
ANGELO STATE UNIVERSITY
Department of Nursing
Master of Science in Nursing Program

Graduate Student Handbook
2009-2010



MEMBER, TEXAS TECH UNIVERSITY SYSTEM

Disclaimer Statement

This handbook has been prepared to inform you of the selected policies, procedures, and activities within the Department of Nursing at Angelo State University.

The purpose of this handbook is to be supplementary to the Angelo State University Student Handbook. The rules and regulations of the Board of Regents, Texas Tech University System, as well as university policies described in the Angelo State University Undergraduate and Graduate Bulletin shall not be superseded by this document. As Registered Nurses, graduate students must adhere to all rules and regulations in the Nursing Practice Act. The sole purpose of this manual is to further describe how said policies specifically pertain to the Department of Nursing. This handbook is available through:

Angelo State University
Department of Nursing
ASU Station #10902
San Angelo, TX 76909

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WELCOME

Welcome to the Master of Science in Nursing (MSN) Program. Your decision to enroll in the MSN program will help open doors to advancing your career and the professional nursing care you provide. Upon graduation from Angelo State University, you will have a strong foundation upon which to fulfill your lifelong commitment to the nursing profession and to the health care needs of the community. Your knowledge and skills will prepare you for many opportunities available in the health care field, and prepare you to make a difference in the lives of patients/clients, their families, and communities. You will be a part of the future of nursing.

We welcome you to the Department of Nursing and look forward to the many contributions you will make during this educational experience. We are committed to providing you with an education that is both challenging and supportive, leading to intellectual discovery and success.

Susan Wilkinson, PhD, RN, CNS
Department Head and Associate Professor
Department of Nursing

Welcome to the Master of Science in Nursing (MSN) Program. It is my sincere pleasure to serve you as the MSN Advisor. Please do not hesitate to contact me if I may be of assistance. I look forward to working with you.

Molly Walker, PhD, RN, CNS, CNE
Associate Professor and Graduate Advisor
Angelo State University
Department of Nursing

MISSION STATEMENT

The Department of Nursing supports the Mission of Angelo State University by offering undergraduate and graduate programs that prepare competent professionals to meet the nursing care needs of a culturally diverse society. Within a dynamic health care environment, these programs facilitate nursing competency through scholarship, research, evidenced-based practice, leadership, and service. Recognizing the individual diversity of learners, the department is committed to excellence in nursing education by providing a supportive and caring environment in order to facilitate personal and professional growth, educational mobility, and life-long learning.

PHILOSOPHY

We, the faculty of the Department of Nursing at Angelo State University, hold true the following beliefs and values as a guide for preparing competent professional nurses to meet the nursing care needs of a culturally diverse society. These beliefs and values are the framework for all faculty activities, including teaching, scholarship, research, practice, leadership and service.

Nursing, as an academic discipline, requires synthesis of knowledge, critical thinking, problem solving, decision-making, individual accountability, technical proficiency and leadership. The art of nursing is the application of this knowledge in caring, culturally sensitive, collaborative and therapeutic partnerships to promote, maintain, or restore health, or achieve a peaceful death. Integration of the art and science of nursing is manifested in the major roles of the nurse. These roles of the nurse are to provide and coordinate evidence-based health care services for individuals, families, groups, communities, or populations in a variety of settings, and to participate as a member of the profession.

The faculty respects recipients of health care as unique beings with biophysical, psychological, and sociocultural needs. Each recipient of health care (individual, family, group, community, or population) has the right and responsibility to participate in making decisions and choices that govern responses to meet these needs.

As health professionals, we believe that health and illness are human experiences existing on a continuum and that they are both contextually and culturally defined. Each individual has a perception of his/her own optimal health. Lifestyle choices, cultural influences, access to health care, and adaptation to internal and external environmental (physical, biological, psychological, social, technical and cultural) stressors influence health.

The faculty believes the health care needs of the community are best served by multiple levels of nursing practice with the purpose of nursing education being to produce competent, safe practitioners at the basic (AASN), general (BSN), and advanced (MSN) levels. Each level of nursing education builds and expands on prior knowledge and competency through programs of study that incorporate the humanities, physical and social sciences as well as nursing theory and traditions.

As nurse educators, the faculty believes the focus of associate degree nursing is directed primarily toward care of the individual (within the context of family) across the life span

in various health care settings. As provider of care, the associate degree nurse uses the nursing process, scientific rationale, and current literature to assess, provide, monitor, and evaluate direct patient care with technical proficiency. As coordinator of care, the associate degree nurse functions as a member of an interdisciplinary team. Emphasis is on meeting the needs of recipients of health care requiring assistance to maintain or restore optimum health or to achieve a peaceful death. As a member of the profession, the associate degree nurse assumes responsibility and accountability for practice within legal and ethical parameters. Associate education provides a foundation for baccalaureate study.

We believe the focus of baccalaureate nursing expands to include health promotion with families and individuals as well as communities in a variety of structured and unstructured settings. The baccalaureate nurse utilizes an evidence-based analytical approach to decision-making and problem solving incorporating principles of leadership, collaboration, research, theory and professional practice to provide the highest quality of direct and indirect nursing care. As coordinator of care, the baccalaureate nurse utilizes expanded skills in communication, negotiation, and collaboration in order to assume leadership in an interdisciplinary team. As a member of the profession, the baccalaureate nurse utilizes political and organizational processes to advance professional nursing standards. Baccalaureate education prepares graduates to advance to an area of specialized nursing practice.

The Master of Science in Nursing is built upon the foundation of undergraduate nursing educational elements and provides graduate students with a choice of two options of study: Advanced Practice Registered Nurse (APRN) or Nurse Educator (NE). We believe the overall goal of graduate study is to prepare a leader, manager, entrepreneur, and educator capable of assuming advanced roles in a variety of settings. As a member of the profession, the master's-prepared nurse gains knowledge by becoming a participant in the research process, utilizing research findings to enhance outcomes in his/her practice settings. The master's-prepared nurse has a thorough and comprehensive knowledge of the interactive social, political, and economic elements that combine to exert a profound influence on the formation and development of health policy. Course experiences assist students to develop as critical thinkers and ethical decision makers.

