



**DEPARTMENT OF NURSING
M.S.N. PROGRAM**

Student Handbook

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Dear Graduate Student,

Your enrollment in the nursing program at Wheeling Jesuit University Department of Nursing affirms your choice to participate in the program and the privileges it offers.

The graduate policies contained herein are specific to you, the nursing student. They in no way negate, but are an addition to, the policies of the Wheeling Jesuit University Catalog and Student Handbook. Every nursing student is held responsible for knowing the regulations, expectations and information contained in this handbook.

Janet Bischof, PhD, RN, NE-BC, CNE
Director, MSN, Nursing Administration and
MSN, Nursing Education Specialist Tracks

Karen Fahey DNP, APRN-BC, FNP
Director, MSN, Family Nurse Practitioner Track

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DEPARTMENT OF NURSING MISSION

The Department of Nursing, an integral part of Wheeling Jesuit University, seeks to fulfill the Jesuit tradition of educational excellence and service to others. The mission of the Department of Nursing is to provide baccalaureate and graduate nursing education and service to the community. Through an integrated program of classroom and clinical practice, the graduate is prepared as a professional nurse to promote health/wellness in a variety of settings.

GOALS

The goals of the Department of Nursing are:

1. To provide the following educational programs based on professional nursing standards and guidelines.*
 - A. A baccalaureate program that prepares graduates to enter professional nursing and function competently at the entry level.
 - B. A baccalaureate program that is accessible to registered nurses in the community and builds upon their knowledge.
 - C. A graduate program that prepares registered nurses for professional leadership and advanced practice roles and to contribute to the development of nursing and health care knowledge.
2. To fulfill the Jesuit ideals of contributing to the campus community, the local community, and the nursing community.

*The baccalaureate program reflects the AACN Essentials of Baccalaureate Education and the standards of the West Virginia Nurse Practice Act. These standards were developed from those of the American Nurses Association. The graduate programs reflect the AACN Essentials of Master's Education. The Family Nurse Practitioner Program also follows the National Organization of Nurse Practitioner guidelines and the American Academy of Nurse Practitioner's Standards of Practice.

THE PHILOSOPHY OF THE DEPARTMENT OF NURSING

The philosophy of the Department of Nursing is consistent with the Wheeling Jesuit University mission statement and guides the implementation of the department's goals.

The faculty believe that:

Each person is a uniquely created living system with inherent worth and dignity. Each individual is an integral member of many systems, including the family and community. Each of these systems interfaces with other complex, changing systems creating the unique fabric of each individual's environment.

The environment includes all those persons, objects, and phenomena that can potentially permeate the boundary of the individual. A variety of stimuli interact with the individual and arise from the

environment's components, such as its physical and social dimensions. Cultural values, norms and beliefs arise within the environment and give meaning to the human life experience. Communities reflect their cultural diversity and serve members' needs including their entry and progression through the health care system.

Health/wellness is a dynamic state involving balance among each person's integrated dimensions—body, mind, and spirit. The person always possesses health/wellness in some form, from the time of conception through the experience of death. Health/wellness is fostered through the collaboration of the person with health care professionals.

Nursing is a part of a health care system influenced by political, cultural, economic, legal, historical, ethical, and other environmental variables. The professional nurse influences healthcare by incorporating research, theory, and technology into practice, by being politically active, and by utilizing leadership attributes. The nurse is accountable for professional development and practice consistent with professional standards and ethical codes.

Education is a dynamic life-long process which takes place in a variety of settings. Organized and planned experiences are directed toward assisting the learner. Learning is nurtured in an environment which fosters critical thinking, creativity, accountability, and compassion. Both teacher and learner should be involved in the planning, implementation, and evaluation of the educational program. This relationship fosters the capacity to learn and to develop both personally and professionally throughout life.

Organizing Framework of the MSN Program

The organizing framework for the MSN program is rooted in systems theory and consists of three constructs. The three constructs for the framework include critical thinking, advanced practice and the change process and are depicted in the attached diagram.

Critical Thinking

The process of critical thinking is a selective, purposeful processing of ideas and information in order to research, justify, and evaluate the soundness of a conclusion. Critical thinking is the framework for decision making.

Advanced Practice

The Advanced Practice Professional Nurse (APPN) is academically prepared at the Master of Science degree level with a nursing major. The APPN possesses excellent interpersonal relations, demonstrates leadership attributes, engages in lifelong learning and self-development, collaborates within interprofessional care teams, and provides service to the community and profession. The practice of the APPN is guided by defined and accepted standards, specialized advanced knowledge based on evidence, and the health care needs of the community and individual clients.

Change

Change is a dynamic process that brings about an alteration and makes a distinct difference in the environment. Change occurs within the individual, family, community, populations, and health care systems, and results in improved quality outcomes. The APPN brings knowledge, skills, beliefs, and

values to the health care environment and utilizes these assets to analyze, understand, influence, and manage change.

