ANGELO STATE UNIVERSITY

Department of Nursing

Master of Science in Nursing Program

Graduate Student Handbook

MEMBER, TEXAS TECH UNIVERSITY SYSTEM
Current as of July 1, 2012, Revised 6/17/2013, 8/15/2013,
8/21/2014, 11/20/2014, 12/12/2014, 06/04/2015, 09/25/2015
In all cases, the Graduate Catalog supersedes.
Students will be notified of updates or changes in this document.

Touching Tomorrow

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WELCOME

Welcome to the Master of Science in Nursing (MSN) Program. Your decision to enroll in one of the tracks within our MSN program will help open doors to advance 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 master's education will equip you with valuable knowledge and skills to lead change, promote health, and elevate care in various roles and settings. You will be a part of the future of nursing.

We welcome you to our nursing program and look forward to working with you during your educational experience. We are committed to providing you with an education that is both challenging and supportive, leading to intellectual discovery and success.

Wrennah L. Gabbert, RN, PhD, CPNP, FNP-BC
Professor/Nursing Department Chair
Program Director
Department of Nursing

Welcome to the Master of Science in Nursing (MSN) Program. It is our sincere pleasure to serve you as advisors and program track coordinators. Dr. Avis Johnson-Smith serves as the Family Nurse Practitioner Track Coordinator and Advisor. Dr. Molly Walker serves as the MSN Level Coordinator, Nurse Educator Program Track Coordinator and Graduate Advisor. Please do not hesitate to contact us as we look forward to working with you to meet your career goals.

Molly Walker, PhD, RN, CNS, CNE
Professor and MSN Level Coordinator
NE Track Coordinator

Avis Johnson-Smith, DNP, RN, FNP-BC, CPNP, CNS
Clinical Professor
FNP Track Coordinator

ACCREDITATION

The Baccalaureate, Master's and Post-Master's programs at Angelo State University are accredited by the Commission on Collegiate Nursing Education.

Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036
Phone: (202) 887-6791
Fax: (202) 887-8476
http://www.aacn.nche.edu/ccne-accreditation

The MSN programs at ASU are also fully accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly the National League for Nursing Accrediting Commission (NLNAC). In addition, all nursing programs have full approval status by the Texas Board of Nursing.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Telephone: (404) 975-5000
Fax: (404) 975-5020
http://www.acenursing.org/

Texas Board of Nursing
333 Guadalupe #3-460
Austin, TX 78701
Office: (512) 305-7400
Fax: (512) 305-7401
http://www.bon.texas.gov/contact/

DISCLAIMER STATEMENT

This handbook has been prepared to inform you of the selected guidelines, policies, procedures, and activities within the Nursing Program 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 Handbook 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 and guidelines specifically pertain to the Nursing Program. This handbook is available through:

College of Health and Human Services:
Department of Nursing

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ANGELO STATE UNIVERSITY

Mission and Value Statements

Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.

Note: Angelo State University Undergraduate and Graduate Catalog 2013-2014

College of Health and Human Services Mission Statement

The mission of the College is to educate a diverse student body from various backgrounds in the health and human service professions through rigorous curricular activities that prepare students to take leadership roles in a competitive, technological, culturally diverse and global environment, engage students and faculty in the discovery of knowledge through education, research, service, and co-curricular experiences, and extend the boundaries of Angelo State University to enrich the quality of lives, especially for individuals in underserved and vulnerable populations, through interprofessional and community collaborations.

DEPARTMENT OF NURSING

Mission, Vision and Philosophy

Mission

The nursing program supports the overall Mission of Angelo State University by offering graduate and undergraduate nursing programs that produce professionals committed to improving the health of individuals, groups and communities both locally and globally. As practitioners and educators, our graduates effectively lead and advocate for safe, high-quality health care that respects diversity and is responsive to a dynamic and technologically complex society.

Vision

We will be recognized as visionary leaders committed to delivering innovative nursing education that promotes optimal patient outcomes.

Philosophy

We believe nursing is a unique, caring, scientific practice discipline built upon a solid foundation of knowledge in the liberal arts and sciences. Each level of nursing education expands upon prior knowledge and competency through the integration of research-based evidence. Our programs produce compassionate and skilled nurses prepared to meet the healthcare needs of a global society.

We believe the nurse delivers person-centered care as a member of the interprofessional team utilizing

therapeutic partnerships and patient advocacy that emphasizes health promotion, health restoration and disease prevention.

We believe in student-centered, adult learning principles and provide a supportive, engaging educational environment facilitating personal and professional growth for leadership and lifelong learning.

We believe lifelong learning is nurtured in an environment of mutual respect and shared responsibility for the development of clinical reasoning, ethical conduct and personal accountability.

Note: Faculty reviewed and approved April 25, 2013

GRADUATE PROGRAMS

Pathways to the MSN include traditional post baccalaureate (BSN) and RN-MSN tracks designed for qualified nurses that hold an associate degree in nursing from an accredited nursing program. Additionally the nursing program offers post-master's certificate tracks designed for nurses who hold a MSN degree from an accredited nursing program.