Faculty members further believe that a graduate student selecting the program option of Advanced Practice Registered Nurse is prepared to be an expert clinician and provider of evidenced-based care, advocate for the recipient of health care, and educator with a strong theoretical and research foundation in health promotion, restoration, disease prevention, and maintenance of function. Thus, the Advanced Practice Registered Nurse (APRN) is able to assess, diagnose, and plan treatment of common acute and chronic health deviations, and monitor response to therapeutic interventions. As a coordinator of care and with the expertise in the roles of consultant, collaborator, and leader, the Advanced Practice Registered Nurse develops a longitudinal perspective of recipients of health care (individual, family, group, community and population) across the wellness/illness continuum. Faculty members believe that the graduate student selecting the program option of Nurse Educator is prepared to assume a faculty role in schools of nursing, preparing students to function as providers of care, coordinators of care, and members of a profession.

We believe that learning is a life long process in which an individual moves from the familiar to the unfamiliar in an environment that initially provides structure and then allows for increasing flexibility and creativity. We further believe that learning is optimized in a caring, participatory, and supportive environment that includes respect for individual diversity, access to resources, and a variety of activities.

Finally, we believe faculty collegiality facilitates and promotes mentoring and pioneering activities in professional nursing. Faculty encourages and supports collaborative endeavors with students in a variety of scholarly activities within a wide range of health care contexts. Through example, facilitation, and scholarship, faculty members strive to model commitment to a lifetime of continuing personal and professional development.

Revised 2001, 2004, 2007

GRADUATE PROGRAMS, CONCENTRATIONS, AND TRACKS

The Department of Nursing has several tracks leading to the MSN degree. The MSN program offers several options for persons who hold a Bachelor of Science in Nursing or a Registered Nurse license and an associated degree or a diploma in nursing. The advanced practice track includes the academic requirements for both national certification and advanced practice designation in Texas.

The RN-MSN curriculum is designed for persons that hold a nursing license without a bachelor's degree. After completing the required courses the student is eligible to obtain the BSN degree as well as the MSN degree.

All tracks are required to complete and pass a comprehensive examination before graduation. More specific information about any of the tracks is available on the nursing department website or in the nursing department office.

MSN PROGRAM GOALS

The primary goal of the Master of Science in Nursing degree program is to prepare graduates for living and working in a competitive global society, and specifically to assume responsible roles as members, and leaders, of multidisciplinary health care delivery teams. This is accomplished by:

1. Preparing a nurse capable of functioning as a beginning advanced practice nurse: assessing, diagnosing, and managing common acute and chronic health issues, or the promotion of health, for individuals, families, groups, and/or communities in a broad variety of settings.
2. Synthesizing advanced theories and concepts from nursing, the humanities and the social, behavioral, and biological sciences as a basis for advanced practice nursing and role development (expert clinician, educator, advocate, collaborator, consultant, and researcher) within a selected specialized area of nursing.
3. Providing students with a theoretical basis for making sound, ethical, culturally-sensitive decisions and mature judgments as advanced practitioners which depend upon an understanding of the social, scientific, literary, artistic, political, and philosophic traditions of many cultures.

4. Enhancing students' knowledge of healthcare organization, healthcare finance, and policy formation, providing a foundation for leadership in public and professional organizations striving to achieve optimal client outcomes.
5. Increasing students' knowledge, use, and development of technology, products, and devices that enhance client care.
6. Preparing students to lead multidisciplinary groups in designing and implementing innovative alternative solutions that address system problems, and/or client care issues across the wellness-illness continuum in a multicultural society.
7. Assisting students to reach maximum capability with respect to communication, critical thinking, analytical reasoning, cultural competence, and effective problem solving, leading to optimal personal and role development and useful, responsible citizenship.
8. Ensuring proficiency in the utilization of research including evaluation of research, problem identification in the practice setting, awareness of practice outcomes, and clinical applications of research.
9. Providing a foundation for doctoral study in nursing and preparing APRN graduates with the knowledge base to achieve advanced certification.

Revised 2004, 2007

MSN PROGRAM OUTCOMES

MSN Program Outcomes: Advanced Practice Registered Nurse Option

The graduate student enrolled in the Master of Science in Advanced Practice Registered Nurse Option will be:

I. Able to enact core competencies established by the National Association of Clinical Nurse Specialists and published in *Statement on Clinical Nurse Specialist Practice and Education, 2nd Edition* (2004), pp.25-26.

1. Use knowledge of differential illness diagnoses and treatments in comprehensive, holistic assessments of patients within the context of disease, diagnoses, and treatments. The outcome of differential diagnosis of illness is to explicate etiology(ies) that require nursing interventions to prevent or alleviate the illness;

2. Design, implement, and evaluate innovative individual and/or population-based programs of care to achieve desired quality, cost-effective nurse-sensitive outcomes;

3. Serve as leader/consultant/mentor/change agent in advancing the practice of nursing among other nurses and across organizations to achieve outcomes;

4. Advance nursing practice through innovative evidence-based interventions, best-practice guidelines, and modification of professional

standards and organizational policies that direct the care of nursing personnel and other providers of healthcare to improve outcomes;

5. Lead multidisciplinary groups to facilitate collaboration with other disciplines in the attainment of outcomes across the continuum of care;

6. Interpret the dimensions of nursing care requiring resources at the system level, and provide leadership to assure that the system adequately supports the delivery of nursing care;

7. Expand the practice of nursing through ongoing generation and acquisition of scientific knowledge and skills to maintain expert clinical competencies that leads to desired outcomes; and

8. Demonstrate professional citizenship and fiscal responsibility in the healthcare system by focusing on health policy and/or resource management to ensure quality, cost-effective outcomes of nursing care.

II. Eligible to sit for the American Nurses Credentialing Center (ANCC) Advanced Practice Registered Nurse (APRN) certification exam.

III. Eligible to apply for provisional recognition by the Board of Nurse Examiners for the State of Texas as an APRN and, upon successful completion of the certification exam, full recognition.

