



THE UNIVERSITY OF  
**TOLEDO**  
1872

**University of Toledo**

**College of Nursing**

**Graduate Student Handbook**

2006 - 2007

**UNIVERSITY OF TOLEDO COLLEGE OF NURSING  
GRADUATE NURSING STUDENT HANDBOOK  
2006 - 2007**

**This University of Toledo College of Nursing Graduate Nursing Student Handbook supplements the *Bulletin and Handbook of the Graduate Student, Academic Year 2006-2007*. The material contained in this handbook is for information only and does not constitute a contract.**

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# I. Mission, Vision, Purpose and Program Objectives

## Mission Statement

To advance the art and science of nursing toward improving human health and quality of life by educating students in an environment that encourages professional responsibility and critical thinking.

## Vision

The College of Nursing is committed to excellence in:

- Technology-enhanced nursing education;
- Scholarly inquiry with an emphasis on clinical outcomes and translational research;
- Evidence-based nursing practice focused on selected populations across health care settings; and
- Actively seeking participation in interdisciplinary education, research, and practice.

## College of Nursing Purpose

Provide educational programs of excellence in professional nursing at the undergraduate and graduate levels.

- Foster high standards of nursing practice, education and administration through continuing nursing education;
- Contribute to the health of the citizens of the region served by the University of Toledo through interdisciplinary endeavors;
- Advance nursing as a discipline through scholarship, research and practice; and
- Assess student learning to establish the effectiveness of teaching and learning and to provide data for changes indicated. (Established: 11/99, Revised: 12/98)

## Program Objectives For APNs

The objectives for the APN students of the Master of Science in Nursing Program are:

- Synthesize theories, concepts, and research in nursing, social, and biological sciences and humanities as the basis for practice;
- Integrate advanced nursing practice knowledge and skills in managing care of selected populations;
- Engage in the research process with an emphasis on application to advanced practice;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning in developing a lifelong pattern of scholarly inquiry.

## Program Objectives For Nurse Educators

The objectives for the Nurse Educator students of the Master of Science in Nursing program are:

- Synthesize theories, concepts, and research in nursing, biopsychosocial sciences and humanities as the basis for practice;
- Integrate advanced nursing education knowledge and skills to teach learners in selected populations;
- Engage in the research process with an emphasis on application to advanced practice or nursing education;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning with development of a pattern of scholarly inquiry.

## Program Objectives for Clinical Nurse Leader (GEMINI)

The objectives for Clinical Nurse Leader (GEMINI) students of the Master of Science in Nursing program are:

- Synthesize theories, concepts, and research in nursing, biopsychosocial sciences and humanities as the basis for practice;
- Integrate nursing knowledge and skills in designing and implementing care to individuals and diverse populations based on Orem's Self-Care Deficit of Nursing Theory;
- Engage in scholarly inquiry to advance the profession of nursing;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Demonstrate initiative and self-direction in professional development.

## II. CON Philosophy and Organizing Framework

### Philosophy of the College of Nursing

As a community of scholars, we are committed to the study and advancement of the art and science of nursing. The philosophy of the University of Toledo College of Nursing expresses our beliefs about the essence of nursing and the education of professional nurses.

The foundations of nursing science center on the concepts of the nursing metaparadigm: person, environment, health, and nursing.

### Person

Persons are unique human beings of unconditional worth, deserving of respect, who are in continuous interaction with the environment and develop throughout the lifespan.

### Environment

Environment is the milieu in which the person exists.

### Health

Health is a dynamic state reflecting the integration of body, mind, and spirit.

### Nursing

Nursing promotes health and well-being, and provides support during illness or impairment by assessing, diagnosing, and treating human responses to actual and potential health problems.

### Education

The education of professional nurses is a professional responsibility encompassing the scholarly integration of Education, Research, and Practice.

Education is a dynamic interaction between the processes of teaching and learning.

### Research

Research is an ongoing commitment to systematic inquiry and discovery.

### Practice

Practice is the application of knowledge related to the health of individuals, groups, and communities. Date Approved 1/91; Revised 8/92, 1/03, 7/04.

### Organizing Framework

The organizing framework is a unifying statement that emerges from the mission and the philosophy of the College of Nursing and guides the development of the curricula. The organizing framework outlines the structure for the content, processes and outcomes of the undergraduate and graduate programs.

Baccalaureate and graduate nursing education is based on foundational knowledge from the natural and social sciences and the humanities. Nursing concepts and theories provide the basis for professional practice. Professional practice encompasses care of individuals, families, groups and communities in a variety of settings across the lifespan.

The nursing curricula encompass the concepts of: caring, communication, cost effective care, critical thinking, cultural diversity, empowerment, ethical decision making, health care policy, inquiry, leadership, and safety. The curricula incorporate psychomotor and interpersonal skills, processes of inquiry and scholarship, and principles of teaching and learning. Faculty and students assume personal accountability and self-direction, and comply with legal and ethical professional standards.

The undergraduate programs and the graduate entry program use Orem's Self-Care Deficit Nursing Theory as the predominant nursing theory to guide course development and nursing practice. The advanced practice graduate programs use multiple nursing theories for synthesis of knowledge for application in practice, education and research.

Baccalaureate and Master's nursing graduates are generalists and specialists, and are prepared as professionals for practice, research and education. Their University of Toledo education will provide the foundation for their quest for lifelong learning. Rev. 2/3/03.

## III. Legal and Ethical Standards

### Academic Honesty Code

The College of Nursing views cheating and plagiarism as a direct violation of the purpose of the educational program as well as of the Code of Ethics for the profession of nursing. All work submitted must be the individual work of the student, unless the syllabus expressly requires or permits group work. Material from print or electronic sources that is incorporated either verbatim or in paraphrased format must be cited using APA 5<sup>th</sup> Edition Guidelines; otherwise use of such material constitutes plagiarism. Students who have knowledge of other students' dishonest practices have a professional responsibility to document, sign, and submit a report to the Associate Dean for the Graduate Nursing Programs. Violation of the Academic Honesty Code is grounds for dismissal. Students are responsible for The Graduate Student Ethics Code found in the *Bulletin and Handbook of the Graduate Student* (See College of Graduate Studies policy).

### Professional Standards

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards, including the Ohio Revised Code, the Ohio Administrative Code, and the American Nurses Association Code of Ethics for Nurses (2001), is grounds for dismissal from the program.

### American Nurses Association Code of Ethics for Nurses

#### Code of Ethics for Nurses

#### 2001 American Nurses Association

(access the entire code with interpretive statements at

[http://nursingworld.org/ethics/code/protected\\_nwocoe303.htm](http://nursingworld.org/ethics/code/protected_nwocoe303.htm))

- (1) The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- (2) The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- (3) The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- (4) The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- (5) The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- (6) The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- (7) The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- (8) The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- (9) The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. (Reprinted with permission from American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, ©2001 Nursesbooks.org, Silver Spring, MD). Permission granted for 2006-07 printing only.