MSN Program Purpose and Outcomes

Guiding Documents

The primary document guiding the MSN Program is The American Association of Colleges of Nursing *Master's Essentials*[1]. Additional professional nursing standards utilized by graduate faculty in the development and revision of curriculum include the American Nurses Association's Nursing: *Scope and Standards of Practice*[2], National Task Force on Quality Nurse Practitioner Education[3], The NP Core Competencies of The National Organization of Nurse Practitioner Faculties, and the National League of Nursing, *Scope of Practice for Academic Nurse Educators*[4].

Teaching and Learning Practices

The nursing curriculum is delivered in a variety of formats in the nursing programs at ASU and is highly dependent on the predominant method of delivery of classes for that program. In addition to developing curriculum to prepare students for the nursing role they are pursuing, faculty members also strive to address the students learning needs. Nursing faculty members teaching at the graduate level understand and appreciate the fact our students are adults with varying degrees of experience and

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[1] American Association of Colleges of Nursing. (2011 Mar 21). *The Essentials of Master's Education in Nursing.* Available electronically at http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf

[2] American Nurses Association. (2014). *Scope and standard of practice.* Retrieved from http://www.nursingworld.org/sop

[3] National Task Force on Quality Nurse Practitioner Education. (2012). Criteria for evaluation of nurse practitioner programs (4th ed.). Available electronically at http://www.nonpf.org/?page=15.

[4] National League for Nursing (2012). *The scope of practice for academic nurse educators: 2012 revision*.

responsibility. Because of this, we feel learning should be a transformational process. Furthermore, we realize these individuals learn in varying ways. To address these needs faculty strive to design classroom learning environments, whether face-to-face or online, to engage the various theories of learning to help students achieve mastery and competency. A few of the theories employed include constructivism, constructionism, social learning theory, adult learning theory, behaviorism, psychodynamics, humanism, etc. Best practices, designed to meet the needs of adult learners are applied to all tracks of study in curriculum development and include: 1) alignment of outcomes, assignments, and activities to assist students as they construct new individual knowledge bases; 2) development of assignments and activities that are relevant to students' personal and professional lives and that incorporate the practice-to-theory-to-practice method of learning; 3) encouragement of reflection through assignments and activities that allow students to construct relevant meaning about new information or experiences; 4) creation of assignments and activities that apply authentic learning principles and build on students' real-world experience; 5) design of learning activities that account for various learning styles; 6) design of learning activities that require active engagement such as presentations, debates, role plays, simulations, case studies, and decision scenarios; and 7) provision of opportunities for students to improve their communication skills – both written and verbal – so they can perform more effectively in their professional careers.

In addition to a common presentational format, all MSN courses delivered in an online format employ a variety of teaching strategies according to a comprehensive On-Line Teaching Evaluation format. For example, in NUR 6323 Research Foundations for Advanced Nursing begins with an introduction (both written and videotaped) with a focus on establishing evidence-based research experience. Students are oriented to the course and are fully aware of the course expectations, schedule, and evaluation methods. Students self-select into research interest groups and ultimately work together in groups to present evidence to support a selected practice problem. All lessons have content assignments, quizzes and videotaped lectures. Discussion board assignments are designed to reinforce research process, build on aggregate experiences transform research and evidence-based practice skills, as well as promote individual reflection. The faculty members engage in discussions and provide for assistance and collaboration through Blackboard© Collaborate as needed by groups. The course culminates in a group presentation and peer-review. The community of faculty believes our curriculum and classroom environments are specifically designed to assist students to develop the knowledge, skills, know-how and broad cultural understanding to function as nurses at an advanced level in an evolving world.

MSN Program Outcomes

The purpose of the Master of Science in Nursing Program at Angelo State University is to prepare graduates to practice nursing within an expanded role. Master's education prepares nurses with essential knowledge in professional leadership; patient centered care, and advanced nursing practice. These outcomes are met by a combination of on-line course delivery, on-campus orientation, skills lab and assessment and precepted practicum experiences.

Upon program completion, the graduate will be prepared to:

1. Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.
2. Apply organizational and systems leadership skills.

3. Design and implement quality improvement initiatives.
4. Integrate best research evidence to improve health outcomes.
5. Utilize informatics, healthcare technology and information systems.
6. Advocate through system level policy development.
7. Employ effective communication in inter-professional teams.
8. Synthesize the impact of health determinants for provision of culturally relevant health promotion/disease prevention strategies.
9. Practice at the level of a Master's prepared nurse.

GRADUATE PROGRAM DEGREE TRACKS AND CERTIFICATIONS

Angelo State University Department of Nursing offers multiple pathways to the MSN degree as well post master's certification options. The MSN options include the Family Nurse Practitioner (FNP) and Nurse Educator (NE) tracks. Graduates of the FNP track apply to the Texas State Board of Nurse Examiners for advanced practice status after the successful completion of a national certification exam. It is the responsibility of the individual student to apply for the certification exam and advanced practice status. Graduates of the Nurse Educator track are eligible to take the National League for Nursing (NLN) nurse educator certification exam.

MSN - Family Nurse Practitioner (FNP) -An online program for baccalaureate nurses designed to develop expertise in the advanced practice role. Graduates are prepared as primary care providers to families and individuals across the lifespan.