MSN Program Outcomes: Nurse Educator Option

The graduate student enrolled in the Master of Science in Nursing-Nurse Educator Option will:

1. Analyze philosophies, methods and processes of curriculum and instruction in nursing education, establishing a framework for the study of curriculum and program planning theories/models; resources for decision-making; research; and evaluation methods that create a learner-centered environment;
2. Identify strategies for anticipating future societal needs and developing educational curriculum to meet those needs;
3. Analyze the relevance of societal trends, organization and financing of health care, cultural competence, health professional and educational issues, and ethical/legal issues on curriculum development, implementation, and evaluation;
4. Identify best practices and theory and research based strategies to promote various learning styles and create an active learning environment that increases student retention and learning success for diverse multicultural student populations;
5. Select appropriate instructional technologies for nursing education based on theories and trends that support the use of merging and emerging technologies for the enhancement of teaching and learning;

6. Implement the role components of the nurse educator including classroom, web-based, lab, and clinical instruction; assessment of student learning needs; and evaluation of student performance.

Revised 2007

ADMISSION REQUIREMENTS

In addition to the general requirements for admission to the Graduate School, applicants for regular admission to the MSN program must file a separate application to the Department of Nursing and meet the criteria listed below:

1. A baccalaureate degree in nursing from a program accredited by the National League for Nursing Accrediting Commission, or the AACN Commission of Collegiate Nursing Education.
2. Grade point average (GPA) of 3.00 on a 4.00 scale.*
3. A basic statistics course (equal to 3 semester hours of credit) completed with a grade of C or higher within the past 5 years.
4. A current, unencumbered license to practice as a Registered Nurse in Texas or state where student will engage in clinical experiences.
5. Evidence of inclusion of basic physical assessment content in an undergraduate nursing program or demonstrated proficiency in health assessment.
6. A basic computer literacy course (equal to 3 semester hours of credit) or demonstrated proficiency.
7. Acceptance to the Graduate School.

* When the GPA is below 3.00 but between 2.75 and 2.99 and if the applicant has achieved 3.25 in the last 60 hours of undergraduate work, the applicant may be granted provisional admission.

Prior to first day of class, graduate students must have the following on file in the nursing office:

1. Evidence of professional liability insurance.
2. Current CPR (professional level) certification.
3. Evidence of meeting state-mandated immunization requirements.

PHYSICAL/MENTAL PERFORMANCE/ADMISSION/PROGRESSION POLICY

In order to accomplish the objectives of the program, students must be able to meet the following performance requirements:

- a. Visual acuity with corrective lenses to identify cyanosis, absence of respiratory movement in patients, and to read small print on medication containers, physician's orders, monitors, and equipment calibrations.
- b. Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells from patients, and stethoscope sounds originating from a patient's blood vessels, heart, lungs, and abdomen.
- c. Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients, and move from room to room or maneuver in limited spaces.
- d. Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, describing patient

- conditions, and implementing health teaching. Ability to write legibly and correctly in patient's chart for legal documentation.
- e. Manual dexterity to use sterile techniques and insert catheters. Prepare and administer medications such as IVs, POs, and IMs.
 - f. Ability to function safely under stressful conditions, adapting to ever-changing clinical situations involving patient care.

SELECTION PROCESS

- A student planning to earn the MSN degree at Angelo State University, must be accepted into the MSN program **before** enrolling in required nursing coursework. A number of factors, including regulatory agencies' requirements and university resources, may dictate the number of candidates who can be accepted into the MSN program. As a result, meeting pre-admission requirements does **not** guarantee admission to the MSN program. In the event that applications for admission for a specific semester outnumber available openings, the most qualified candidates (based on an evaluation of factors including overall grade point average (GPA), and GPA in nursing courses) will be admitted.
- Students who have been accepted to the Graduate School, and meet admission criteria for the MSN program, but have a non-degree seeking status, may be given permission to enroll in graduate nursing courses on a "space available" basis.
- Application packets for the MSN program are available on the departmental website, and in the nursing office.
- Applications are not considered complete until all admission requirements have been met. Only **completed** applications will be evaluated for admission to the program.
- There will be an initial review of all complete applications for admission to a specific semester. Depending on the number of available seats and number of complete applications, a candidate could be admitted, or their application could be deferred to the final evaluation round for a particular semester. Candidates are highly encouraged to submit applications by the initial review deadline. Preferred Application Deadlines for initial and final review of completed applications are as follows:

Fall

Initial Review: April 1st

Final Review: July 1st

Spring

Initial Review: July 2nd

Final Review: October 1st

COMPLIANCE POLICY

All ASU graduate nursing students who are enrolled in clinical courses during the academic year must be fully compliant PRIOR to the first day of classes or they will be dropped from their clinical courses. Students are responsible for maintaining their compliance throughout the semester.

STANDARDS FOR PROGRESSION

The following standards must be maintained by each student in order to progress in the MSN program to graduation:

- Compliance with all rules and regulations outlined in the *MSN Student Handbook*, the current *Angelo State University Bulletin* (catalog), the current *Angelo State University Student Handbook*, and the *Department of Nursing MSN Supplement to the 2003-2005 University Bulletin*.
- A minimum 3.0 overall grade point average (GPA) at the completion of each semester in order to register for the next nursing course.
- Each student must have a minimum 3.0 overall grade point average in order to graduate.
- Successful completion of each nursing course with a grade of C or above
- Demonstration of safe performance in the clinical laboratory at all times.
- Adherence to the rules and regulations as defined in the current Nurse Practice Act for the State of Texas, and the Code of Ethics of the American Nurses Association while in the performance of duties in the MSN program.
- Current CPR certification.
- Validation of Texas Department of Health immunization requirements for students enrolled in health related courses.
- Compliance with all requirements of the clinical facility while engaged in student clinical experiences. These include, but are not limited to, criminal background checks and drug screenings. The student is responsible for all costs associated with these requirements.
- Compliance with the Angelo State University Honor Code.
- License current and a copy on file in the Nursing office.

ONLINE LEARNING

The courses in the MSN curriculum are currently offered completely online. Online Learning is an educational process that takes place when student and instructor are not physically in the same place. Using a computer and an Internet Service Provider (ISP) a student can work on coursework when and where it is most convenient. Even though the online class may be more accessible to a student's schedule, the content and workload are the same in the online class as in a face-to-face course.