## III. Legal and Ethical Standards

**OBN Rules  
Promulgated  
From The Law  
Regulating The  
Practice  
of Nursing  
(February 1, 2003)**

**Chapter 4723-5-12**

Law Regulating the Practice of Nursing Student Conduct While Providing Nursing Care:

- 1) A student shall report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care;
- (2) A student shall accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care;
- (3) A student shall not falsify any client record or any other document prepared or utilized in the course of or in conjunction with, nursing practice;
- (4) A student shall implement measures to promote a safe environment for each client;
- (5) A student shall delineate, establish, and maintain professional boundaries with each client;
- (6) At all times when a student is providing direct nursing care to a client the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each client with courtesy, respect and with full recognition of dignity and individuality;
- (7) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client; or
  - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse;
- (8) A student shall not misappropriate a client's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the client's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the clients' personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (9) A student shall not:
- (a) Engage in sexual conduct with a client;
  - (b) Engage in conduct that may reasonably be interpreted as sexual;
  - (c) Engage in verbal behavior that is seductive or sexually demeaning to a client; or
  - (d) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

### III. Legal and Ethical Standards

**Ohio Department of  
Human Services  
1313 Section 5104.09  
Prohibition Against  
Employment**

Section 5104.09. Prohibition Against Employment

(A)(1) No individual who has been convicted of or pleaded guilty to aggravated murder in violation of section 2903.01, murder in violation of section 2903.02, voluntary manslaughter in violation of section 2903.03, involuntary manslaughter in violation of section 2903.04, felonious assault in violation of section 2903.11, aggravated assault in violation of section 2903.12, assault in violation of section 2903.13, failing to provide for functionally impaired person in violation of section 2903.16, aggravated menacing in violation of section 2903.21, menacing in violation of section 2903.22, patient abuse or neglect in violation of section 2903.34, kidnapping in violation of section 2905.01, abduction in violation of section 2905.02, extortion in violation of section 2905.11, rape in violation of section 2907.04, gross sexual imposition in violation of section 2907.05, sexual imposition in violation of section 2907.06, importuning in violation of section 2907.07, voyeurism in violation of section 2907.08, public indecency in violation of section 2907.09, felonious sexual penetration in violation of former section 2907.12, compelling prostitution in violation of section 2907.21, promoting prostitution in violation of section 2907.22, procuring in violation of section 2907.23, prostitution in violation of section 2907.25, disseminating matter harmful to juveniles in violation of section 2907.31, pandering obscenity in violation of section 2907.32, pandering obscenity involving a minor in violation of section 2907.321, pandering sexually oriented matter involving a minor in violation of section 2907.322, illegal use of minor in nudity-oriented material or performance in violation of section 2907.323, aggravated arson in violation of section 2909.02, arson in violation of section 2909.03, disrupting public services in violation of section 2909.04, vandalism in violation of section 2909.05, aggravated robbery in violation of section 2911.01, robbery in violation of section 2911.02, aggravated burglary in violation of section 2911.11, burglary in violation of section 2911.12, inciting to violence in violation of section 2917.01, aggravated riot in violation of section 2917.02, riot in violation of section 2917.03, inducing panic in violation of section 2919.22, contributing to unruliness or delinquency of child in violation of section 2919.24, domestic violence in violation of section 2919.25, intimidation in violation of section 2921.03, escape in violation of section 2921.34, aiding escape or resistance to authority in violation of section 2921.35, carrying concealed weapons in violation of section 2921.34, aiding escape or resistance to authority in violation of section 2921.35, carrying concealed weapons in violation of section 2923.12, having weapons while under disability in violation of section 2923.13, improperly discharging a firearm at or into a habitation or school in violation of section 2923.161, corrupting another with drugs in violation of section 2925.02, trafficking in drugs in violation of section 2925.03, illegal manufacture of drugs or cultivation of marijuana in violation of section 2925.04, funding of drug or marijuana trafficking in violation of section 2925.05, illegal administration or distribution of anabolic steroids in violation of section 2925.06, a violation of section 2925.11 that is not a minor drug possession offense as defined in section 2925.01, or placing harmful objects in food or confection in violation of section 3716.11 of the Revised Code; or an existing or former offense of any municipal corporation, this state, any other state, or the United States that is substantially equivalent to any of these offenses shall be certified as an in-home aide or be employed in any capacity in or own or operate a child day-care center, type A family day-care home, type B family day-care home or certified type B family day-care home.

## IV. Technical Standards for the CON Graduate Programs

### Technical Standards for Admission and Continuation

The admission policies of University of Toledo are non-discriminatory. All applicants for admission to the nursing program receive consideration regardless of race, color, ethnicity, national origin, ancestry, creed, political or religious affiliation, age, gender, marital status, identity as an individual with a handicap or disabled veteran or Vietnam era veteran; membership in the National Guard, state defense force, or any other component of the military forces of the United States or this state. The Technical Standards for Admissions establish the policies of the University of Toledo College of Nursing. The following abilities and skills are essential for matriculation and continuation in programs of the College of Nursing.

**Critical thinking ability** sufficient for clinical judgment.

**Interpersonal abilities** sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

**Communication abilities** sufficient to convey information accurately using the English language, via both verbal and written mechanisms.

**Physical abilities** sufficient to attend classes and clinical experiences, accomplish program and course objectives, move from room to room, and to provide general and emergency nursing care without an intermediary.

**Gross and fine motor abilities** sufficient to provide safe and effective nursing care without an intermediary.

**Auditory ability** sufficient to monitor and assess health needs.

**Visual ability** sufficient for observation and assessment necessary in nursing care.

**Tactile ability** sufficient for physical assessment without an intermediary.

**Computer ability** sufficient to prepare professional papers, discover appropriate resources, navigate WebCT course materials, attach documents, and communicate via electronic mail.

**Professional behavior** demonstrating exercise of good judgment; prompt completion of responsibilities; sensitive, effective relationships with patients within appropriate boundaries; ability to adapt to changing environments; ability to function effectively under stress; integrity; self-disclosure of errors and self-motivation.

### Americans with Disability Act (ADA) Accommodations

The College of Nursing will provide reasonable academic adjustment to qualified applicants with disabilities, subsequent to evaluation by the Director, Academic Enrichment Center. A brochure is available through the Office of the Associate Dean, CON Graduate Programs and is also available outside the elevator on the fourth floor of Collier. It is the responsibility of the applicant to initiate and complete the evaluation process. Requests for accommodations should be made by the student at the earliest possible date to allow appropriate evaluation from which to develop recommendations for accommodations. Faculty are responsible only for accommodations communicated to them by the Director of the Academic Enrichment Center. (Note: Adapted from Southern Council on Collegiate Education for Nursing (March 1993). *Red Alert: The Americans with disabilities act: Implications for nursing education*. Revised April 1, 1996; January 25, 1999; June 15, 1999; December 19, 2003; September, 2004).