MSN – Nurse Educator (NE) - An online program for baccalaureate nurses designed to develop expertise as an advanced level nurse in the teaching role. Graduates are prepared to teach healthcare providers enrolled in a variety of educational programs, including those at the vocational, associate and baccalaureate levels as well as in healthcare environments.

Post-Master's Family Nurse Practitioner Certificate - An eight course (25 SCH) certificate program designed to develop primary care expertise as a nurse practitioner treating populations across the lifespan. The program will benefit master's prepared nurses seeking to expand employment opportunities in a variety of health care settings. All courses are offered in a convenient online format. The post-master's program is available to nurses already holding a master's degree with a major in nursing. Prerequisites: Nursing 6318, 6324, 6331 (to include a direct patient care clinical component), and 6338 or equivalent course work.

Post Master's Nurse Educator Certificate - A four-course (12 SCH) certificate program designed to develop expertise in teaching a variety of educational programs, including vocational, associates and baccalaureate levels as well as in healthcare environments. All courses are offered in a convenient online format. The program will benefit masters prepared nurses wanting to develop expertise in curriculum development, and teaching strategies including online strategies and evaluation. Prerequisites: Nursing 6318, 6324, 6331 (to include a direct patient care clinical component), and 6338 or equivalent course work.

PROGRAM TRACK COMPETENCIES

Master's and Post Master's FNP

Students completing the Master's Family Nurse Practitioner track / Post Master's certificate will possess the nine (9) nurse practitioner core competencies identified by the National Organization of Nurse Practitioner Faculties (NONPF) amended in 2012. These competencies include:

1. Scientific Foundation Competencies.
2. Leadership Competencies
3. Quality Competencies
4. Practice Inquiry Competencies
5. Technology and Information Literacy Competencies
6. Policy Competencies
7. Health Delivery System Competencies
8. Ethics Competencies
9. Independent Practice Competencies

Master's and Post Master's NE

Students completing the Master's Nurse Educator track / Post Master's certificate will possess the eight (8) core competencies identified by the National League of Nursing Certification Commission's The Scope of Practice for Academic Nurse Educators (2012). These competencies include:

1. Facilitate Learning
2. Facilitate Learner Development and Socialization
3. Use Assessment and Evaluation Strategies
4. Participate in Curriculum Design and Evaluation of Program Outcomes
5. Function as a Change Agent and Leader
6. Pursue Continuous Quality Improvement in the Nurse Educator Role
7. Engage in Scholarship
8. Function within the Educational Environment

GUIDELINES

Master of Science in Nursing: MSN

Admission Criteria

In addition to the general requirements for admission to the College of Graduate Studies, applicants for regular admission to the M.S.N. program must meet the following criteria:

- Acceptance into the College of Graduate Studies
- U. S. citizenship*
- Baccalaureate degree in nursing from a program accredited by the Accreditation Commission for Education in Nursing (ACEN), or the Commission on Collegiate Nursing Education (CCNE)
- Overall grade point average (GPA) of 3.0 or higher on a 4.0 scale**
- Undergraduate statistics course (3 sch) completed with a grade of "C" or higher. (Junior or senior level statistics within 5 years is recommended but not required.)
- Current, unencumbered license to practice as a Registered Nurse in Texas required. ***
- Three professional references addressing your ability to succeed in graduate school (leadership, time management, initiative). Personal statement describing your personal and professional goals, commitment to your field of study, nursing experience and community service related to healthcare. Graduate study is rigorous. Briefly discuss plans to incorporate graduate study into your schedule (500 word maximum).
- Curriculum Vitae (CV)/resume

*In accordance with College of Graduate Studies admission requirements, applicants from a foreign country whom English is not their first language, must also include official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) taken within the last two years.

** When an applicant's GPA is below 3.0, but between 2.75 and 2.99, and the applicant has achieved a 3.0 GPA in the last 60 hours of undergraduate work, the applicant may be granted provisional admission.

*** All faculty-supervised clinical practica must be completed in Texas.

NOTE: Angelo State University's M.S.N. program utilizes online course delivery. Online course delivery requires an ability to navigate the Internet and be proficient with literacy skills. It is an expectation of this M.S.N. program that the student have skill in Internet navigation, word processing, simple spreadsheet compilation, and presentation build. It is highly recommended that students perform a self-assessment of their literacy skills before considering application. A self-assessment tool is located at https://www.digitalliteracyassessment.org/

Post Master's Certificate

Admission Criteria

Certificate Program Admission and Progression Requirements

- Student must apply and be accepted to the College of Graduate Studies
- U. S. citizenship*
- Master's degree in nursing from an accredited nursing program.
- Overall grade point average (GPA) of 3.0 or higher on a 4.0 scale
- Meet academic prerequisites**
    - Advanced Pathophysiology
    - Advanced Pharmacology
    - Advanced Health Assessment (AHA). The AHA course must include a minimum of 50 clinical hours of direct patient care. The clinical hours must be "hands on" and be completed in a patient care setting (i.e. family practice, corporate health, rural health clinic…). Clinical hours may not include standardized patients, on campus workshops/educational offerings, or simulation lab scenarios.
    - NUR 6338 Leadership and Roles and may be taken with the Post Master's FNP curriculum.
    - Acceptance of prerequisites will be subject to faculty approval. Potential students may be required to provide course descriptions and syllabi prior to approval.
- Current, unencumbered license to practice as a Registered Nurse in Texas. MSN Core Curriculum and Advanced Practice Practicums are required to be completed in Texas.
- Three professional reference letters addressing your ability to succeed in graduate school (leadership, time management, initiative).
- Personal statement describing your personal and professional goals, commitment to your field of study, nursing experience as well as community service related to healthcare. Graduate study is rigorous. Briefly discuss plans to incorporate graduate study into your schedule (500 word maximum).