In an online class the instructor provides instruction and facilitates the learning environment. Students can review course materials online; interact with other students and the instructor via email, chat rooms and threaded discussions; and participate in virtual classroom meetings. In the online classroom, students initiate their own learning, so they need to possess a high degree of self-motivation.

ONLINE TECHNOLOGY REQUIREMENTS

All students are required to have access to a dependable computer with a reliable Internet service provider (ISP) or internet connection. Students taking online courses should have a computer that meets the minimum requirements listed below. These suggested system requirements will enhance the student's ability to access and use online course materials as well as review content and lectures presented in class. Computer hardware and

software that are less than the specifications may cause technical problems interfacing with Blackboard.

Students will need a DSL or Cable Internet connection. Dial-up connections are no longer available through ASU. Contact the ASU Helpdesk for information regarding reasonable student rate Internet service.

Faculty often use Microsoft PowerPoint presentation software to present course content, and students will need the software to read the PowerPoint files (Microsoft Office 97 or later). However, a free PowerPoint viewer may be downloaded from the Microsoft web site so that students do not have to purchase the full software product (see below). A recent version of MS Internet Explorer web browser is also required and can be downloaded free at the Microsoft web page.

Students are solely responsible for maintenance, repair, and upgrading of their personal computers.

System Requirements

PC Systems:

Minimum PC Requirements	Suggested PC System
500 MHz processor	1 Ghz or faster processor
128 MB RAM	256 MB RAM or more
20GB hard drive	40 GB or larger hard drive
CD-ROM drive	DVD/CD-RW drive
15" color monitor (1024x768 res.)	17" color monitor (1024x768 res)
Windows 2000 or later	Windows XP Pro or Home
Microsoft Office 97	Microsoft Office XP
Cable or DSL broadband connection	Printer
MS Internet Explorer, v. 6 or later	Scanner
Sound card, speakers/headphones	Web cam

Required Browser setting for Blackboard: (Go to “Tools” then to “Internet Options”)

1. Enable scripting (Default Security Settings)
2. Enable java applets (For Internet Explorer only)
3. Enable cookies (Medium Privacy setting in Internet Explorer)

Macintosh Systems:

Minimum Mac Requirements	Suggested Mac System
G3 processor	G4 processor
128 MB RAM	256 MB RAM or more
256 MB RAM or more	20 GB or larger hard drive
DVD/CD-ROM drive	DVE/CD-RW drive
Sound capabilities	Sound capabilities
15" color monitor (1024 X 768 resolution)	17" color monitor (1024 X 768 resolution)

Sound card, speakers, headphones	Sound card, speakers, headphones
Printer	Printer
Cable or DSL broadband connection	Scanner
Mac OS 9 or higher	Web cam
Microsoft Office 98	Cable or DSL broadband connection
	MAC OSX (capable of running OS 9 apps)
	Microsoft Office v.X

INFORMATION TECHNOLOGY SERVICES (IT)

Assistance with problems associated with Blackboard course management system may be obtained by calling the ASU IT Help Desk at 942-2911.

ELECTRONIC MAIL POLICY

Electronic Mail (e-mail), like post mail, is a mechanism for official university communication to students. ASU Department of Nursing will exercise the right to send e-mail communications to all students, and the University will expect that e-mail will be received and read in a timely manner. The student's official ASU email address is the destination to which the Department of Nursing will send official e-mail communications. It is the responsibility of the student to keep ASU informed of changes in his or her official e-mail address. Consequently, e-mail returned with "user unknown" is not an acceptable excuse for missed communication.

ACADEMIC POLICIES

Departmental Website

Students should access the departmental website for updates, information on courses, books, course schedules, preceptor/clinical facilities, degree plan applications, and other important items:

Graduate Record Exam (GRE)

The applicant seeking financial aid through Academic Excellence Scholarship will be required to have a GRE score.

Current RN Licensure

A copy of the student's current RN license number must be on file in the Nursing Department Graduate Office by the beginning of the first clinical nursing course. Each student is responsible for maintaining current records of licensure in the Department of Nursing. Students will not be permitted to register for classes unless they have filed evidence of a current registered nursing license with the Department of Nursing. A valid RN license must be held by the graduate student before any clinical courses are taken.

Encumbered Registered Nurse (RN) Licensure

1. To obtain regular admission to the graduate nursing programs students must have an unencumbered RN license.
2. If a student experiences an encumbered license (such as an RN license with stipulations or restrictions) during his/her graduate studies, he/she must notify the MSN Advisor immediately upon receipt of the encumbrance. The student will provide the MSN Advisor with a copy of the Agreed Order.
3. Students may be allowed to take non-clinical courses with an encumbered license.
4. Students will not be allowed to take clinical courses with an encumbered license.
5. The student will notify the MSN Advisor when the student's license becomes unencumbered and provide a copy of the BNE's notification letter. The student may then participate in clinical courses.
6. Failure to notify the MSN Advisor of an encumbered RN license will be considered academic misconduct and be treated as such.

Grade of Incomplete

Under some circumstances (i.e., reasons other than lack of adequate effort), if all assignments in a course are not completed before its conclusion, the student may request the instructor assign an Incomplete for the course. If the instructor agrees, a symbol of Incomplete is recorded on the student's transcript. The student is urged to complete the course work as quickly as possible. Work **must be completed within one calendar year** to be converted to a letter grade by the instructor. If work is not completed within one year, the Incomplete automatically converts to an "F."

Course/Transfer Credit

As stated in the Angelo State University 2007-2009 Bulletin: A **maximum** of 9 semester credit hours of graduate-level work taken prior to admission to the degree program may

be used in the student's degree program but only with the written approval of the major department's Graduate Advisor, the Head of the student's major department, and the Dean of the Graduate School (p. 495).

Degree Plan

Graduate students are expected to maintain a degree plan for the purpose of tracking their progress through the program. It is the student's responsibility to maintain this plan and to make appointments as necessary for course advisement and counseling with the Graduate Program Advisor. Sample degree plans are provided on the graduate nursing website.

Provisional Admission

Students who have been admitted provisionally must meet the specified conditions or be subject to dismissal.