### General Information

A candidate for professional nursing must possess the essential abilities and skills to engage in any field of nursing. Candidates are urged to ask questions about the program's technical standards for clarification and to determine whether they can meet the requirements. Questions may be directed to the Associate Dean for Graduate Nursing Programs or to the Director, Academic Enrichment Center. Revealing a disability is voluntary; however, such disclosure is necessary before any accommodations may be considered in the learning environment or in the program's procedures.

Information about disabilities is handled in a confidential manner.

## V. General Policies and Information

### **Academic Freedom of Students**

The University of Toledo College of Nursing subscribes to the principles of academic freedom and inquiry. Students shall have the freedom to seek the truth. When speaking or writing, students shall be responsible and accurate and shall indicate that they speak as individuals unless authorized to do otherwise. As scholars, students must remember that the public may judge their professions and the institution by their public statements.

### **Student Participation on UT/CON Committees**

Graduate Students are encouraged to participate in committee activities as student representatives. Students are part of the community of interest and student participation contributes to the overall goals of the graduate program.

### **Concealed Weapons Policy**

Students are forbidden to carry firearms in any of University of Toledo buildings, even under the Concealed Weapon Carry law. The law indicates that schools, colleges and universities are to be "gun free."

### **Smoking Policy**

The University of Toledo Health Science Campus bans smoking in all buildings and most public space. The Collier Building is smoke free including balconies, front and rear and side patios and grassy areas.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act of 1974, as amended, is designed to provide privacy regarding a student's education record. In general, the University of Toledo does not release student education record information without the expressed, written consent of the student.

### **E-mail-Communication**

In order to communicate with faculty and administrators at the College of Nursing, students are required to have a University of Toledo e-mail address and to check it frequently. For technical support, call (419) 383-4529.

### **Student Lockers**

Lockers numbered 1 through 155, located on the third floor of the Collier Building, are reserved for graduate nursing students. Students may use a combination lock on the locker of choice; locks must be removed upon graduation or leaving the University of Toledo Health Science Campus.

## VI. College of Nursing Authorship Policy

### College of Nursing Policy on Authorship

The University Policy on Scientific Misconduct in Research requires “that all authors named on a collaborative study accept full responsibility for the work published or at least for the portion of the research for which they were responsible.”

The faculty of the College of Nursing has endorsed the statement on authorship reproduced on the following page. The statement provides guidelines for faculty and students in specifying authorship, using the “Authorship Agreement” for manuscripts submitted for publication.

**The “Authorship Agreement” is a written contract for authorship of manuscripts submitted for publication that are generated by more than one author, including those that are developed from student work (papers, projects, theses). "Authorship Agreement" forms are available from the secretaries for the undergraduate and graduate programs in the College of Nursing.**

Procedures for student/faculty co-authored manuscripts:

1. The student(s) and faculty (including committee members, as appropriate to the work) confer in a timely manner with respect to participation in the development of a manuscript to be submitted for publication or presentation (paper or poster) and come to consensus regarding authorship.
2. After decisions are made, the "Agreement on Authorship" form is completed and signed, with copies distributed to all authors, student file(s), and the Associate Dean of the program in which the student is enrolled. Note that the agreement may be adapted for research, or other major project or paper, leading to a degree when the wording within the parentheses is retained.
3. Students have the professional responsibility to submit a manuscript for publication, which will contribute to the body of knowledge in nursing. Graduates have the responsibility of notifying the College of Nursing regarding the status of the work with respect to publication or presentation. Therefore, if students/graduates do not submit the manuscript for publication or present the findings of the project or research within one year of the completion of the work and the faculty advisor deems the work to be of merit, the faculty advisor named on the "Authorship Agreement" has the prerogative to determine the authorship for submission of the manuscript.

# VI. College of Nursing Authorship Policy

## Sample: Authorship Agreement Form

### AUTHORSHIP AGREEMENT\*

The guidelines for authorship on any publication or presentation, poster or paper, resulting from research or other project entitled

\_\_\_\_\_

\_\_\_\_\_

(and carried out for fulfillment of the requirements for the \_\_\_\_\_ degree) are consistent with the guidelines given in the **College of Nursing Policy on Authorship** as follows.

The investigator or primary author of the project (student), \_\_\_\_\_ will retain first authorship on all written or oral presentations (with one exception for a student as first author).

(Exception in cases of a student designated as \_\_\_\_\_ first author: if the student (or graduate) does not submit the \_\_\_\_\_ manuscript for publication or present the findings of the \_\_\_\_\_ project or research within one year of the completion \_\_\_\_\_ of the work and the faculty advisor deems the work to be \_\_\_\_\_ of merit, the faculty advisor named here \_\_\_\_\_ has the

**Sample**

prerogative to determine authorship for submission of the manuscript.)

Second authorship is reserved for the person who has made significant contributions to one or more of the following: conception of the idea and design of the project; analysis and interpretation of the data; and writing of the manuscript for publication.

Third authorship and so forth are normally reserved for other advisors and consultants depending upon their contributions to the research or other project and the manuscript.

First Author	_____	_____	_____
	Typed name	Signature	Date
Second Author	_____	_____	_____
	Typed name	Signature	Date
Third Author	_____	_____	_____
	Typed name	Signature	Date
Fourth Author	_____	_____	_____
	Typed name	Signature	Date

cc: Student file(s), all authors, Office of the Associate Dean (undergraduate or graduate program). \*Adapted from Bork, C. E. (1993). Research in physical therapy (appendix 13C, p. 337). Philadelphia: J. B. Lippincott. The authorship agreement form is available from the College of Nursing Graduate program secretary in the College of Nursing.