  Curriculum Vitae (CV)/resume

*In accordance with College of Graduate Studies admission requirements, applicants from a foreign country whom English is not their first language, must also include official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) taken within the last two years.

**Gap Analysis for Post Graduate Certificate NP Students
A student who is a nationally certified NP seeking partial credit or waiver of course work towards completion of a post master's certificate in another NP practice area <u>must</u> have a thorough analysis completed of previous coursework (NONPF, 2012). The Family Nurse Practitioner Track Coordinator will conduct the analysis and report to the Graduate Program Coordinator. Recommendations to accept course work will be made to the Dean of the College of Graduate Studies for final approval.

Reference: NONPF. (2012). Criteria for Evaluation of Nurse Practitioner Programs.

Required Documentation for Clinical Courses.

Prior to their first clinical course, graduate students must have the following on file in the nursing office:

- Current CPR (professional level) certification
- Evidence of meeting state-mandated immunization requirements
- Proof of current health insurance

Clinical sites may require background checks and drug screens before allowing students to participate in clinical experiences.

Admissions 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, but not limited to, overall grade point average (GPA), and last 60 hours (GPA), will be admitted.
- Students who have been accepted to the College of Graduate Studies, and meet admission criteria for the MSN program, but have a non-degree seeking status, may be given permission to enroll in no more than 6- 9 semester credit hours graduate nursing courses on a "space available" basis.
- Application information and links to application sites for the MSN program are available on the departmental website.
- 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. Application Deadlines for final review of completed applications are as follows: Fall – April 1 (MSN –FNP Fall Only)

Application Deadlines

Degree	Fall Deadline April 1	Spring Deadline October 1	Summer Deadline April 1
Family Nurse Practitioner	X		
Nurse Educator	X	X	X
Post Master's Certificate - FNP		X	
Post Master's Certificate - NE	X	X	X

Note: Alternate admission schedule requires Graduate Advisor Approval

Provisional Admission

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

Physical/Mental Performance Guidelines

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

- Visual acuity with corrective lenses to identify physical findings such as cyanosis, edema, erythema…, observe patients, read diagnostic test results, and legibly document and locate information on a medical record or electronic health record.

- Hearing precision with auditory aids to understand the normal speaking voice without viewing the speaker's face, interpret spoken communications received from patients, families, and health care professionals, and auscultate or percuss various body systems such as the cardiac, respiratory, gastrointestinal…

- Physical capacity to stand for prolonged periods of time, perform cardiopulmonary resuscitation, patient assessments, evaluation and treatment activities, and diagnostic maneuvers.

- Communication efficiency to accurately relay verbal and written information, clearly and succinctly explain treatment procedures, describe patient conditions ,and implement patient teachings.

- Technology capability to utilize computers and electronic devices at a reasonable level of proficiency for safe patient care.

- Manual dexterity to perform accurate movements, execute diagnostic procedures or routine laboratory tests, and operate medical equipment.

- Physical and emotional stability to function safely under stressful conditions, and adapt to ever-changing clinical situations involving patient care.

In accordance with University policy, students with a disability who may require a reasonable accommodation to meet these technical standards should contact the Student Affairs Office as soon as possible.

Standards for Progression in the MSN Program

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 and the current Angelo State University Catalog
- A minimum 3.00 overall grade point average (GPA) at the completion of each semester in order to register for the next nursing course. Students

with a cumulative GPA below 3.00 will be placed on academic probation.

- Each student must have a minimum 3.00 overall grade point average in order to graduate.
- Successful completion of each nursing course with a grade of "C" or above.
- Any student earning an "F" in a graduate nursing course may re-take the failed course one time pursuant to faculty recommendation. Students must petition MSN faculty for this recommendation. (Contact graduate secretary for instructions).
- Demonstration of safe performance in the clinical laboratory/practicum 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.
- Proof of current health insurance.
- Current CPR certification
- Maintain current, unencumbered nursing license
- Validation of Texas Department of Health immunization requirements
- 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.

Program Dismissal

Dismissal from the M.S.N. Program will result from the following circumstances:

- Students earning an "F" in two or more graduate courses.
- Students earning an "F" in the same nursing course twice.
- Unsuccessful second attempt of either portion of the comprehensive exam
- Failing to meet expected standards in any nursing program track may result in dismissal at any time. This includes, but is not limited to:
    - professional standards;
    - physical/mental requirements;
    - practice safety;
    - academic dishonesty;
    - poor performance in coursework;
    - poor and/or unsafe performance in the clinical setting

Program Readmissions

Graduate Students who do not attend class for one year must re-apply for admission through the College of Graduate Studies. Under the MSN program competitive admission criteria, consideration for re-admission will be on a "space available" basis.