Comprehensive Examination Policy

All MSN students must successfully complete a written comprehensive examination as part of the eligibility requirements for graduation. The purpose of the comprehensive examination is to determine the adequacy of the student's background in the areas of theory, research, and the advanced practice clinical focus for APRN track students. All course work for the degree except those courses in progress in the semester when the degree is to be awarded must normally be completed prior to the comprehensive examination. Students should take the exam by the date specified by the graduate school the semester of graduation (usually no later than 4 weeks before the candidate's degree is conferred). It is at the discretion of the graduate faculty of the nursing department, after evaluating the student's answers on the written exam, to administer a follow-up oral portion of the examination during the same semester. A candidate who fails the comprehensive examination may, upon petition to the nursing graduate faculty, be allowed to take another examination no sooner than the next semester or summer session. Any student who fails the second comprehensive examination will be dismissed from the graduate program.

Recognition by BNE as an Advanced Practice Nurse

Angelo State University prepares advanced practice registered nurses (APRN) through an MSN degree program. All individuals completing preparation in the advanced practice trade must be recognized by the Texas Board of Nurse Examiners (BNE) as an Advanced Practice Nurse prior to practicing. Graduates must call the state Board of Nurse Examiners to request an application to be recognized as an Advanced Practice Nurse.

Certification in Area of Specialization

All individuals prepared as APRN's must be certified in their area of specialization. The Texas BNE designates that the graduate has two years from completion to pass the certification exams and be certified in their specialty area. The graduate level director will facilitate the completion of paper work to submit for the certification exam. The graduate will be responsible for completing all application materials and submitting them to the certification organization that is currently available for graduates (ANCC –The American Nurses Credentialing Center). A schematic detailing pathways to recognition for Advanced Practice Nursing in Texas is included in this handbook.

Complaint/Grievance Policy

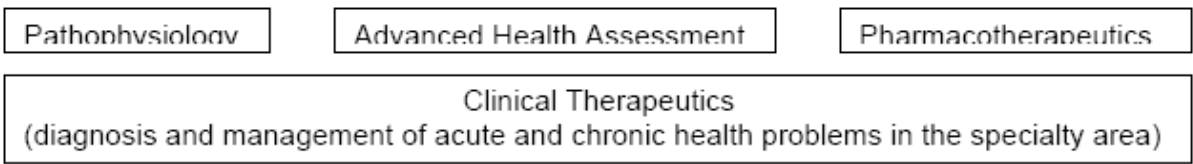
A graduate student has the right to seek redress of any complaint/grievance related to his or her program of study. Every effort should be made to resolve complaints/grievances informally between the student and the faculty member most directly involved; or, such efforts failing, by the Graduate Advisor, and/or the Nursing Department Head. A written record of all complaints/grievances, with resolution, will be maintained in the departmental office.

When complaints/grievances cannot be resolved informally, the graduate student has recourse to formal grievance procedures set by the university and outlined in the Angelo State University Student Handbook.

Pathways to Recognition for Advanced Practice Nursing in Texas

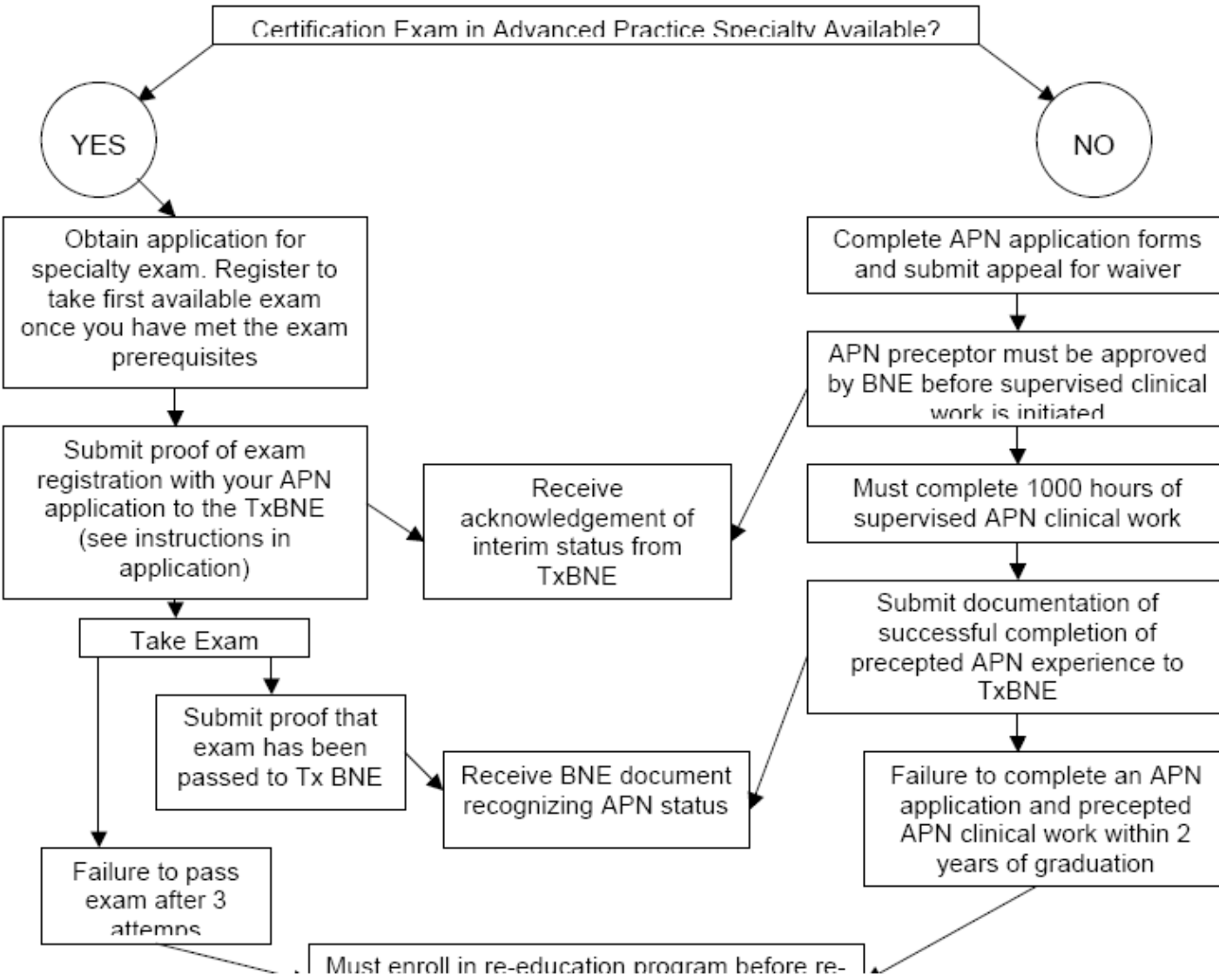
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Graduation from an Accredited Nursing Program
Which included APN core, Nursing core courses, and clinical specialty courses with both didactic and practicum experiences