Integration of the Constructs

The faculty perceive systems as the all-encompassing, complex environment within which the APPN functions. The first major construct that the APPN must utilize within the systems is critical thinking in order to attain optimal decision making. The graduate program prepares the APPN to think critically and to facilitate best possible decisions in collaboration with the client, organization, and the overall environmental system. The continuous and dynamic process of change is central to the constructs of systems theory, critical thinking, and advanced practice. The APPN who internalizes systems theory and utilizes critical thinking will operationalize the advanced practice role to manage the change process.

MSN PROGRAM OUTCOMES

1. Demonstrates advanced communication skills
2. Exhibits critical-thinking skills professionally and in life
3. Demonstrates the use of advanced technologies
4. Demonstrates the specialty competencies of a Masters prepared nurse
 - a. NA: Manage aspects of the nursing organization that impact patients, families, populations, and the community.
 - b. FNP: Assume the role of the family nurse practitioner as a leader in the delivery of health in the primary care setting.
 - c. EDS: Assume roles related to curriculum, instruction, and evaluation in nursing and health care.
5. Contributes to the development of nursing knowledge and translates it into evidence-based practice
6. Ensures the delivery of safe, quality, and cost-effective nursing care that will affect patients, families, populations, and community
7. Functions as an effective member of the inter-professional team
8. Assumes leadership roles that contribute to the delivery of nursing care

SECTION I POLICY

GRADING SCALE POLICY

The nursing faculty members agree to adhere to the following scale for grading. The scale is consistent with the requirements of the University.

	points per credit hour
A	= 4.0 93-100
A-	= 3.7 91-92
B+	= 3.3 89-90
B	= 3.0 87-88
B-	= 2.7 85-86
C+	= 2.3 82-84
F	= 0.0

In each graduate course, the student will receive one of the following grades: A, A-, B+, B, B-, C+, W, or F. The highest passing grade of A is assigned for work which is distinguished. The ordinary passing grade of B is awarded for course work which is clearly satisfactory at the graduate level. The lowest passing grade of C+ is awarded for work which is minimally acceptable at the graduate level. The failing grade of F is given for work which is unsatisfactory. The lowest accepted passing grade for MSN courses is C+ (except for the FNP courses listed below). Any final score below the 82%, C+ grade will receive an F.

A student who receives a grade of C+ or less in two (2) courses will be subject to academic review and may be required to withdraw.

Family nurse practitioner (FNP) students must maintain a B- or 85% or higher in MSN-531, the clinical core courses (MSN 530, MSN 532) and nurse practitioner courses (MSN 565, MSN 566, 567, and MSN 568). Students receiving a grade below an 85% in any of these courses will be subject to academic review and may be placed on provisional status, be kept from progressing until the course is successfully repeated, or be required to withdraw from the program.

Grades of W are not computed in the scholastic average. Incompletes will follow the policy listed in the Adult and Graduate Student Catalog. Grades of I are not computed until removed. Grades of I must be removed during the semester following the assignment of the I. Failure to remove the I grade in the required time will result in the grade being administratively altered to F. It is the student's responsibility to assure that an I grade is removed within the prescribed time period.

In order to graduate, a student must

1. attain an overall (cumulative) average of 3.00 (B) or higher
2. Complete the degree course work within 7 years of enrollment in the MSN program.

PROVISIONAL STATUS STUDENT

Provisional status carries a serious warning to the student. Unless improvement occurs within a specified period of time, academic dismissal may follow. The Graduate Committee will review all graduate students for possible provisional status with any of the following infractions:

1. C+ or less in two courses or less than a B- or 85% in any of the FNP courses (which include MSN 531, MSN 530, MSN 532, MSN 565, MSN 566, MSN 567, MSN 568).
2. Demonstration of unsafe clinical practice
3. Any behavior incompatible with professional development and practices

When on provisional status a student:

1. may be limited to two courses per semester
2. may not be able to function in the practicum/clinical setting
3. may have special restrictions placed on the program of study by the Graduate Committee
4. may be required to complete remedial work and/or complete an academic course in order to meet program expectations

FAMILY NURSE PRACTITIONER COMPETENCY EXAM

Students will complete the competency exams during MSN 569 Role Seminar. This is a comprehensive exam. The student must achieve an 85% or higher. If 85% is not achieved the student will have the opportunity to retake the exam. Remediation will be conducted if 85% is not achieved after the second attempt.

ACADEMIC INTEGRITY

The Guidelines for Academic Integrity are available from the Registrar's office. Written or other work, including computer programs, which a student submits in a course must be the product of his/her own efforts. All submissions must be new and not work submitted from prior institutions or courses. Students are expected to acquaint themselves with the norms for scholarly writing and research, in particular, to know the distinction between academic honesty and plagiarism. Plagiarism or cheating by a student will result in academic sanctions imposed by the instructor of the course; plagiarism in a major term paper or cheating on a final examination makes a student liable for an F for the course, as well as for additional disciplinary action beyond the academic sanction.

Turnitin.com is an educational website and database that promotes the appropriate use of intellectual property. The content of students' papers submitted to Turnitin receives thorough comparison to the program's database of previously submitted papers, Internet sites, and published material. Wheeling Jesuit University is sponsoring this program for our faculty and students to foster academic integrity. Students are cautioned against the possession of unauthorized material during any examination or quiz. Alleged incidents of cheating will be handled according to the published Guidelines on Academic Integrity mentioned above.