Online Learning Requirements

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 course work where it is most convenient. Even though the online class may be more accommodating 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 e-mail, 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 courses are similar in structure to classroom courses. The courses have a syllabus, weekly assignments, projects, papers and tests. The student will do exercises and solve problems either alone or in small groups. Students will interact with classmates and instructors through online communication tools instead of face-to-face interaction.

For online course work, students should possess basic computer skills. They should be able to send and receive e-mail; attach, send and open documents from e-mail or internet sites; participate in online chats; research topics using the web resources; and use internet library databases.

The educational technology tool used is the Learning Management System (LMS) called Blackboard. A LMS is a web-based "frame" through which instructors can communicate with students, distribute information and facilitate the exchange of ideas, information and resources. A LMS offers students easy and immediate access to discussion forums and chats, course materials, assignments and resources, announcements and course calendars.

Most online courses are asynchronous or designed so that students can conveniently complete their work anywhere via internet access.

Graduation Requirements

In addition to degree course requirements, MSN degree track students are required to complete and pass comprehensive examinations before graduation. Comprehensive exams are given in **two parts**.

A. **On campus** written comprehensive exam to evaluate student attainment of program outcomes. Students typically complete all core curriculum courses prior to taking Part 1 but they are eligible to sit for examination during the semester of their final core course work as identified by the graduate degree plan.
B. MSN and Post MSN Role-specific competency exams are given during the final semester of specialty track course work

MSN graduate faculty determines exam results on a pass/fail basis. Students receive notification of exam results from the MSN track coordinators as soon as all grading of exam is complete. Exam results are also forwarded to the College of Graduate Studies.

FINANCIAL ASSISTANCE

While a graduate degree is a wise investment for your future, we realize that many expenses, including tuition, fees and books, are associated with a graduate education. Several programs are available at ASU to assist you in financing your graduate studies.

College of Graduate Studies

For information related to Carr Graduate Scholarships and Graduate Assistantships/Teaching Assistantships, visit the ASU Graduate Financial Aid Web page.

Financial Aid Office

For information on grants, loans and other federal programs, visit the ASU Financial Aid website.

Nursing Program

To be considered for financial assistance through the nursing program, you must have been accepted to both the College of Graduate Studies and the nursing program. Below are details about a variety of programs available to M.S.N. students.

Shannon Medical Center / Boelsche Graduate Scholarship

Graduate MSN nursing students who demonstrate academic excellence and professional behavior may apply for scholarship money from Shannon Medical Center, when available.

Application Procedure:

- To complete the Graduate Nursing Financial Aid Application, a student must login to RamPort; open the Financial Aid tab; select Applications & Surveys; and choose the Department of Nursing Scholarship Application. Complete the application and submit.
- The M.S.N. advisor will initiate discussion of possible candidates at a faculty meeting in late spring after the deadline for submission of applications.
- Faculty will agree on a priority list of candidates who have demonstrated academic excellence and professional behaviors. Criteria for selection will be the following:
- Minimum 3.0 GPA
- Need/financial hardship
- Course load of six hours or more
- Demonstrated involvement in department and other volunteer/professional activities

Students selected will receive one-half of the money for the fall semester and the remainder for the spring semester, as long as progression requirements have been met. E-mail inquiries about

the scholarships to Office of Scholarships at scholarships@angelo.edu.

ACADEMIC GUIDELINES

Orientation to MSN Program

Once accepted into the MSN programs, new students are required to attend a mandatory, on-campus orientation. FNP and NE students will attend the fall orientation session along with any students admitted in the summer session and the Post Master's students will attend the Spring orientation session.

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 student's first semester of study. 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. A valid RN license must be verified 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 track coordinators immediately upon receipt of the encumbrance. The student will provide the track coordinators 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 track coordinator when the student's license becomes unencumbered and provide a copy of the BON's notification letter. The student may then participate in clinical courses.
6. Failure to notify the track coordinator of an encumbered RN license will be considered academic misconduct and be treated as such.

Relocation (Moving to a state other than the state of Texas)

It is mandatory that all MSN on-line students, regardless of track, provide notification prior to relocating to another state. Students are required to contact their respective MSN track coordinator with this notification a minimum of 60 days prior to the proposed move. Upon receipt of notification the student will be contacted, either by phone or email, to discuss

possible options for completing the program.

Course/Transfer Credit

As stated in the Angelo State University 2013-2014 Graduate Catalog: 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 graduate track advisor.

Degree Plan

Graduate students are expected to maintain a degree plan for the purpose of tracking their progress through the program and must have an approved degree plan on file prior to their second registration cycle. It is the student's responsibility to maintain this plan through scheduled appointments with assigned faculty advisors. Sample degree plans are provided on the graduate nursing website.

Degree Plan Modification

Students accepted into the graduate degree program will be required to meet the criteria for specific program tracks (i.e. FNP and NE) in order to be admitted to that track. Because each track has specific criteria, students will not be able to change program tracks at will.
*** Changing from one program track to another requires the approval of the track coordinator. Such approval must be obtained before the student enrolls in any course for which a modification is being sought. A letter of intent to change from one degree plan to another should be submitted to the track coordinator *prior* to each semester's academic advising date. The student is responsible for making arrangements to discuss their desire to change from one program rack to another with the track coordinator. An approved modification is contingent upon space-availability and the student's ability to meet all criteria for preferred program track.

