **graduation**: due the Friday of week six at 8 am in the spring semester.

2. Failure to submit by the deadline will result in the student being ineligible to

graduate in the anticipated semester.

- The student must contact the graduate nursing program coordinator within one week to schedule an appointment and discuss options.

Evaluation Process

1. The multimedia video presentation will be reviewed independently by an OCE committee. This committee will consist of the student's assigned chair and two graduate nursing faculty members.
2. Each of the three graduate nursing faculty will use the student learning outcomes, required questions and required elements as grading criteria.

Notification/ Results

1. NP students will be notified of their results on the Friday the week before the end of the academic semester prior to their anticipated graduation. Nurse educator students will be notified by the end of week 9 of the summer semester.
2. An Unsatisfactory attempt will result in failure to complete OCE requirements.
3. In order to complete graduation requirements, the student must schedule a meeting with their chair to review feedback from the OCE committee and schedule an **Oral Comprehensive Exam Defense** on campus.

Oral Comprehensive Exam Defense: On Campus

The OCE defense is a face to face opportunity for the OCE committee to ask the student questions to clarify the content of their multimedia presentation video related to the OCE requirements.

Nurse Practitioner students who receive an unsatisfactory for their OCE multimedia video presentation, will have one more opportunity to successfully complete the OCE during the semester of their anticipated graduation.

Nurse Educator students who receive an unsatisfactory for their OCE multimedia video presentation, will complete the Oral Comprehensive Exam Defense prior to the end of the semester of anticipated graduation.

Evaluation Process

1. The same OCE multimedia presentation committee will participate in the OCE Defense, or as assigned by the graduate nursing program coordinator.
2. Time Limit: 30 minutes
3. The OCE Defense will be video recorded.

Notification/ Results

1. The student will be provided the result of either Satisfactory or Unsatisfactory based on the student's completion of the OCE requirements.
2. The student will be dismissed from the graduate nursing program following an unsatisfactory (failure) of oral comprehensive exam defense with no option to reapply to the program.

Directed Research Policy and Process

Directed research is a scholarly project that is significant to nursing and relates to the student's area of emphasis. 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 qualifications for continuous registration, enroll 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.

BSN-DNP (NP Emphases)

Note: Students completing the BSN-DNP program must meet both the program and university requirements for the Master's and Doctor of Nursing Practice (DNP) degrees. All the published designated NP emphasis area program, major and university graduation requirements for a Master of Science Major in Nursing and a Doctor of Nursing Practice (DNP) degree must be met simultaneously according to the student's approved degree plan. See the CSU Pueblo Graduate Nursing Student Handbook section titled "Requirements for Graduation with a Master of Science major in Nursing degree", "Requirements for Graduation with a Doctor of Nursing Practice degree" and the DNP Project Handbook for degree requirements.

REQUIREMENTS FOR GRADUATION WITH A DOCTOR OF NURSING PRACTICE

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 before the beginning of the first semester of enrollment with the Graduate Nursing Program Coordinator. The Advisement Form for Graduate Nursing Program will be completed each fall and spring by the student and their assigned 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 course changes will result in dismissal from the program.
3. Successful completion of degree graduation requirements:

- a. BSN-DNP (NP Program Options) – All the published designated NP emphasis area program, major and university graduation requirements for a Master of Science Major in Nursing and a Doctor of Nursing Practice (DNP) degree must be met simultaneously according to the student’s approved degree plan. See the CSU Pueblo Graduate Nursing Student Handbook section titled “Requirements for Graduation with a Master of Science major in Nursing degree”, “Requirements for Graduation with a Doctor of Nursing Practice degree” and the DNP Project Handbook for degree requirements.
- b. MS-DNP (Population Health) - must meet all the published program major and university graduation requirements for a Doctor of Nursing Practice (DNP) degree according to the student’s approved degree plan. See the CSU Pueblo Graduate Nursing Student Handbook section titled “Requirements for Graduation with a Doctor of Nursing Practice degree” and the DNP Project Handbook for degree requirements.

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. A copy of the plan will be given to the student and maintained in the School of Nursing and Health Sciences student file.

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 and Health Sciences or designee.

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 course requirement at another site are subject to the policies of that clinical site. Students restricted from participating at clinical practicum sites and unable to obtain adequate clinical practicum experiences to meet the course objectives or other 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.

Appendices



SCHOOL OF NURSING & HEALTH SCIENCES

2200 BONFORTE BLVD.
PUEBLO, COLORADO 81001
(719) 549-2871 Fax: (719) 549-2949

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)

Title of the Paper

Student Name

Colorado State University-Pueblo

As partial fulfillment for: NSG ***

Professor ***

Date ***



The following questions will answered using an electronic survey by 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 agents? (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?
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.
7. Did the student integrate evidence into an advanced nursing practice role using technology to make ethical decisions for safe patient-centered treatment plans?
8. 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?
9. Did the Nurse Practitioner student check for allergies and use resources to suggest appropriate, safe patient-centered pharmacologic and non-pharmacologic treatments?
10. If there was an opening in your organization, would you hire a CSU-Pueblo Nurse Practitioner graduate?
11. If you answered "No" to the previous question, your opinion is important to us. Please describe why would you not recommend a CSU-Pueblo NP graduate student?
12. Did the student provided you with their syllabus listing the clinical objectives?
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.
Required Comments: Strengths
13. If you felt this student to be ready for certification, please provide examples as to why.
14. Required Comments: Areas Needing Improvement
15. Please include at least one area needing improvement.
16. Did you have a chance to sit and review this information with the student?



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.) _____