Academic dishonesty is reportable to state boards of nursing.

DISMISSAL FOR UNSAFE CLINICAL PRACTICE

A student may be dismissed from the program for unsafe clinical practice at any time during the semester after due process. In such cases an F will be given for the course.

Practice may be unsafe for academic or disciplinary reasons. Academic reasons include failure to attain the required level of cognitive motor skills. A few examples of unsafe practice due to academic reasons are: inadequate preparation, inaccurate documentation, inability to perform motor skills safely, and practice beyond the scope of preparation.

Unsafe practice for disciplinary reasons include violation of institutional or professional codes of conduct and unethical behavior. In addition, this includes failure to be safe because of attitudinal problems, physical problems or lack of appropriate confidentiality. A few examples are poor hygiene, inability to communicate effectively with clients and professional associates, and a lack of integrity, initiative, interest, or dependability.

Students will be afforded due process in cases of dismissal for unsafe practice. All dismissals for unsafe practice will be determined by the Graduate Committee. The student will be given the opportunity to be present during the departmental hearing in order for rebuttal. The Graduate Committee will then make a decision about whether or not dismissal is warranted by a vote of 2/3 of the Graduate Committee.

In cases where there is a time lag between the time when the Director of the Graduate Program in Nursing deems a student unsafe and when the Graduate Committee hearing occurs, the student will not function in the clinical area during this time. If, however, the Graduate Committee hearing results in the student remaining in the course, the student should be given the opportunity to make up the clinical time.

Students who are dismissed from the program for unsafe practice may request readmission into the program to repeat the course at a later time. If the student is readmitted into the program, remedial work may be required depending upon the nature of the deficiency.

Students who feel they are treated unfairly may appeal further to the appropriate Dean.

ACADEMIC DISMISSAL

Academic dismissal is a permanent termination of formal studies at WJU and does not automatically carry with it a provision for re-admittance. The decision for dismissal of a student is made by the Graduate

Committee. A student can be dismissed for lack of improvement while in provisional status and for any infraction the committee considers severe and incompatible with professional development.

THE APPEAL PROCESS

Students who feel that there has been an inaccurate assessment of their academic performance in a course or deserve an adjustment in academic status may appeal their situations, provided they follow proper procedure. After consulting with the faculty advisor, a student's first step in the appeal process is to confer with the person most immediately responsible, usually the instructor. If further steps are necessary, the student should make the appeal in this order: to the appropriate Director of the Graduate Program in Nursing, to the Department Chair, the Vice President for Academic Affairs. Final appeals - after all other steps have been taken - are the concern of the President first, and then the Board of Directors.

A student who intends to appeal a grade must initiate the appeal process within 10 days of receiving the grade

STUDENT CONCERNS

Students who have a concern/complaint should first attempt to discuss it with the individual most closely involved (student, faculty, administrator). If resolution is not reached, the concern/complaint should be documented in writing and then is deemed a formal complaint and submitted to the Director of the Graduate Program. If resolution is not reached then the issue is discussed with the Nursing Department Chair, then to the Academic Vice-President.

PROGRESSION IN REQUIRED MSN COURSES

Students work with their advisors to map their progression through the MSN program. Students may complete the program in as few as two years or as many as seven years. The following are some basic guidelines related to a student's progression:

- A. Repetition of Courses - Any course in which a student receives a grade of C+ or below may be repeated. A student who chooses this option must complete the identical course (or, with approval of the appropriate graduate program director). A course may be repeated only once. Before retaking the course, the student must secure the written approval of the advisor. If a student repeats a course, both grades will appear on the transcript, but only the second grade will be factored into the student's adjusted GPA.
- B. A student who receives a grade of C+ or less in two courses will be subject to academic review and may be required to withdraw.
- C. Progression may be denied for non-academic reasons when the cause is incompatible with professional development of practice, for example, as with unsafe practices, unethical professional practices or attitudes incompatible with professional performance.
- D. Students may be required to complete remedial work in association with graduate courses based on their past performance, standardized tests, or writing and oral communication skills.
- E. Taking two clinical core courses (MSN 565, 566, 567, 568) at the same time is highly discouraged and must be approved by the program director. In order to obtain approval the student must submit

in writing six weeks prior to registration their desire to take the two courses and how they plan to assure their success in the courses. A personal meeting may be required for approval. While all students wish to complete the program in a timely fashion, the program is designed to be completed in three years.

- F. Students who receive an incomplete in any clinical course may not proceed to the next clinical course until the incomplete is rectified. This may result in a waiting period before the next course in the sequence is offered again.
- G. For FNP certificate students or FNP students that have skipped semesters, MSN 532 Advanced Pharmacology needs to be on the transcript within 3 years of graduation. It will need to be repeated if more than 3 years has lapsed since the course was completed in order to be eligible for state prescriptive authority. Students should keep a copy of their syllabus for future use.