*Transfer to the FNP track is dependent upon competitive admissions process and space availability. This process requires application to the actual program track through the nursing department. Contact the graduate nursing secretary for instructions on this process.

**Transfer to the Nurse Educator track requires approval by NE Track Coordinator and Advisor

Academic Honesty

The graduate student Academic Honesty statement is as follows: "The University expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students will be expected to maintain complete honesty and integrity in their experiences both in and out

of the classroom. Any student found guilty of dishonesty in any phase of academic work is subject to disciplinary action. See the ASU 2013-14 Undergraduate and Graduate catalog for further information (https://www.angelo.edu/catalogs/documents/catalogs/2013-14_Catalog_Edited.pdf).

Further, the student Academic Honor Code (https://www.angelo.edu/forms/pdf/Honor_Code.pdf)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 (http://www.angelo.edu/student-handbook/) for* an explanation of the parameters of this statement as well as for information concerning the failure to comply.

Incidents taken to the University Office of Student Life will be reported to the Board of Nursing.

On-line education requires a high level of personal integrity. Any indication that submitted work is not original or that students are collaborating without expressly given permission will be considered academic dishonesty.

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.

Student Attendance

Like face-to-face classes, online classes require weekly attendance. Timely participation in discussion forums or other assigned activities is online classroom attendance. Equivalent weekly attendance is expected and is critical to the successful completion of the course. For example, a three credit-hour course may require 3 separate days of attendance in on-line forums or other activities. See individual course syllabi for specific requirements.

Examinations

Professionalism. As future nurses, students are expected to demonstrate appropriate moral and ethical behavior. Unless specified otherwise, it is expected that students will work alone and without notes to take online quizzes or tests. Faculty reserve the right to monitor any student evaluation for test security and integrity using methods that include, but are not limited to, proctored, audio and video surveillance .

Test Security. Students are expected to maintain test security by **NOT** discussing test questions with peers or attempting to copy exams in any way. Discussing test questions or test content with students who have not taken the tests is a violation of

test security, and will result in being reported for academic dishonesty.

Violations. ***We take test security very seriously*****.** *Violations in test security are considered not just academic violations, but ethical violations, which is unacceptable behavior for nursing professionals. If a student is found to be in violation of test security or has been found to have cheated or colluded with other students on an online test, the student will be immediately reported to the Office of Student Life for disciplinary action.* ***Faculty reserve the right to require proctored exams****.* The Board of Nurse Examiners for the state of Texas may also be notified of breaches in academic integrity and professional behavior.

Academic Integrity

Nursing students are expected to maintain an environment of academic integrity. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers (Texas Tech University Quality Enhancement Plan, Academic Integrity Task Force, 2010). Actions involving academic dishonesty violate the professional code of ethics, are completely unacceptable, and will not be tolerated in any form. Any student found guilty of any form of dishonesty in academic work will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

The university may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to: plagiarism, cheating, fabrication, misrepresentation, conspiracy, misuse of library material, misuse of technology and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor(s) or the attempt to commit such an act).

All assignments submitted by students are subject to review by anti-plagiarism software. Students found guilty of scholastic dishonesty are subject to disciplinary action in accordance with the ASU Academic Honor Code Angelo State University Honor Code - http://www.angelo.edu/forms/pdf/Honor_Code.pdf

Disciplinary procedures for academic dishonesty are also explained under the section on the University Honor Code in the Angelo State University Student Handbook - http://www.angelo.edu/student-handbook/

In a case of suspected academic dishonesty, the faculty member may take any or all of the following actions in the order as indicated below:

- Grade of F on the assignment or
- Grade of F in the course
- Refer the case to the Student Affairs Committee
- Report the student to the department head as is outlined for student filing a grade grievance.

Academic dishonesty includes, but is not limited to:
Cheating:

- Copying from another student's exam or other assignment.
- Using or possessing unauthorized materials during a test
- Using, having, or acquiring test answers, test drafts, test copies, etc.
- Discussing or sharing test content with students who have not taken the test

Plagiarism:

- Using someone's work in your academic assignments without appropriate acknowledgement
- Copying another student's paper or any portion of it
- Using ideas from or copying a portion of published material (e.g., books or journals) without adequately documenting the source
- If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication
- If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication
- If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph.
- Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper

Students are encouraged to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/plagiarism/index.html and from the Fairfield University website at http://www.fairfield.edu/library/researchassistance/avoidplagiarism/

Social Media Guideline

The Angelo State University Nursing Program supports the use of social media in personal/nonacademic or non-professional contexts. Students may encounter confidential information within the academic or patient care environment during clinical practicum and must demonstrate professional behaviors and communication. Consistent with Code of Ethics for Nurses with Interpretive Statements [ANA, 2010], Nursing: Scope and Standards of Practice [ANA, 2nd ed., 2010] and Nursing's Social Policy Statement [ANA, 2010]. It is the student's responsibility to refrain from the following:

- Uploading images/videos of yourself in a clinical environment or uniform*
- Discussing patients, visitors, vendors, or organizational partners
- Talking about physicians, hospital/facility/clinical staff
- Discussing clinical events or news stories involving clinical partners

- Giving medical advice online
- 'Friending' or requesting to friend patients (even when they are no longer patients), Department/College faculty, or staff.