# VII. Admission, Matriculation, Transfer, Progression and Graduation Policies

## ADMISSION

<b>Graduate Admissions, Retention and Progression Committee (GARP)</b>	The Graduate Admissions, Retention, and Progression(GARP) Committee is a standing committee of the UT CON Faculty Assembly. The Chair of GARP and the Associate Dean for the Graduate Nursing Programs are charged with making recommendations to the College of Graduate Studies regarding the admission, retention, progression, and graduation of students in the graduate programs of the College of Nursing.
<b>Application Deadlines For Post-Licensure Degree and Certification Programs</b>	For priority consideration, all materials must be received by: Fall Admission: March 1 Spring Admission: October 1
<b>Application Fee</b>	An application fee established by the College of Graduate Studies is required before any application materials are reviewed.
<b>Regular Admission Requirements for Post-licensure Degree Programs (Advanced Practice/Educator)</b>	<ol style="list-style-type: none"> <li>1. Bachelor's degree from an accredited college/university</li> <li>2. Cumulative GPA of 3.0 or higher for baccalaureate work</li> <li>3. Current, unencumbered Ohio RN license</li> <li>4. Personal, professional statement of career goals, future employment, and expectations of graduate study.</li> <li>5. Current resume in professional format</li> <li>6. Two recommendations from professional sources; master's prepared nurse preferred</li> <li>7. Interview, if requested by the Graduate Admissions and Retention Committee</li> <li>8. International students must complete the Graduate Record Examination (General Subject GRE) and TOEFL.</li> </ol>
<b>Conditional/ Provisional/ Special Status Admission</b>	GARP reserves the option to admit students under these categories as specified in the <i>Bulletin and Handbook of the Graduate Student, Academic Year 2006-2007</i> .
<b>Admission to FNP, ANP/CNS, PNP, and Psych/Mental Health Certificate Programs</b>	<ol style="list-style-type: none"> <li>1. Master's degree in nursing from a nationally recognized body for nursing education accreditation</li> <li>2. Current, unencumbered Ohio RN license</li> <li>3. Personal, professional statement of career goals, future employment, and expectations of graduate study.</li> <li>4. Current resume in professional format</li> <li>5. Two recommendations from professional sources; master's prepared nurse preferred</li> <li>6. Interview, if requested by the Graduate Admissions and Retention Committee</li> <li>7. International students must complete the Graduate Record Examination (General Subject GRE) and TOEFL.</li> </ol>
<b>Admission Requirements for the Clinical Nurse Leader (GEMINI)</b>	<ol style="list-style-type: none"> <li>1. Bachelor's degree from an accredited college/university</li> <li>2. Cumulative GPA of 3.0 or higher for baccalaureate work</li> <li>3. Competitive Graduate Record Exam (GRE) results within past five years</li> <li>4. Completion of six semester credit hours of Human Anatomy and Physiology with a Grade of 'B' or better.</li> <li>5. Completion of three semester credit hour psychology course</li> <li>6. Completion of three semester credit hour sociology course</li> <li>7. Personal Professional statement describing career goals, future plans for employment, and expectations for graduate study.</li> <li>8. Current resume in professional format</li> <li>9. Two recommendations from professional sources; master's prepared nurse preferred</li> <li>10. Interview, if requested by the Graduate Admissions and Retention Committee</li> </ol> <p>International students must also complete the TOEFL (Test of English as a Foreign Language.)</p>

## VII. Admission, Matriculation, Transfer, Progression and Graduation Policies

### Regular Admission for Educator Certificate Program

1. Bachelor's degree from an accredited college/university
2. Official transcripts from all academic institutions attended
3. Cumulative GPA of 3.0 or higher for baccalaureate work
4. Current, unencumbered Ohio RN license
5. Personal, professional statement of career goals, future employment, and expectations of graduate study.
6. Current resume in professional format
7. Two recommendations from professional sources; master's prepared nurse preferred
8. Interview, if requested by the Graduate Admissions and Retention Committee
9. International students must also complete the Graduate Record Examination (General Subject GRE) and TOEFL.

### MATRICULATION

### Requirements Prior to Beginning Courses

1. Signed letter of intent
2. Submit documentation of:
  - a. CPR Health Care Provider Certification
  - b. Signed plan of study
  - c. Completed registration form
  - d. Data Sheet
  - e. Background Check/Fingerprint Card
  - f. Health requirements, including physical and immunization records
3. Attend orientation for College of Graduate Studies and College of Nursing.

### TRANSFER

### Students Seeking Transfer From Comparable Nursing Program

It is the policy of the CON Graduate Programs to carefully evaluate courses for which transfer credit has been requested. Such evaluation will occur subsequent to admission. All students who seek to transfer will be held to the published admission requirements. In addition, students seeking transfer credit are subject to the following requirements:

### Students Seeking Credit For Comparable Graduate Courses

1. Students must submit an official transcript documenting completion of the target course with a 'B' or better.
2. Courses considered for transfer credit must have been completed within the past three academic years.
3. Students must submit a copy of the syllabus for the course as taken, including course description, objectives, course completion requirements, and content outline in an organized format. Only copies should be submitted, as material will not be returned to the student.
4. Faculty who have taught in the course at the UT CON will review the syllabus and make a recommendation for accepting or rejecting the course to the Office of the Associate Dean for Nursing Graduate Programs.
5. The six year time-frame for completion of degree requirements begins with the semester of completion of the earliest course for which transfer credit is approved.
6. Once the faculty and Associate Dean for the College of Nursing have reviewed the request for transfer credit, and a formal plan of study is prepared, the request will be forwarded to the College of Graduate studies where the requirements stated within the *Bulletin and Handbook of the Graduate Student 2006-07* will be applied.
7. Transfer of graduate credit is limited to a maximum of one-third of the total number of didactic credits required for the degree
8. Transfer of graduate credit for certificate programs is limited to a maximum of one-fourth of the total number of credits required for the award of the certificate.

## VII. Admission, Matriculation, Transfer, Progression and Graduation Policies

### PROGRESSION

<b>Plan of Study</b>	Students are expected to progress according to their plans of study as arranged with the Graduate Advisor. Plans of study are established to assure that students will graduate within the required time frame of six calendar years and to ensure compliance with prerequisites that faculty have established for courses in the curriculum. Students who need to make changes in their plans of study are required to meet with the Graduate Advisor to make such changes.
<b>Minimum Course Grade of 'B' For NURS Courses</b>	The faculty in the CON have established the grade of 'B' as the minimum acceptable grade for all courses with the prefix of NURS for students matriculating in the fall of 2006 and beyond. A grade of 'C' is acceptable in INDI 600. (Faculty Assembly, April 2006).
<b>Required GPA (Cumulative) of 3.0</b>	Students must maintain a cumulative GPA of 3.0 or better. Failure to do so will result in the student being placed on academic probation by the College of Graduate Studies. See <i>Bulletin and Handbook of the Graduate Student 2006-07</i> for details.
<b>Repeating Courses for Which a Grade of C, D, or F was earned.</b>	Students who earn a grade of less than B in a NURS are prohibited from taking any courses for which the course is prerequisite until such a time as the course is repeated with a grade of 'B' or better. (Faculty Assembly, April 2006).
<b>Maximum of Two Repeats for NURS Courses in which a Grade of C, D, or F was earned</b>	Students are allowed to repeat up to two courses in which a grade of less than B was earned. They may only repeat an individual course one time (Faculty Assembly, April 2006).
<b>Clinical Nurse Leader (GEMINI) Dismissal -Elective Hours of C</b>	A student who earns more than 8 hours of C or below in elective courses will be subject to dismissal from the GEMINI program.
<b>Mid-Semester GARP Referrals</b>	Faculty make referrals to GARP for students who are in academic jeopardy. The intent of such referrals is to outline a plan for improvement. The student receives a copy of the GARP referral.
<b>Conditional Admission Status</b>	Students admitted under conditional admission status have the responsibility to satisfactorily complete the requirements stated in the letter of acceptance.
<b>Provisional Admission Status</b>	Students must satisfy requirements of provisional admission. Failure to do so will preclude enrollment for the next semester.
<b>Special Status</b>	Special status students are not eligible to enroll in GEMINI courses or in clinical or capstone courses. Special status students are subject to specifications stated within <i>Bulletin and Handbook of the Graduate Student 2006-07</i> .