ATTENDANCE POLICY

(Classes, Practicum, Tests, Clinical Practice)

- A. The student will be held responsible for obtaining the information presented in all classes missed due to absence.
- B. Unavoidable class absences should be discussed with the presenting faculty person in advance except in the case of an emergency.
- C. The Graduate Student is expected to arrange a schedule with the preceptor in the administration and education practicum or the FNP clinical. A student's clinical/practicum schedule may be changed by notifying the preceptor of an unavoidable absence situation and rescheduling, and when the student and preceptor feel a change in the schedule will enhance the learning experience. The student is expected to notify the preceptor in advance of an unavoidable absence except in an emergency.

If two or more unavoidable absences occur in clinical/practicum the student must notify the appropriate Director of the Graduate Program in Nursing during the week of the occurrence.

- D. Online Courses:
 - 1. Examinations and quizzes: All students are expected to complete examinations and quizzes as required by the course by the dates posted by the instructor using the Remote Proctor when assigned.
 - A. If a student must be absent for an exam period due to extraordinary circumstances, he/she must notify the course faculty member before the exam to make arrangements to take the test. University examination schedules will not be altered except on an individual basis for extreme extenuating circumstances.
 - 2. Students enrolled in online courses are required to log in at least weekly to check for WJU cardinal e-mail, announcements, assignments, and quiz/exam information. Specific course syllabi may have more rigorous requirements.
 - 3. Due dates and discussion boards: Adherence to due dates is required. See specific course syllabi for information about assignment due dates, participation, and discussion board discussions. All due dates and times are EST.

GRADUATE STUDENT REPRESENTATION

ON DEPARTMENT OF NURSING COMMITTEES

Graduate students elect representatives to serve on the following Department of Nursing Committees:

- Nursing Department Committee - one representative from the MSN program for a two-year term.
- Graduate Committee - one representative from the MSN program for a two-year term, the student representative is elected annually.

READMISSION TO THE GRADUATE PROGRAM IN NURSING

Any student who has not registered for a class in consecutive Fall/Spring or Spring/Fall semesters will be considered a step-out and must reapply to the Department of Graduate Program in Nursing for readmission to the program. Criteria for readmission will include:

- A. Any special eligibility requirements.
- B. Student's plans/actions to correct prior deficiencies or problems.
- C. Student's prior academic performance.
- D. Length of absence.
- E. Current admission policies.
- F. Changes in the program that may have occurred during the period of absence.

The request shall be filed prior to enrollment in any required graduate courses and shall include appropriate documentation of rationale for readmission.

FAILURE OF GRADUATE COURSES

Students with a failure in any nursing course may have to meet special eligibility requirements at the discretion of the Graduate faculty to continue in the program. Such eligibility requirements shall include a minimum of:

- A. Evidence of understanding of reason for failure.
- B. Development of goals to correct the deficiency.

If a student fails a graduate course they must successfully repeat the course with a B or better within one year and before registering for any sequential courses. A second failure of the same nursing course will make the student ineligible to continue in the Graduate program.

STANDARDS OF DRESS

It is expected that as an adult professional the graduate student will dress appropriately with consideration given to image, hair, jewelry and hygiene. Students in clinical areas should wear a white lab jacket or coat and have a name badge identifying themselves as a WJU graduate nurse practitioner / administration / education student.

INJURY DURING CLINICAL EXPERIENCES

If a student is injured in any way during a clinical/practicum experience, the student must report the injury to the preceptor and faculty responsible for clinical oversight and then follow the procedure required by the clinical agency. If such procedures involve emergency room services or other treatment, the student is responsible for any expenses incurred. The student must also notify the appropriate Director of the Graduate Program in Nursing as soon as possible after the incident.

LICENSURE

All students enrolled in the graduate program must have a current unencumbered license to practice as a registered nurse in the state(s) of clinical practice. If the student is completing clinical requirements in multiple states – a current RN license in each state is required and needs to be submitted in Typhon.

GRADUATE CLINICAL/PRACTICUM REQUIREMENTS

All students in the graduate practicum must complete the professional and health requirements as listed in the table. If professional or health requirements are not up to date, clinical rotations will be denied and a health block on future course registration will be entered. All documents will be uploaded by the student into Typhon.

Professional Requirements:

Item		Comments
RN License	Upload a copy of the BON verification of current license with expiration date (DO NOT upload a copy of your license)	Upload a copy of your current RN license verification from the state board of nursing that includes the expiration date. Note: if your license is from, KY, VA or other Compact states – enter under Compact. IMPORTANT – You must have a current RN license in any state in which you are precepting. If you need an additional state on the list – Notify J. Bischof. This requirement is based on the RN license expiration date and can be yearly or every 2 years. Typhon will prompt you to submit a new one 60 days before it expires.
OSHA/ BloodBorne Pathogen***	Upload a copy of documentation of your current education <u>Must include</u> the words OSHA or Bloodborne Pathogens	This requirement is a yearly one and Typhon will prompt you to submit a new one 60 days before it expires. If it has been included in an inservice that is not labeled OSHA or bloodborne pathogens – please mark (<u>write in OSHA or Bloodborne Pathogens</u>) where it was covered on the document you submit. Please make sure an attendance date/completion date is included. If it is part of list of inservice sessions – please highlight or star the session

HIPAA***	Upload a copy of documentation of your current education Must include the words HIPAA	This requirement is a <u>yearly one</u> and Typhon will prompt you to submit a new one 60 days before it expires. If it has been included in an inservice that is not labeled HIPAA – please <u>mark where it was covered</u> on the document you submit. If it is part of list of inservice sessions – please highlight or star the session
BLS++	Upload a copy of your current BLS card	If it is blank – we have no prior record of you submitting documents. This requirement is <u>every 2 years</u> and Typhon will prompt you to submit a new one 60 days before it expires.
Background Check	This is part of your admission requirements	You only do this once and should have a checkmark in the background check item box.