* The only exceptions are individual or group photos of the clinical group and faculty. ASU nursing faculty reserves the right to order the immediate removal of inappropriate items (HIPAA violations, etc.) that are posted on a student's social media site.

Students preparing to enter the nursing workforce have a professional obligation to understand the nature and consequences of participating in social networking of all types [blogs, Twitter, Facebook, etc.]. Patient privacy is a fundamental ethical and legal obligation of nurses. Although social networking venues offer opportunities for mentoring and sharing needed health related education and information among colleagues and the lay public it also presents risk. The use of privacy settings and the separation of personal from professional information is not guaranteed from being shared or made public in less protected forums. Online content and behavior has the potential to enhance or undermine the individual student's career and/or the academic institution they attend. Students should consider the 'unintended consequences' of any information they share outside the context in which it was learned. [adapted from *Principles: Social Networking and the Nurse* [Draft 25 April 2011], American Nurses Association].

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 (I) is recorded on the student's transcript. The student is urged to complete the course work as quickly as possible. An incomplete in a prerequisite course will prohibit enrollment in courses requiring the prerequisite course. 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."

Comprehensive Examination Guideline

MSN students must successfully complete a written comprehensive examination as part of the eligibility requirements for graduation. The written comprehensive examination is to be taken at the ASU Testing Center, San Angelo, Texas. The purpose of the comprehensive examination is twofold:

1. To determine core curriculum competency in areas of leadership, theory, ethics, advocacy, and research, and
2. To determine competency in the area of specialization (Nurse Educator, or Family Nurse Practitioner).

C. Comprehensive exams are taken in two parts. Students typically complete all core curriculum courses prior to taking Part 1 but they are eligible to sit for examination during the semester of their final core course work as identified by the graduate degree plan. Part 2 of the exam is typically taken during the last semester of enrollment. Students will be notified of eligibility to take exam during the semester in which they qualify. Application to take the

comprehensive exam is made once student receives notification.

Students must take the exam by the date specified. It is at the discretion of the graduate faculty of the nursing department, after utilizing a grading rubric to evaluate 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 both the written comprehensive examination and oral follow-up 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. (See dismissal information)

Alumnae

Within 12 months of graduation, ASU MSN Program alumnae will receive a survey/questionnaire requesting information concerning their initial employment after graduation and certification status. This provides essential information regarding program outcomes for evaluation of our MSN Program and for the purposes of responding to accreditation requirements, national surveys and seeking federal or state funding for program development. It is crucial that each alumnus complete this survey/questionnaire so that our receive alumnae database is complete.

Texas Board of Nurse Examiners Recognition

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 (BON), or their current state of residence, as an Advanced Practice Nurse prior to practicing. Graduates in the state of Texas must access the BON web site, http://www.bon.state.tx.us/, and complete the application to be recognized as an Advanced Practice Nurse. This cannot be done until the graduate has proof of successful completion of the required national certification exam.

Certification in Area of Specialization

All individuals prepared as APRN's must be certified in their area of specialization. The Texas BON designates that the graduate has two years from completion of a program to pass the certification exam and become certified in their specialty area. The graduate level program director will facilitate the completion of paper work to submit for the certification exam. The graduate will be responsible for completing and submitting all application materials to the certification organizations that are currently available for graduates (ANCC –the American Nurses Credentialing Center or the American Academy of Nurse Practitioners--AANP).

Nurse Educator graduates meet the requirements for national Nurse Educator Certification through NLN. Visit the MSN graduate website for additional information http://www.angelo.edu/dept/nursing/index.php.

Complaint/Grievance Procedure

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 specific track coordinator. If unable to resolve the complaint/grievances through these steps, the student may seek redress through the program director and/or the Nursing and Rehabilitation Sciences 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 (page 12) See http://www.angelo.edu/student-handbook/
Angelo State University Operating Policy & Procedure OP 10.03: Grade Grievance. https://www.angelo.edu/content/files/14196-op-1003-grade-grievance

DEPARTMENTAL GUIDELINES

Record Keeping - All ASU graduate nursing students records must be up to date & on file in the Graduate Nursing Office *PRIOR* to the first day of class. Failure to have current records on file will be considered out of compliance and the student may be dropped from courses and barred from practicum. Current records include nursing license, CPR, immunization, insurance, student data sheet and reading of the Graduate Student Handbook confirmation form (https://www.angelo.edu/content/forms/187-statement-of-understanding). Students are responsible for maintaining their compliance throughout the semester in which they are enrolled.

Departmental Website (https://www.angelo.edu/dept/nursing/)
Students should access the departmental website for updates, information on courses, books, course schedules, preceptor/Clinical facilities, degree plan applications, and other important items.

Email Communication - All email communication with students will be done exclusively by using the student's Angelo State University email address.

Preceptor 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 or surrounding area, under the supervision of a qualified preceptor. The student, with faculty guidance, will identify a qualified preceptor, provide the preceptor with the department Preceptor –Student Orientation Packet, and return the signed Preceptor Agreement form to the Nursing Department's Graduate Office 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 Nursing Department's Graduate Office.