Obtain application for Texas BNE for recognition as an APN
(Follow application directions carefully. Note: Applying to BNE AND meeting requirements, MUST be accomplished within 2 years of graduation from program)



ACADEMIC HONOR CODE

The Student Academic Honor Code Statement is as follows: "Angelo State University students shall maintain complete honesty and integrity in their academic pursuits." See the *Angelo State University Student Handbook 2007-2009* for an explanation of the parameters of this statement as well as for information concerning the failure to comply.

STANDARDS OF PROFESSIONAL NURSING PRACTICE

§217.11. Standards of Professional Nursing Practice. The responsibility of the Texas Board of Nurse Examiners (board) is to regulate the practice of professional nursing within the State of Texas. The purpose of defining standards of practice is to identify roles and responsibilities of the registered professional nurse (RN) in any health care setting. The standards for professional nursing practice shall establish a minimum acceptable level of professional nursing practice.
(See <http://bne.state.tx.us/nparr.htm>)

PATIENT/CLIENT CONFIDENTIALITY POLICY

In accordance with the Texas Nursing Practice Act (2003), Rule §217.12 (6) Unprofessional Conduct: "disclosing confidential information or knowledge concerning the client except where required or allowed by law," the faculty members of the Department of Nursing have adopted the following policy:

1. Except in the structured, teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any person or persons under any circumstances.
2. Proper identification as stated in ASU Dress Code is required before reading charts/records.
3. Under no circumstances is the student to photocopy and/or tape record any part of the patient's chart/records.
4. This confidentiality policy applies to all information (patients, families, peers, agency staff) the student comes in contact with, and also applies to information about the clinical agency itself.
5. Failure to honor this basic ethical right may result in the immediate dismissal of the student from the Nursing Program.
6. All graduate students must have a signed "Commitment to Confidentiality" statement in their student file. Such a form must be signed annually.

EVALUATION OF FACULTY AND COURSE

Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty members seriously consider student evaluations in making modifications in the course, specific classes, and clinical experience. Evaluations of class, laboratory, and clinical teaching effectiveness are used

by individual faculty members in identifying areas of strength and areas of needed improvement. Faculty members value student evaluations of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience.

FINANCIAL INFORMATION

Departmental Scholarships

Students needing financial assistance are encouraged to contact the University Financial Aid Office. There are also a number of scholarships and traineeships available through the Department. Information regarding application is disseminated at the beginning of each semester. An application, as well as current scholarship availability, is provided on the graduate nursing website.

Academic Excellence Graduate Scholarship

Academic Excellence Graduate Scholarships are also available; please refer to the ASU Student Handbook.

MISCELLANEOUS

Nursing Learning Resource Center

The Nursing Learning Resource Center (LRC) is located on the second floor of the NPS building. It has a simulation lab, one computer lab, one audiovisual room, two nursing skills labs, and one student study room. The purpose of the LRC is to assist any ASU nursing student at any level to prepare for class or clinical assignments.

Bulletin Boards

The MSN student bulletin board is located on the 2nd floor of the Vincent Building across from the Nursing Office.

Copy Machines

Coin operated copy machines for student use are located on the second floor of the Vincent Building.

San Angelo Coalition of Advanced Practice Nurses (SACNAP)

The San Angelo Coalition of Advanced Practice Nurses is an organization established to encourage networking and professional development and collaboration among advanced practice nurses in the San Angelo area. All nurses recognized as advanced practice in the state of Texas (i.e., nurse practitioners, clinical nurse specialists, midwives, and nurse anesthetists) as well as graduate students preparing for the advanced practice role are encouraged to join and participate. SACNAP meets approximately 10 times a year and meetings typically include an educational program. Past meetings have included information on newly approved drugs or equipment or dialogue with local politicians and policy makers. Legislative issues and rules and regulations affecting advanced practice are also discussed.

Emergency Messages

If the Department of Nursing receives a call for a student that is of an emergency nature, the Department will locate the student to relay the message. This procedure will be used only for emergencies. It is the student's responsibility to maintain accurate phone numbers with the department office and their clinical instructor.

Procedure for Requesting Special Accommodations

Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

CLINICAL POLICIES AND PROCEDURES

Precepted Clinical Experiences

A number of MSN courses include clinical practicums in traditional and community-based settings. These clinical experiences can usually be completed in the student's city of residence, under the supervision of a qualified preceptor. The student, with faculty guidance, will identify a qualified preceptor, provide the preceptor with the departmental Preceptor Handbook, and return the signed Preceptor Agreement Form to the Department before beginning clinical experiences. In addition, the student is responsible for determining if a clinical contract with the preceptor's clinical facility is on file in the department office. Please contact the Secretaries in the Nursing office to inquire about the status of a clinical contract with a facility.

CPR Certification

Students must have a current CPR certification prior to beginning clinical course work and active status must be maintained throughout the program. At the beginning of subsequent semesters, certification status will be reviewed. Only students with an active status will be permitted to progress. Certification courses are offered by the Continuing Education Department of Angelo State University and by various community agencies. Students will need to make arrangements for enrollment and payment for required certification courses.

Professional Liability Insurance

All students enrolling in nursing courses will be required to have professional liability insurance coverage. Such insurance is provided through the Department of Nursing at the time of registration for classes.

Immunizations

Since students may be exposed to infectious disease, the immunizations listed below are required for all nursing students and a complete immunization history is kept for each nursing student.