++ these need to be official documents – not a Word document you type in dates

**** you can use inservices from your workplace – if you need access to a module – there is one in the BlackBoard under the MSN Communication site – you can print the certificate (is updated each year) when you get 100% on the quiz (quiz must be taken each year). You have 2 attempts. If you need more contact J. Bischof to reset the quiz.

Health Requirements

Item		Comments
Health Insurance	Upload a copy of current health insurance card	This only need to be done <u>once</u> – if you have a date entered you are complete with this requirement
Hep B	Upload a copy of your Hep B vaccine dates and/or titer	This only need to be done <u>once</u> – if you have a date entered you are complete with this requirement
MMR Mump Measles Rubella	Upload a copy of a document that dates you received the MMR vaccine and/or titer	This only need to be done <u>once</u> – if you have a date entered you are complete with this requirement
Chicken Pox	Upload a document indicating if you have had chicken pox – include the date you had chicken pox (approximate) or upload varicella titer	This only need to be done <u>once</u> – if you have a date entered you are complete with this requirement If you do not have a titer this can be a Word document where you state when you had chicken pox
Tdap	Upload a document that shows you had the Tdap vaccine (tetanus or tetanus	This only need to be done <u>once</u> – if you have a date entered you are complete with this requirement

	td is <u>not acceptable</u>)	
TB/PPD	Upload a document of your most recent TB/PPDTspot.	This requirement is a <u>yearly one</u> and Typhon will prompt you to submit a new one 60 days before it expires. If you have a positive PPD – we need a copy of your most current chest x-ray and after that the TB assessment form yearly.

Pre-entrance health requirements are included in the new student orientation packet. All documents will be uploaded into the Typhon system by the student. The student will be denied clinical rotations if the health requirements are not met (Health Block).

Additional requirements may be required by clinical sites and it is the responsibility of the student to submit any additional requirements to the University. The student should contact the HR department of their clinical site to identify any additional requirements needed.

Students who decline vaccinations may not be able to participate in required clinical activities, and therefore may not meet clinical objectives, resulting in not completing the program.

Liability Insurance

Students will be billed for proper liability insurance coverage provided by the University for any clinical course.

COMMUNICABLE DISEASE STATEMENT

When in the practicum setting, the student is responsible for being free of communicable diseases. If the student has been exposed to a communicable disease (e.g., chicken pox, etc.) the student must inform the Graduate faculty immediately and before going into any site.

POLICIES RELATED TO BLOODBORNE PATHOGENS

- A. Universal Precautions: Because the control of infection is an integral part of every action the nurse performs, all students will be required to consistently apply learned principles of Infection Control. Students are to observe universal blood and body fluid precautions for all patients/clients as identified in institutional policies.
- B. Safety precautions: Students are responsible for utilizing safety precautions to minimize exposure to bloodborne pathogens. These precautions include the proper use and disposal of personal protective equipment, decontamination of areas and disposal of sharps according to agency policies, and compliance with policies in the agency's exposure control plan.
- C. Exposure Incidents: Students must report any exposure incident that occurs during a clinical experience to their preceptor and then follow the exposure procedure of the clinical agency. The student must also notify the Director of the Graduate Program in Nursing as soon as possible after these exposures.

TECHNOLOGY REQUIREMENTS

Students enrolled in the WJU MSN are required to obtain the following technology:

1. MicroSoft Office – Use of Word, Excel, and Powerpoint are needed to submit assignments.
2. Typhon – The NPST Student Tracking is a secure, online clinical tracking program used to document clinical logs, clinical/practice hours, and student portfolios. Information on registration will be provided upon acceptance into the MSN program at WJU.
3. Remote Proctor (RP) – This audio/visual recording device can be used for midterms and and final exams in MSN 530, 531, 532, 565, 566, 567, and 568 (and eliminates the need for travel to campus for final exams) for verification of student identity. This item can be ordered directly from the company.