## VII. Admission, Matriculation, Transfer, Progression and Graduation Policies

### Withdrawal From Courses

Withdrawal from courses requires the approval of the faculty in the course, the Graduate Advisor, the Associate Dean for Graduate Nursing Courses, and the Senior Associate Dean for the College of Graduate Studies. Add/Drop forms may be obtained online, or from several locations on the Health Science Campus, including the Graduate Nursing Advisor, Graduate Secretary in the CON, College of Graduate Studies or the Registrar's office. Withdrawal after the first day of class results in pro-rated credit of tuition and fees. After the fourteenth class day withdrawal must be designated by the faculty member as Withdraw Pass (WP) or Withdraw Fail (WF). The grade of WF is counted as a grade of 'F' in the calculation of the cumulative GPA.

### Leave of Absence

Students may request a leave of absence for personal reasons. The student requesting a Leave of absence must write a letter of request to the Associate Dean for Graduate Nursing Programs. This request will be referred to GARP for action. Students may be granted a three-semester leave and still remain in good standing with the program. A leave of absence extending beyond three semesters will necessitate a new application to the College of Graduate Studies. Such student will be required to compete for available positions and will not automatically be granted admission.

### GRADUATION

### Time Limitations

All degree requirements for the Master of Science in Nursing and certificate programs must be completed within six years.

### Degree Requirements

A student must complete the required courses and semester credit hours required for the degree and major.

### Academic Standards

A cumulative GPA of 3.0 or better must be achieved and maintained.

### Extension

A student who has compelling circumstances that may warrant an extension of one year must complete the Continuation of Candidacy for Degree form and submit it to the Graduate Advisor who will collect information and present the request to GARP. Options open to GARP include denial, approval, or approval with the establishment of conditions which could include repetition of selected courses.

### Graduation Application

Students must complete the online graduation application as outlined in the *Bulletin and Handbook of the Graduate Student 2006-07*. The College of Graduate Studies will verify completion of degree requirements for all graduation applicants.

### Participation in Graduation During Final Stages of Thesis /Scholarly Project Completion

**Students who have not met all graduation requirements by the end of the semester may be eligible to participate (WALK) in Convocation/Graduation ceremonies by meeting the following requirements:**

- Receive IRB approval by March 31.
- Have a letter of support from the major advisor sent to the Associate Dean, stating the student is reasonably able to complete the Scholarly Project or Thesis by the end of the next semester.
- Receive approval from the Associate Dean of the College of Nursing Graduate Programs.

### Capstone Completion

Students are required to successfully complete a thesis, comprehensive examination, or a field experience. Students completing a thesis in their final semester of study are required to be enrolled in at least one credit hour of NURS 698.

### Student Responsibility

**The student is ultimately responsible to assure that all administrative and academic requirements have been met.**

## VIII. Advisement

### **Registration Procedure**

This information supplements the *Bulletin and Handbook of the Graduate Student, Academic Year 2006-2007*.

The Office of the Associate Dean of the CON Graduate Programs notifies students electronically of the schedule of courses each semester. Students will complete relevant information on the registration form and obtain the signature of the Academic Advisor. Registrations can be faxed to (419) 383-5894 or mailed to the graduate program secretary for processing.

### **Online Priority Registration**

Priority for registration in eLearning (WebCT, distance) courses is given first to students who have declared the Nurse Educator or Psychiatric CNS programs as their major, second to students who live a 50-mile distance from campus, and finally to those with work and family issues. The graduate advisor makes the decision in collaboration with the CON Associate Dean for Graduate Programs.

### **Academic Advising**

Kathleen Mitchell is the Graduate Advisor for all MSN and certificate nursing programs. She may be reached at (419) 383-5841, e-mail: [kathleen.mitchell@utoledo.edu](mailto:kathleen.mitchell@utoledo.edu), for guidance on the plan of study. Appointments may also be made by calling Debra Pasch, the administrative secretary, at (419) 383-5820.

### **Formal Plan of Study**

The formal Plan of Study (POS) must be completed and signed prior to matriculation. The POS is designed in consultation with the Graduate Advisor, who can also assist with adjustments to the plan of study. Changes to the plan of study may affect availability of courses and/or delivery method of courses.

### **Full Time Enrollment**

The definition of "full-time student" is a minimum of 12 semester credits Fall and Spring, and 8 semester credits Summer.

### **Program Capstone/ Research Option**

Students must complete a Thesis, Field Experience, or Comprehensive Exam as the capstone experience for the MSN degree. Selection of the capstone experience will be made in consultation with the faculty and the Graduate Advisor. Students are responsible for completion of appropriate forms in a timely manner. Any student is able to select either Thesis or Comprehensive Exam as a way to complete this requirement. Field Experiences may be available, and are subject to faculty-specified prerequisites in addition to those listed in the *Bulletin and Handbook of the Graduate Student, Academic Year 2006-2007*.

### **Academic Advisory Committee for Thesis Students**

Select a Major Advisor and an Academic Advisory Committee prior to beginning work on a Thesis. The Major Advisor assists in developing a proposal and serves as the major contact for completing the research option. The committee members serve as readers of your work, providing feedback as appropriate. Major Advisors must hold a regular Graduate Faculty Appointment; members must hold a minimum of an Associate Graduate Faculty appointment. A list of graduate faculty members with membership status is available through the Administrative Secretary for the CON Graduate Programs.

### **Graduate Capstone Reception**

The Graduate Capstone Reception will occur in both spring and fall semesters and will allow students to explore options for the Capstone requirement. Faculty and students will discuss Thesis, Comprehensive Examinations, and Field Experiences to provide necessary information for enrollment.

# IX. Inclement Weather Policy

## INCLEMENT WEATHER POLICY

State-Declared Weather Emergency Policy (Levels 2 and 3 road emergencies) – College of Nursing Policy

This policy is intended to outline procedures to be followed in case of State-declared weather emergencies (levels 2 and 3). Procedures to be followed in the event of severe weather not falling into these classifications are a matter to be discussed between faculty, the appropriate Associate Dean and the student. In addition, graduate students attend classes on the main campus of the University of Toledo but often commute from intermediate distances in the State of Ohio and Southern Michigan.

### Procedure for Cancellation of Classes

Cancellation of classes taken at the University of Toledo College of Nursing is a process separate from that made by The University of Toledo or Bowling Green State University.