- Hepatitis B (3 immunizations)
- Measles (exposure, immunization, or titer)
- Mumps (exposure, immunization, or titer)
- Rubella (exposure, immunization, or titer)
- Tetanus/Diphtheria (must be current within 10 years)
- TB Test (CDC recommends Mantoux test every year)
- Chickenpox (exposure, immunization, or titer)

Hepatitis B vaccine is required to be initiated prior to the student's first clinical practicum. The three-part series must be completed according to an established immunization schedule which extends over a six-month period. Health facilities require students to have other immunizations or testing prior to their clinical experience (Texas Education Code, Sections 2.09 and 2.09a).

It is strongly recommended that students have annual autumn immunization against influenza.

Students may receive the required immunizations and/or titers from the Health Department or from their own private physician. Students are responsible for any fee charged. Current evidence of meeting these requirements is necessary throughout your enrollment in the Department of Nursing, and should be reported to the Nursing Office.

Professional Attire

Projecting a professional image is a responsibility of all students and faculty. Appearance reflects not only upon the individual, but also upon the Angelo State University Department of Nursing and the nursing profession. Individual agencies may determine further dress code requirements at their discretion. If a student appears at a clinical agency inappropriately attired, it will be the agency representative's prerogative to ask the student to correct the situation. It is the responsibility of the student to purchase a nametag to be worn while in the clinical area. The nametag should NOT be worn at the place of the student's employment. The MSN student name pin should read:

Jane Doe, R.N., BSN
A.S.U. M.S.N. Student

OR

Jane Doe, R.N.
A.S.U. RN-MSN Student

Student Incident

Any student involved in a clinical incident (e.g., accidental needle stick, fall, etc.) must notify his/her clinical faculty member immediately. The faculty member will then provide information on appropriate action to be taken. Reporting of any incident must be done immediately for the safety of all persons involved.

Preceptor Selection Criteria

A qualified preceptor must supervise the clinical experience. Angelo State University follows the Advanced Practitioner Regulation Subsection 219.10 (Board of Nurse Examiners for the State of Texas, September 13, 2001; effective January 8, 2008 Texas Regulation 184) by requiring the following qualifications:

1. Nurses: Master's Degree in Nursing from an accredited university.

 Current RN license in the state where student will engage in clinical experiences.

 Authorized to practice as advanced practice nurse in the state in which they practice. *

 Currently licensed health care professionals who provide supervision and teaching in clinical settings appropriate for advanced practice nursing. *
2. Physicians: Doctor of Medicine or Osteopathy from an accredited university.

 Currently licensed and practicing.
3. Area of practice must be relevant to the educational clinical practice component.
4. Able to provide adequate supervision, teaching, and evaluation of students for the achievement of clinical course objectives and learning needs.
5. Able to facilitate active participation of students in the delivery of health care.
6. Commitment to the concept of advanced practice nursing.
7. Familiar with written clinical objectives specific to preceptor experience.

*Required for APRN students

GENERAL GUIDELINES FOR WRITTEN ASSIGNMENTS

The official source book to be used throughout the graduate curriculum will be the most current edition of:

American Psychological Association (2001). *Publication Manual of the American Psychological Association* (6th ed.). Washington, D.C.

Students are expected to follow the guidelines set down in this manual.

Formal papers are to be typed and informal papers must be written in a legible manner. Faculty members reserve the right to return papers with an abundance of noticeable corrections, including spelling and grammar, and give a zero for the assignment.

NOTES ON APA FORMAT

1. Typed or printed on 8.5 x 11 inch white paper. Do not justify right margin. Do not break words at the end of a typed line. Underline – do not use italics. (For ease of reading, Times New Roman font size 12 is preferred.)
2. The entire paper should be double-spaced.
3. Margins should be at least one inch.
4. All pages should be numbered in sequence, starting with the title page. (See example of title page).
5. The recommended title is ten to twelve words.
6. Indent each paragraph 5-7 spaces. Each paragraph should be longer than one sentence but no longer than one manuscript page.
7. Level headings should accurately reflect the organization of the paper.
8. All headings of the same level should appear in the same format.
9. Any unnecessary abbreviations should be eliminated and any that are used should be explained.
10. Whether paraphrasing or quoting an author directly, you must credit the source. For a direct quotation in the text, give the author, year, and page number in parenthesis. All references are cited both in the text and in the reference list (see example).
11. Check all references in text and reference list to be sure spelling and dates correspond.
12. All journal and book titles are fully spelled out and italicized.
13. References should be ordered alphabetically by the author's surnames.
14. Certain sections of the APA Publication Manual are of particular interest to students. These include the following:
 - Quotations
 - Reference citations in text
 - Reference list
 - Elements and examples of references in APA style
 - Sample of manuscript prepared in APA style

Samples of Reference List

Book:

Palvio, A. (1971). *Imagery and verbal processing*. New York: Holt, Rhinehart & Winston.

Journal Article:

Palvio, A. (1975). Imagery and synchronic thinking. *Psychological Review*, 16, 147-163.

Multiple Authors/Book:

Witken, H., Dyk, R.B., Paterson, H.F., Goodenough, D.R., & Karp, M.R. (1962). *Psychological differentiation: Studies of field dependency*. New York: Wiley & Sons.

Magazine Article:

Kandel, E.R. & Squire, L.R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of the brain and mind. *Science*, 290, 1113-1120.

Electronic Sources:

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. Doi: 10.1037/0278-6133.24.2.225

Note: Additional specific examples are located in the 6th edition of the *Publication Manual of the American Psychological Association*.

Title Page Example

All submitted manuscripts should contain a title (cover) page in the following format:

Professional paper 1
Running Head: INDIVIDUAL DIFFERENCES IN TERM PAPERS
Individual Differences in Bimodal Processing and Text Recall Bruce R. Dunn and Kate L. Rush University of West Florida

The title of the manuscript is to be centered, halfway down the page.

POLICY FOR UNIVERSAL PRECAUTIONS

The Center for Disease Control in Atlanta has developed CDC Isolation Guidelines as recommendations to all health care workers for preventing transmission of Human Immunodeficiency Virus (HIV) and other blood borne diseases in the health care setting. Blood and certain body fluids of **ALL** patients are considered potentially infectious for HIV, Hepatitis B virus (HB.) and other blood borne pathogens. The guidelines are intended to prevent parenteral, mucous membrane, and nonintact skin exposure. The implementation of these control measure does not obviate the need for continued adherence to general infection-control principles and general hygiene measures.