Remote Proctor (RP) Policies

1. RP/Now will be used with online midterm, and final exams.
2. Students are responsible for self-testing the functionality of the system well in advance of all RP exams so that any troubleshooting that is required can be accomplished.
3. Test Environment Requirements:
 - a. Testing Area
 - Site a clean desk or table (not on a bed or couch)
 - Lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred, however, if overhead is not possible, the source of light should not be behind the student
 - Clear the desk or table of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in the posted guidelines for that particular exam – **this should be reflected in your initial video of testing area**
 - No writing visible on desk or on walls
 - The following should not be on your desk or used during your exam unless specifically allowed for that exam:
 - Excel
 - Word
 - PowerPoint
 - Textbooks
 - Websites
 - Calculators
 - Pen/and/or paper
 - Close all other programs and/or windows on the testing computer prior to logging into the proctored exam
 - Do not have a radio or the television playing in the background
 - Do not talk to anyone else. No communicating with others by any means
 - No other persons except the test-taker should be permitted to enter the room during testing
 - b. Behavior
 - Dress as if in a public setting
 - You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular exam. You must not take the computer to another room to finish testing (exam must be completed in same room the “Exam Environment View” is completed in)
 - No use of headsets, ear plugs (or similar audio devices are permitted)

- Do not use a phone for any reason. The only exception is to contact support of your instructor in the event of a technical issue
4. Policy Violation Consequences:
- If you are flagged for cheating, you will be contact directly by a faculty member and subject to penalties as articulated in the Handbook
 - For all other violations (flagging of violations in above requirements) you may be notified by Software Secure on behalf of Wheeling Jesuit University. This notification will be delivered by email after reviews are complete
 - The intent of these warnings is to allow you the change to modify your behavior to comply with this policy before punitive action is required.
 - Repeat offenses will be subject to review and may result in a failing grade or expulsion

Typhon Policies

1. All required professional and health documents must be entered into typhon. Students may be withdrawn from courses if documents are not current at the start of the semester
2. All patient and time logs must be entered into typhon
3. It is the student's responsibility to make sure that the correct semester and course is utilized
4. You have 14 days from the participation date to enter both clinical patient logs and time logs. If you miss this time frame you cannot use the hours/patients
5. It is the student's responsibility to make sure the both the preceptor and clinical site is active on the typhon listing before any clinical time is completed

Test Policies for quizzes, mid-term, and final

You will be allotted 1 ½ minutes per question for any quizzes or tests (midterms and finals) – then the will exam shut off

Quizzes do not use remote proctor

Quizzes may be opened for student review – check the syllabus for information.

Mid-term and final will not be opened – please contact the instructor individually for any questions

Student will not be able to backtrack on exam

Questions will include multiple choice and select all that apply questions

Tests and quizzes will be given through the week (7am Monday through 5pm Friday)

Extensions for quizzes midterms finals must be requested prior to start

If none requested a 10% deduction in score will be applied the first time

The second time the student will get a 0 on the test

Tests (quizzes, mid-term, final) will be open for 48 hours

All tests are closed book

Student should not see their score (will be hidden in BlackBoard) until after test analysis completed

No partial credit with select all that apply questions

SECTION II INFORMATION

SUGGESTED CURRICULUM PLAN OF THE MSN PROGRAM

Family Nurse Practitioner

<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>	
Fall		Fall		Fall	
MSN 500	3	MSN 501	3	MSN 568	6
MSN 530	3	MSN 531	4		
Spring		Spring		Spring	
MSN 525	3	MSN 565	6	MSN 567	6
MSN 532	3			MSN 569	2
Summer		Summer			
MSN 503	3	MSN 566	6		
MSN 533	3				

Advanced Health Assessment (MSN 531) includes 56 hours of clinical
MSN 530, 531, and 532 must be successfully completed (B- or better) prior to any of the FNP clinical courses (565, 566, 567, 568).

MSN 565, 566, 567, 568 require 168 hours of clinical;

MSN 569 Advanced Role Seminar is taken in the student's last semester (offered in Fall and Spring semesters)

Nursing Administration

<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>	
Fall		Fall		Fall	
MSN 500	3	MSN 501	3	MSN 541	3
MSN 520	3			MSN <i>elective*</i>	
Spring		Spring		Spring	
MSN 525	3	MSN 529	3	MSN 540	3
MSN 521	3				
Summer		Summer		Summer	
MSN 503	3	MSN 524	3	MSN 533	3
MSN 527	3	MSN 528	3		

MSN 529 requires 56 clinical hours with a preceptor

MSN 541 requires 168 practicum hours with a preceptor.

Nursing Education Specialist

<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>	
Fall		Fall		Fall	
MSN 500	3	MSN 514	3	MSN 501	3
MSN 530	4	MSN 532	4	MSN 541	3
Spring		Spring		Spring	
MSN 515	3	MSN 516	3	MSN 540	3
MSN 529	3	MSN 525	3		
			3		
Summer					
MSN 503	3				
MSN 533	3				

MSN 529 requires 56 clinical hours with a preceptor
 MSN 541 requires 168 practicum hours with a preceptor.

Students should consult their advisors to map out a graduate study course plan specific for their needs.

RELATIONSHIP WITH CLINICAL SITES

If information is needed from a particular agency representative, an advance appointment should be made with that person. Agency personnel should not be used in lieu of normal reference sources or WJU faculty.

Students who need additional information from a patient record are expected to return to the agency to get it. It is not acceptable to call an organization and request information. Agency policies regarding records must be followed.

Students are expected to abide by agency regulations and to extend basic courtesies to patients and agency personnel. These courtesies include maintaining confidentiality of information.

Students are expected to keep certain organizational and all clinical information confidential. Failure to do so may result in dismissal from the program.