### Procedure:

The following procedures will be followed:

#### Classes:

1. When the decision is made to cancel classes, this information will be placed as quickly as is possible as an outgoing message on the general College of Nursing phone number (419) 383-5800. (See addendum for procedure)
2. In the event that a weather emergency has been declared in a county outside of Lucas County, classes will be held on the University of Toledo Health Science Campus as scheduled. It is understood that students residing in counties in which a weather emergency Level 2 or 3 has been declared may not commute to class.
3. Information from classes held at the health science campus, but not attended by students outside Lucas County due to weather emergencies, will be provided by the faculty involved to those students in a way deemed appropriate by the faculty member in collaboration with the appropriate Associate Dean.
4. In the event of a weather emergency Level 2 or 3 in Lucas County, classes on the health science campus will be cancelled or delayed.
5. Decisions about cancellation or delay of classes in outlying communities will be made by the faculty in consultation with the appropriate Associate Dean and will be conveyed to the involved students.
6. This information may be placed on faculty group e-mail.
7. Faculty will be notified through a department phone tree or similar process developed collaboratively within the faculty department structure.
8. Faculty are encouraged to place this announcement on office voice mail.
9. Exceptions to the above guidelines should only be made by faculty after consultation with the appropriate Associate Dean.

#### Clinical:

1. The guidelines as stated above will be similarly followed.
2. When a student is unable to commute to a clinical experience due to individual weather circumstances, it is the student's responsibility to notify the faculty member by phone. If the faculty member cannot be reached, the student is then responsible for leaving a message for the faculty member at the clinical agency.
3. In the rare circumstance in which a clinical session must be cancelled due to weather, it is the responsibility of the faculty member to notify the clinical agency.

#### Definitions:

Snow Emergency Level 1: Travel with caution.

Level 2: Hazardous weather conditions. Only travel if absolutely necessary.

Level 3: Emergency vehicles only. Law enforcement officers will fine travelers.

Listen to local radio and TV stations for weather and travel advisories.

## X. Curricula for Graduate Programs

- A. Advanced Practice Majors
  - Family Nurse Practitioner (FNP)
  - Adult Nurse Practitioner / Clinical Nurse Specialist (ANP/CNS)
  - Pediatric Nurse Practitioner (PNP)
  - Psychiatric Mental Health Clinical Nurse Specialist (PMH/CNS)
- B. Nurse Educator Major / Certificate
- C. Post-Master's Certificate Programs
  - Family Nurse Practitioner
  - Pediatric Nurse Practitioner
  - Adult Nurse Practitioner
  - Psychiatric Mental Health CNS
- D. Clinical Nurse Leader-Graduate Entry Master's In Nursing Initiative (GEMINI)

## XI. Advanced Practice MSN

### Master of Science in Nursing Advanced Practice Majors:

### ANP/CNS FNP PNP PMH/CNS Majors

The Master of Science in Nursing degree and Advanced Practice major are two-year, full-time programs with part-time options. Students choose among majors including: Adult Nurse Practitioner/Clinical Nurse Specialist (ANP/CNS), Family Nurse Practitioner (FNP), Pediatric Nurse Practitioner (PNP), and Psychiatric Mental Health Clinical Nurse Specialist (PMH/CNS). The theoretically based and clinically focused courses that comprise the curricula are designed to prepare advanced practice nurses to work in a wide variety of community and hospital-based health settings. Students who are seeking full-time study for the ANP/CNS, FNP, and PNP majors should matriculate in the fall. Students who desire to study full time in the PMH/CNS program should matriculate in the spring. The PMH/CNS program is offered via Internet/WebCT with visits to campus at selected times specified in the course schedule.

Adult Nurse Practitioner/Clinical Nurse Specialist

(55 semester credits)

Family Nurse Practitioner

(55 semester credits)

Pediatric Nurse Practitioner

(51 semester credits)

Psychiatric-Mental Health Nursing Clinical Nurse Specialist

(52 semester credits)

#### Sample Plan of Study for Advanced Practice Majors

Semester I - Fall		
Course #	Course Title	Credit
NURS540	Theoretical & Ethical Foundations of Nursing	3
INDI600	Introduction to Biostatistical Methods	3
NURS568	Advanced Physiology & Pathophysiology	3
NURS574	Advanced Health Assessment (4 lab hours/week)	4
Semester II - Spring		
NURS569	Advanced Pharmacotherapeutics	3
NURSxxx	Clinical I (major specific)	5-7
NURS591	Advanced Nursing Research	3
Semester III - Fall		
NURS519	Advanced Interpersonal Interventions (4 lab clinical hours/week)	3
NURSxxx	Clinical II (major specific)	6-7
NURS528	Theories of Addictive Behavior (Required only for Psych-Mental Health)	2
NURS553	Public Policy and Health Care	3
NURS550	Family and Cultural Diversity Theories	3
Semester IV - Spring		
NURS614	Advanced Practice Nursing: Roles & Issues	2
Capstone	Field Experience, Thesis, or Comprehensive Exams	3
NURSxxx	Clinical III (major specific)	6-8
<b>Total Semester Credits</b>		<b>51-55</b>

## XII. Nurse Educator Curriculum

### Nurse Educator Major

The Nurse Educator major offers preparation for BSN graduates to become nursing faculty or patient/staff educators. Graduates are envisioned as teachers of undergraduate nursing students in the classroom and clinical setting. This major focuses on: curriculum development, teaching-learning processes, classroom and clinical pedagogies, and evaluation principles. The Nurse Educator major offers full-time and part-time options. **Students who are seeking full time study should matriculate in the spring semester.** The Nurse Educator curriculum is offered via Internet/Web CT with campus experiences as scheduled by faculty and indicated on the course schedule.

### Curriculum

Semester I – Fall		
Course #	Course Title	Credit
NURS672	Teaching, Learning, and Evaluation in Nursing	4
NURS540	Theoretical and Ethical Foundations of Nursing	3
NURS568	Advanced Physiology and Pathophysiology	3
INDI600	Introduction to Biostatistical Methods	3
Semester II – Summer		
NURS671	Developing Instructional Programs in Nursing	3
NURS591	Advanced Nursing Research	3
NURS553	Public Policy and Health Care	3
Semester III – Fall		
NURS673	Practicum and Seminar in Teaching (8 practicum hours/week)	4
NURS519	Advanced Interpersonal Interventions (4 lab hours/week)	3
NURS551	Advanced Clinical Seminar in Nursing (4 lab hours/week)	4
Capstone	Field Experience, Thesis, or Comprehensive Exams	3
<b>Total Semester Credits</b>		<b>36</b>

### Nurse Educator Certificate

The Nursing Education Certificate Program is designed to provide an opportunity for current and potential nurse educators in academic and healthcare settings to develop and refine the practice of teaching. Enrollment is open to graduate students and certificate students who are registered nurses with a baccalaureate (or higher) degree. *All classes are conducted online.*

Semester I - Spring Semester		
Course #	Course Title	Credit
NURS672	Teaching, Learning and Evaluation in Nursing	4
Semester II - Summer Semester		
NURS671	Developing Instructional Programs in Nursing	3
Semester III - Fall Semester		
NURS673	Practicum and Seminar in Teaching* (Nurs671 or NURS 672 are pre-requisites.)	4
<b>Total Semester Credits</b>		<b>11</b>

\*In the practicum course, students are supervised by faculty and precepted by a master teacher. Students spend the equivalent of eight hours per week in practicum experiences that are arranged in an educational setting in a locale chosen by students and faculty.