ONLINE LEARNING ORIENTATION

Online Technical Requirements *

Current recommendations for technical support in online education can be found at:
http://www.angelo.edu/dept/nursing/online_learning.html

Computer Requirements can be found at:
http://www.angelo.edu/dept/nursing/online_learning.html

Individual courses may have additional requirements for special equipment including, but not limited to:

External webcam
Headset
Specific software

*Faculty assume that students enrolling in online education have basic computer literacy skills. It is the student's responsibility to ensure competency in the various activities related to online educational requirements.

Information Technology Services (IT)

Assistance with problems associated with Blackboard course management system may be obtained by calling the ASU IT Help Desk at (325) 942-2911 or helpdesk@angelo.edu.

Orientation to Online Learning

It is highly recommended that MSN students review the training videos available in Blackboard: http://blackboard.angelo.edu. Additional support is available through e-learning at 325-486-6263

Electronic Mail Guideline

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. Consequently, e-mail returned with "user unknown" is not an acceptable excuse for missed communication.

PROFESSIONAL STANDARDS

§217.11-12. Standards of Professional Nursing Practice. The responsibility of the Texas Board of Nurse Examiners 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 Rule 217.11-12 Texas Administrative Code Standards of Nursing Practice - https://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/bon_rr_Feb2015.pdf

Patient/Client Confidentiality

In accordance with the Texas Nursing Practice Act (2007), Rule §217.12 Unprofessional Conduct, the faculty members of the Nursing Program have adopted the following policy: Texas Administrative Unprofessional Conduct.

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.

By signing and submitting the Student Handbook Statement of Understanding (https://www.angelo.edu/content/forms/187-statement-of-understanding), students agree to comply with all handbook guidelines, including patient confidentiality rules.

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.

Student Voice

Attendance of Faculty Meetings

Students are invited to participate in monthly graduate faculty meetings either in person or by video conference. Interested students should contact the graduate secretary for meeting dates and times. All general session meetings are open to students. Executive sessions are closed sessions.

View/Comment Faculty Meeting Minutes

Faculty meeting minutes are available for viewing within Blackboard on the Graduate Nursing Tab.

MISCELLANEOUS

Nursing Learning Resource Center

The Nursing Learning Resource Center (LRC) is located on the second floor of the Vincent 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 form the Nursing Office.

Copy Machines

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

Advanced Practice Nurse's Organizations

Texas Nurse Practitioners. The TNP organization encourages student participation. Membership in TNP is free to students in the first year of their program. Students also have discounted fees to the state TNP conference. In addition, there are many local chapters of the TNP that offer educational and leadership opportunities for students.

San Angelo Coalition of Nurses in Advanced Practice (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, nurse 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.[3]

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 practicum 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.

[3] Graduate students are encouraged to participate in nursing organizations such as Texas Nurses Association and advanced practice nurses organizations in the community in which they reside to build professional networks and learn the advanced practice role in the context of their community.

PRACTICUM GUIDELINES & PROCEDURES

Precepted Clinical Experiences

A number of MSN courses include a clinical practicum 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 and approved preceptor (See Preceptor Handbook). 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.

Special Considerations

Clinical sites may require background checks and drug screens before they allow students to participate in clinical experiences.

CPR Certification

Students must have a current CPR (Basic Life Support) 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.

Health Insurance

Students must present proof of current health insurance

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) Tdap
(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 Administrative Code Title 25, Part 1, Chapter 97, and Subchapter B Rule 97.64 Required Vaccinations for Student Enrolled in Health-related and Veterinary courses in Institutions of Higher Education).

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 Graduate 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, RN, BSN MSN
MSN Student

For assistance contact the departmental secretary.

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 and approved 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 -
(https://www.bon.texas.gov/pdfs/law_rules_pdfs/rules_regulations_pdfs/bon_rr_Feb2015.pdf) by requiring the following qualifications:

1. Nurses:
    a. Degree in Nursing from an accredited university.
    b. Current RN license in the state where student will engage in clinical experiences
    c. Must have prescriptive authority
    d. Authorized to practice as advanced practice nurse in their area of specialization and with specified patient population APRN focus, in the state in which they practice.*
    e. Currently licensed health care professionals who provide supervision and teaching in clinical settings appropriate for advanced practice nursing.
    f. Have at least one year of full time experience in the role in which the student is being precepted***
2. Physicians/Physician Assistants:

a. Doctor of Medicine or Osteopathy from an accredited university.
b. Certification as Physician Assistant, must have prescriptive authority
c. Currently licensed and practicing
d. Have at least one year of full time experience in the role in which the student is being precepted**

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 students in the FNP track
** ASU Graduate Nursing guideline
*** ASU Graduate Nursing guideline and BON regulation

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 (2010). *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 submitted in electronic format. 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.

Guideline for Universal Precautions

The Centers 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 non-intact 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 source of HIV, HB, and other blood borne pathogens 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 unit 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 guidelines and procedures of the agency regarding completion of incident reports.

Guideline 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 centers for disease control and prevention (CDC), and the health care agency where you are participating in clinical experiences.