Some clinical sites are charging students a fee for clinical hours with a preceptor. This is the student's financial responsibility and the student will be billed to their WJU student account.

STANDARDS FOR MSN STUDENT PAPERS

All MSN student papers are to be written and formatted according to the Publication Manual of the American Psychological Association's most current edition. This policy will be strictly enforced and non-compliance will affect the student's grade. Paper due dates will also be strictly enforced and a student's grade could be affected if a paper is not submitted on time. Faculty may extend a paper due date for extenuating circumstances after written request prior to the due date (explaining the need) from the student.

PLAGIARISM

Plagiarism is the use not only of the published works of others but also the work of previous or fellow students. Selling or giving of a paper is considered by the nursing department as serious an offense as is buying one. The same academic sanctions may be applied to either student. **Turnitin.com** is an educational website and database that promotes the appropriate use of intellectual property. The content of students' papers submitted to Turnitin receive thorough comparison to the program's database of previously submitted papers, Internet sites, and published material. Wheeling Jesuit University is sponsoring this program for our faculty and students to foster academic integrity.

ON-LINE COURSES

Courses will be offered on line. The student must have basic computer skills: able to use e-mail, attach a file to e-mail, able to use the Internet, and have used a software program. Sending chain letters or jokes on the on-line e-mail is prohibited. Students taking on-line courses should complete a self-evaluation at online.wju.edu. It is required that students have a Microsoft Office package that includes MS Word, Powerpoint, and Excel.

SIGMA THETA TAU

Sigma Theta Tau is the international honor society that fosters scholarship and leadership in nursing. Membership in the WJU Chapter is competitive based on GPA and leadership. Qualified graduate students are invited to apply who have completed 15-25 hours of graduate study and achieved a GPA of 3.5 or above.

Interested students should contact Omicron Mu faculty counselors or their program director for additional information.

SCHOOL PIN

Upon graduation, graduates may purchase a school pin. The pins vary in price according to the gold content. Pins can be ordered through the Campus Shop.

GRADUATION

MSN students are eligible to attend graduation ceremonies in May (only one graduation ceremony is held on campus each year). Information regarding graduation activities will be forwarded to students who indicate that they plan to participate in the graduation ceremony. Students must complete the online request for graduation per instructions from the registrar's office and will be charged the subsequent graduation fee. MSN students are also eligible to attend the Nursing Pinning ceremony the year of

graduation. Information regarding the Pinning ceremony will be sent with to all graduating students.

CERTIFICATION EXAMS

National certification as a nurse practitioner is required to practice in West Virginia and many other states. Students who complete the FNP curriculum are eligible to sit for the certification exam. Requirements and forms vary from state to state and it is the student's responsibility to complete the required forms for both certification and licensure.

Administration and Education Specialist students may be eligible to complete the nursing administration and nursing education certification exams.

It is the student's responsibility to keep copies of their Advanced Pharmacology syllabus as this may be needed to obtain future licensure in other states.

APPLYING FOR ADVANCED PRACTICE LICENSURE IN WEST VIRGINIA

Students must apply to the West Virginia Board of Examiners for Registered Nurses. Students must have an R.N. license in West Virginia and complete the A.N.P. application. Students must provide both B.S.N. and M.S.N. transcripts to the Board. Evidence of a passed certification exam must also be included. *Always keep copies* of materials submitted to the Board.

For application procedures in other states, contact your State Board of Nursing or the National Council of State Boards of Nursing at www.ncsbn.org.

SECTION III RN TO MSN PROGRAM

All information contained in the preceding sections applies to the RN to MSN students. The following additional information also applies to the RN-MSN students. See the Adult and Graduate Catalog for the undergraduate portion of the program.

An RN student may apply to take designated graduate nursing courses to fulfill requirements in the BSN program. Criteria for acceptance in the MSN program (application to MSN program required when BSN is completed) include:

1. 3.0 GPA in current college work.
2. Completion of 12 credits of core at WJU.
3. Submission of admission essay
5. Students who have C or lower in any of the core MSN courses (500, 503, 525, or 533) need to repeat those courses. Students who have more than one C+ in any of the MSN courses may need to retake courses.

RN students accepted into the RN-MSN program would complete the following courses to fulfill the requirements for a BSN:

NUR 361	Concepts of Nursing Practice
NUR 328	Basic Nursing Research
NUR 460	Comprehensive Assessment
NUR 435	Multisystem Nursing Care
NUR 445	Complex Care I
NUR 450	Clinical Practicum II
NUR 426	Issues and Trends
MSN 500	Nursing Theories (recommended, but can be taken during graduate program instead)
MSN 503	Health Care Policy instead of NUR 426
MSN 525	Managed Care instead of NUR 455
MSN 533	Health Promotion instead of NUR 440

The student would then need to fulfill the remaining courses required for a master of science degree in nursing (refer to catalog section on MSN). Upon completion of the BSN degree, the student must submit an application to the Graduate Committee requesting acceptance into the MSN program and designating the track desired. Students in on-line classes may be required to come to campus to meet with faculty.

**MSN Rotation for Graduated RN-MSN Students
Nursing Administration**

This is a tentative schedule for planning purposes only. The schedule is subject to change.