## XIII. Post-Master's Certificate

### Certificate Programs

Students who have previously achieved a MSN degree and desire to prepare for national certification as an advanced nurse practitioner may elect to seek admission to the Adult Nurse Practitioner, Pediatric Nurse Practitioner Graduate Certificate, Family Nurse Practitioner Graduate Certificate Program, or to the Psychiatric-Mental Health Clinical Nurse Specialist Certificate Program.

**ANP-C  
FNP-C  
PNP-C  
PMH/CNS-C**

**Adult Nurse Practitioner Graduate Certificate**  
(22 semester credits)\*  
**Family Nurse Practitioner Graduate Certificate**  
(25 semester credits)\*  
**Pediatric Nurse Practitioner Graduate Certificate**  
(21 semester credits)\*  
**Psychiatric-Mental Health/Clinical Nurse Specialist Certificate**  
(25 semester credits)\*

**\*Does not include prerequisite courses listed in the following section.**

**Prerequisites ANP,  
FNP, PNP, and  
Psych/Mental Health  
CNS**

Course #	Course Title	Credit
NURS568	Advanced Physiology & Pathophysiology*	3
NURS574	Advanced Health Assessment** (4 lab hrs/week)	4

\* Course may have been completed within the past 5 years.

\*\* Course must have been completed within the past 5 years. Students who have completed this prerequisite prior to fall 2002 must enroll in NURS570 Clinical Assessment and Diagnostic Reasoning for 1 credit. (NURS570 is offered fall semester only).

### ANP-C Curriculum

Spring Semester		
Course #	Course Title	Credit
NURS569	Advanced Pharmacotherapeutics*	3
NURS603	ANP I: Care of Adolescents and Adults (12 clinical hours/week)	7
Fall Semester		
NURS604	ANP II: Care of Women (12 clinical hours/week)	6
Spring Semester		
NURS605	ANP III: Care of Adults and Older Adults (12 clinical hours/week)	6
<b>Total Semester Credits</b>		<b>22</b>

\* Course may be waived if taken within the last 5 years.

**The minimum number of credits for the ANP Graduate Certificate is 22.**

## XIII. Post-Master's Certificate

### FNP-C Curriculum

Semester I - Fall		
Course #	Course Title	Credit
NURS568	Advanced Physiology & Pathophysiology*	3
NURS574	Advanced Health Assessment** (4 lab hrs/week)	4
Semester II - Spring		
NURS569	Advanced Pharmacotherapeutics*	3
NURS621	FNP I: Adolescents and Adults (12 clinical hours/week)	7
Semester III - Fall		
NURS622	FNP II: Women and Children (12 clinical hours/week)	7
Semester IV - Spring		
NURS623	FNP III: Adults & Older Adults (18 clinical hours/ week)	8
<b>Total Semester Credits</b>		<b>25</b>

\*Courses may be waived if taken within the past 5 years.

\*\* Course may have been completed within the past 5 years. Students who have completed this prerequisite prior to fall 2002 must enroll in NURS570 Clinical Assessment and Diagnostic Reasoning for 1 credit. (NURS570 is offered fall semester only).

**The minimum number of credits for the FNP Graduate Certificate is 25.**

### PNP-C Curriculum

Spring Semester		
NURS569	Advanced Pharmacotherapeutics*	3
NURS581 (Odd years only)	PNP I: Care of Children and Concepts of Wellness (12 clinical hours/wk)	6
Fall Semester		
NURS582 (Odd years only)	PNP II: Common Acute and Stable Chronic Illnesses (12 clinical hours/wk)	6
Spring Semester		
NURS583 (Even years only)	PNP III: Complex Chronic Illnesses or Disabilities (12 clinical hours/week)	6
<b>Total Semester Credits</b>		<b>21</b>

\* Course may be waived if taken within the last 5 years.

The minimum number of credits for the PNP Graduate Certificate is 21.

## XIII. Post-Master's Certificate

### PMH/CNS-C Curriculum

<b>Fall Semester (Odd years only)</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit</b>
NURS569	Advanced Pharmacotherapeutics*	3
NURS509	PMHN I (8 clinical hours/week)	5
NURS519	Advanced Interpersonal Intervention* (4 clinical hours/week)	3
<b>Spring Semester (Even years only)</b>		
NURS528	Theories of Addictive Behaviors*	2
NURS510	PMHN II (12 clinical hours/week)	6
<b>Fall Semester (Even years only)</b>		
NURS511	PMHN III (16 clinical hours/week)	6
<b>Total</b>	<b>Semester Credits</b>	<b>25</b>

\* Course may be waived if completed within the last 5 years.  
The maximum number of credits for the PMH/CNS graduate certificate is 25.

# XIV. Clinical Nurse Leader - Graduate Entry Master's in Nursing

## Clinical Nurse Leader: Graduate Entry Master's In Nursing Initiative (GEMINI)

The CNL (GEMINI) program is designed for a person with a bachelor's degree who is not a nurse but who wants to be a Registered Nurse (RN). The program builds on a student's past academic success. The nursing major is a two-year, full-time program (including one summer semester). The curriculum is designed to prepare nurses for entry-level nursing in a wide variety of community and hospital-based health settings. The curriculum includes theoretical courses and clinical (hands-on) experience. At the completion of the program, a graduate is eligible to sit for the National Council Licensing Exam-Registered Nurse (NCLEX-RN) and obtain a license as a Registered Nurse. Graduates of the GEMINI program are generalists; they may become advanced practice nurses by completing an additional University of Toledo graduate certificate program as a Nurse Practitioner or Clinical Nurse Specialist.