Body Fluids to Which CDC Isolation Guidelines Apply

Universal precautions apply to blood and other body fluids containing visible blood. ***Blood is the single most important sources of HIV, HB. and other blood borne pathogen in the health care facility.*** Universal precautions also apply to semen and vaginal secretions, tissues, and the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic. Although universal precautions do not apply to saliva, feces, nasal secretions, sputum, sweat, tears, urine, or vomitus, the use of the gloves and/or eye shield is recommended during any contact with these secretions and/or excretions! Using gloves and washing your hands after handling any of the above should minimize any risk.

General Precautions

1. Use universal precautions for **all** patients.
2. Use appropriate barrier precautions routinely when in contact with any blood or other body fluids of any patient.
3. Change gloves after each contact with patients, followed by hand washing after gloves are removed.
4. Wear mask and protective eyewear during any procedure that is likely to generate drops of sprays to prevent exposure of mucous membranes of mouth, nose, and eyes.
5. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.
6. Refrain from all direct patient care if you have exudative lesions or weeping dermatitis until the condition resolves.
7. Use mouthpieces, resuscitator bags or other ventilation devices to reduce the need for mouth-to-mouth resuscitation.
8. Always use gloves when changing wound dressings, starting IV's or heparin locks or in any situation in which you may come in contact with blood or body fluids.
9. Take care to prevent injuries when using needles, scalpels or other sharp instruments.
10. Do not recap needles. Discard needle units uncapped and unbroken into sharps containers after use.
11. Notify your instructor immediately if you receive an injury from a contaminated needle or other sharp instruments.

12. Fill out an incident report immediately following any accident or incident involving contamination from body fluids, needle stick injuries, or any potentially harmful occurrence to either you **or** your patient(s). It is your responsibility to adhere to the policies and procedures of the agency regarding completion of incident reports.
13. **WATCH WHAT YOU ARE DOING!**

POLICY FOR STANDARD PRECAUTIONS

Standard precautions must be observed by all health care workers in all health care settings. This includes nursing students.

AS YOU CARE FOR PATIENTS AND CLIENTS, YOU WILL BE EXPECTED TO COMPLY WITH THE PRECAUTIONS SET FORTH BY THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA), THE CENTER FOR DISEASE CONTROL AND PREVENTION (CDC), AND THE HEALTH CARE AGENCY WHERE YOU ARE PARTICIPATING IN CLINICAL EXPERIENCES.

Nursing Department Student Performance Disability Policy

Consistent with the Texas Nursing Practice Act*, and in order to accomplish the objectives of the nursing program safely, students must possess the ability and fitness to perform in a manner that will not jeopardize patients' safety and well-being. Some examples of these essential performance requirements are:

1. Visual acuity with or without corrective lenses to identify cyanosis or absence of respiratory movement in patients, perform equipment calibrations, read small print on medication containers, physicians' orders and equipment monitors, perform physical assessments and recognize when a patient is in imminent danger, etc. Many clinical agencies require all healthcare workers to possess normal visual color perception.
2. Hearing ability with or without auditory aids to understand the normal speaking voice without viewing the speaker's face, hear monitor alarms, emergency signals, patients' calls for help, call bells from patients, stethoscope sounds originating from a patient's blood vessels, heart, lungs, and abdomen, etc.
3. Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, quickly move about and transport patients during emergencies, carry infants, maneuver quickly in confined spaces, etc. Other physical requirements include carrying equipment, pushing, pulling, stooping, kneeling, bending, and climbing stairs. Must be able to lift, push and pull with assistance (mechanical or co-worker) the weight of the average patient specific to the clinical area working in.
4. Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, describing patient conditions, implementing health teaching, etc. Ability to write legibly and correctly in patient's chart for legal documentation, etc.
5. Manual dexterity and fine motor skills, including eye-hand-foot coordination, repetitive hand and hand movements and finger dexterity, using sterile techniques, inserting catheters, preparing and administering medications (IV, PO, and IM), and numerous other invasive procedures.

The nursing department may withdraw nursing students whose disability poses a threat to the safety of others or to themselves in the health care environment. Each situation will be reviewed on an individual basis.

* Board of Nurse Examiners for the State of Texas, Nursing Practice Act, Texas Occupations Code and Statutes Regulating the Practice of Professional Nursing as amended 2003, subtitle E. Regulation of Nursing, Chapter 301, Registered Nurses, Subchapter A. General Provisions, Sec. 301.452, Grounds for Disciplinary Action: Subsection (12) lack of fitness to practice because of a mental or physical health condition that could result in injury to a patient or the public.

**Angelo State University
Department of Nursing
Master of Science in Nursing**

Graduate Nursing Financial Aid Application

Name: _____ Student ID# _____

Option Enrolled In (Check one):

____ MSN-Clinical Nurse Specialist ____ RN-MSN (Clinical Nurse Specialist)

____ MSN-Nurse Educator ____ RN-MSN (Nurse Educator)

____ MSN-Nurse Practitioner ____ RN-MSN (Nurse Practitioner)

____ RNFA (First Assist)

Specific financial aid program(s) you are applying for:

____ Advanced Education Nursing Traineeship (all options, part- or full-time eligible)

____ Nursing Faculty Loan Program (only full-time nurse educator students eligible)

____ Shannon/Boelsche Scholarship (only full-time CNS students eligible)

Semester/academic year you are seeking funding for: ____ Fall ____ Spring 20__

Number of hours you will be taking: _____

Projected graduation date: _____

Please list all financial aid (grants, loans, scholarships, employer reimbursement) you are currently receiving, or are slated to receive. (Attach another sheet if you need more space.)

Type of Aid	Amount	Renewable (y/n)	How often
1. _____			
2. _____			
3. _____			

County and state of permanent residence: _____

Graduate of _____ in _____
(name of high school) (county/state)

Note: You must be accepted to both the Graduate School and the Department of Nursing prior to applying for graduate financial aid.