Semester	1 class	2 or more classes
Fall Year 1	MSN 520 Nursing Administration I (3 crs.)	MSN 520 Nursing Administration I (3 crs.) MSN 501 Nursing Research (3 crs)
Spring Year 1	MSN 529 Advanced Comprehensive Assessment (3 crs.)	MSN 521 Nursing Administration II (3 crs.) MSN 529 Advanced Comprehensive Assessment (3 crs.)
Summer Year 1	MSN 528 Communications and Interpersonal Relations (3 crs.)	MSN 528 Communications and Interpersonal Relations (3 crs.) MSN 524 Nursing Administration III (3 crs.)
Fall Year 2	MSN 501 Nursing Research (3 crs)	MSN 541 Practicum (3 crs.) MSN 514 Curriculum & Instruction (3 crs) (elective)
Spring Year 2	MSN 515 Evaluation (3 crs) (elective)	MSN 540 Capstone Seminar (3 crs.)
Summer Year 2	MSN 527 Organizational Behavior (3 crs.)	MSN 527 Organizational Behavior (3 crs.)
Fall Year 3	MSN 541 Practicum (3 crs.)	
Spring Year 3	MSN 540 Capstone Seminar (3 crs.)	
	MSN 521 Nursing Administration II (3 crs.)	
Fall Year 4	MSN 524 Financial Management (3 crs.)	

MSN 529 requires 56 clinical hours with a preceptor

MSN 541 requires 168 practicum hours with a preceptor.

**MSN Rotation for Graduated RN-MSN Students
Family Nurse Practitioner**

This is a tentative schedule for planning purposes only. The schedule is subject to change.

Semester	1 class	2 or more classes
Summer Year 1	MSN 501 Nursing Research (3 crs)	MSN 530 Advanced Pathophysiology (3 crs.) MSN 501 Nursing Research (3 crs)
Fall Year 1	MSN 530 Advanced Pathophysiology (3 crs.)	MSN 532 Advanced Pharmacology (3 crs.) MSN 531 Advanced Health Assessment (4 crs.)
Spring Year 1	MSN 531 Advanced Health Assessment (4 crs.)	MSN 565 Advanced Practice Nursing in Primary Care of the Infant, Child, and Adolescent (6 crs.)
Fall Year 2	MSN 532 Advanced Pharmacology (3 crs.)	MSN 566 Advanced Practice Nursing in Primary Care of Reproductive Health (6 crs.)
Spring Year 2	MSN 565 Advanced Practice Nursing in Primary Care of the Infant, Child, and Adolescent (6 crs.)	MSN 567 Advanced Practice Nursing in Primary Care of the Adult (6 crs.)
Fall Year 3	MSN 566 Advanced Practice Nursing in Primary Care of Reproductive Health (6 crs.)	MSN 568 Advanced Practice Nursing in Primary Care of the Aging Adult (5 crs.) MSN 569 Advanced Practice Role (2 cr.)
Spring Year 3	MSN 567 Advanced Practice Nursing in Primary Care of the Adult (6 crs.)	
Fall Year 4	MSN 568 Advanced Practice Nursing in Primary Care of the Aging Adult (5 crs.) MSN 569 Advanced Practice Role (2 cr.)	

Advanced Health Assessment includes 56 hours of clinical
MSN 530, 531, and 532 must be successfully completed (B- or better) prior to any of the FNP courses (565, 566, 567, 568).

MSN 565, 566, 567, 568 require 168 hours of clinical.

MSN 569 Advanced Role Seminar is taken in the student's last semester (offered in Fall and Spring semesters)

**MSN Rotation for Graduated RN-MSN Students
Nursing Education Specialist**

This is a tentative schedule for planning purposes only. The schedule is subject to change.

Semester	1 class	2 or more classes
Fall Year 1	MSN 514 Curriculum and Instruction (3 crs.)	MSN 514 Curriculum and Instruction (3 crs.) MSN 501 Nursing Research (3 crs)
Spring Year 1	MSN 515 Evaluation (3 crs.)	MSN 515 Evaluation (3 crs.) MSN 529 Advanced Comprehensive Assessment (3 crs.)
Summer Year 1	MSN 501 Nursing Research (3 crs)	MSN 530 Advanced Pathophysiology (3 crs.) MSN 516 Educational Technology (3 crs.)
Fall Year 2	MSN 532 Advanced Pharmacology (3 crs.)	MSN 540 Practicum (3 crs.)
Spring Year 2	MSN 529 Advanced Comprehensive Assessment (3 crs.)	MSN 541 Capstone Seminar (3 crs.)
Summer Year 2	MSN 516 Educational Technology (3 crs.)	
Fall Year 3	MSN 530 Advanced Pathophysiology (3 crs.)	MSN 532 Advanced Pharmacology (3 crs.)
Spring Year 3	Nothing	
Fall Year 4	MSN 540 Practicum (3 crs.)	
Spring Year 4	MSN 541 Capstone Seminar (3 crs.)	

MSN 529 requires 56 clinical hours with a preceptor

MSN 541 requires 168 practicum hours with a preceptor.