### Graduate Entry Level Master in Nursing Initiative

Semester I Fall (120 Clinical Hours Total)		
Course #	Course Title	Credit
NURS504	Health Assessment and the Nursing Process for Promoting Health	6
NURS505	Health Sciences I	3
NURS506	Professional Socialization I	3
NURS507	Therapeutic Communication Skills for Nurses	3
Semester II Spring (90 Clinical Hours Total)		
NURS514	Designing Nursing Systems to Promote Self-Care	6
NURS525	Health Sciences II	3
NURS567	Pharmacology	3
Semester III Summer (120 Clinical Hours Total)		
NURS524	Designing Nursing Systems for Compromised Health States	6
INDI600	Introduction to Biostatistical Methods	3
Semester IV Fall (120 Clinical Hours Total)		
NURS516	Professional Socialization II	3
NURS544	Population Focused Nursing Care	6
NURS607	Advanced Communication Skills and Group Dynamics	3
NURS591	Advanced Nursing Research	3
Semester V – Spring (300 Clinical Hours Total)		
NURS554	Advanced Practicum in Nursing Systems Design	12
Capstone	Thesis, Field Experience, or Comprehensive Exam	3
<b>Total Semester Credits</b>		<b>66</b>

## XV. Independent Study

### Guidelines for Independent Study

This information supplements the *Bulletin and Handbook of the Graduate Student, Academic Year 2006-2007*.

NURS689, Independent Study is an academic course completed outside of the required classroom, clinical or college laboratory experiences that provide the learner with an opportunity to pursue an area of interest in depth. Independent study courses may not be used to substitute for required courses. The independent study course is supervised by a faculty member and approved by the Associate Dean of the College of Nursing. The contract form must be completed by the student and approved by the faculty member and the Associate Dean prior to the semester in which the Independent Study is to be conducted. Process:

1. The student will present the plan or idea for Independent Study to a faculty member who agrees to supervise the study.
2. The student and faculty complete the University of Toledo College of Nursing Contract Form including:
  - A. Course purpose.
  - B. Course objectives developed by the student with faculty guidance and approval.
  - C. Course conduct and implementation.
    - 1) how the objectives will be accomplished: (annotated bibliography, clinical experience, directed reading, etc.)
    - 2) if a clinical experience, when and where between student and faculty.
  - D. Evaluation methods specifically stated with assigned percentages for each. Examples: Successful completion of written project, oral or written examinations, conference presentation, Nursing systems papers, clinical performance.
  - E. Grading (letter grade) determined by the faculty member.
  - F. Preceptor and agency if a clinical study. An Affiliation Agreement (or Master Contract) must be completed between University of Toledo and the precepting facility.
  - G. Course credits as determined by the student and the faculty member according to the Following criteria: One (1) semester credit hour =Four (4) hours of course study and/or clinical experience per week for fifteen (15) weeks.
3. The completed Contract Form is filed in the student's permanent file in the office of the CON Administrative Secretary for graduate programs.

## XVI. Grading Policy

### Withdraw Policies

**WP *Withdraw Passing:*** This grade indicates that the student's work is satisfactory (grade of C or higher in a graded course), but for legitimate reasons the student is permitted to withdraw from the course. The grade **WP** will be recorded on the grade sheet and entered in the student's official record and will not be counted in the GPA.

Students may only repeat required courses one time after a grade of WP has been earned. Students who have a grade of WP in a required course and then earn a grade of C or D for the same course may not repeat this course for a higher grade.

**WF *Withdraw Failing:*** This grade indicates that the student's work is unsatisfactory (grade of D or lower in a graded course), but for legitimate reasons the student is permitted to withdraw from the course. The grade **WF** will be recorded on the grade sheet and entered in the student's official record and will be counted in the GPA.

Students may only repeat required courses one time after a grade of WF has been earned. Students who have a grade of WF in a required course and then earn a grade of C or D for the same course may not repeat this course for a higher grade.

### Students' Rights and Responsibilities

A statement on responsibilities and rights of students in relation to education standards has been adopted from an original statement by the Ohio Nurses Association and endorsement by the Nursing Students Association of Ohio as follows.

Students of nursing are entitled to an environment where appropriate opportunities and conditions exist to insure freedom to learn. They are obligated, however, to exercise this freedom with responsibility.

Access to the College of Nursing should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race or gender.

At the same time, students should realize that the College of Nursing is accountable to the public for the quality of nurses graduated and that the school has established standards of admission, retention, and graduation in accordance with its philosophy.

These standards should make evident to the student those characteristics considered important to success in the program(s) of study offered. Enrollment should be open - to the limits of the school's resources and facilities - to qualified students as determined by admission standards.

Students should be aware that the College of Nursing has the obligation to protect the integrity of the educational program by setting standards of achievement and conduct for enrolled students.

Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect that standards of conduct and academic achievement, together with means of assessment, are clear.

Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and opinion, which differ from those offered in any course.

Students are entitled to due process throughout the academic program and procedures used should ensure fairness.

In the case of disciplinary action, students should expect to be apprised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

## XVII. Grievance of Final Grade

### Grievance Procedure

- 1.0 Purpose
  - To provide due process for students in the College of Nursing.
- 2.0 Grievances:
  - 2.1 Final course grade based on student allegations of inequitable application of course policy and procedure for student evaluation and grading as evidenced by course objectives by any faculty member.
- 3.0 Matters not considered grievances through this committee:
  - 3.0 Questions of professional judgment concerning course content, instructional methods, and appropriateness of performance standards are not subject to review by this committee.
  - 3.02 Questions about the application of College of Nursing policies are also beyond the scope of this committee.
  - 3.1 Matters, which are grounds for dismissal from the program, are:
    - 3.1.1 Unsafe practice
    - 3.1.2 Violation of patient's rights
    - 3.1.3 Unprofessional conduct/Academic dishonesty
  - 3.2 The matters referred to in 3.0 and 3.1 may be appealed through the appropriate Associate Dean.
  - 3.3 Issues related to sexual harassment and discrimination are not considered grievances through this committee. Institutional policies and procedures exist for instances of sexual harassment or discrimination. Refer to the Office of Affirmative Action for further information.

### Preliminary Action Required Prior to Filing Grievance

- 4.0 Grievance Procedure: Part I Preliminary Action:
  - 4.1 The student(s) is permitted to continue in courses with limited, supervised clinical experiences during the deliberations about the grievance.
  - 4.2 The student(s) must first seek resolution of the problem within five (5) working days of written notification of final course grade according to the following sequence:
    - 4.2.1 Meet with the involved faculty member by appointment to try to resolve the problem.
    - 4.2.2 Meet with the involved course coordinator by appointment to try to resolve the problem.
    - 4.2.3 If the problem is not resolved, make an appointment to meet with the faculty member and appropriate Associate Dean.
  - 4.3 Written documentation of each step of the process needs to occur. IT IS ADVISABLE THAT ALL PARTICIPANTS KEEP DOCUMENTATION.

## XVII. Grievance of Final Grade

### Filing the Grievance

- 4.4 If the grievance remains unresolved, to pursue a formal grievance, the student must submit a written petition to the Chairperson of the Student Grievance Committee within one (1) week of the meeting with the Associate Dean. The petition must be submitted using the Grievance Request Form available online. The request must include:
  - 4.4.1 A specific statement of grievance
  - 4.4.2 Supporting documents relevant to the grievance
  - 4.4.3 Written documentation of the pre-committee attempts to resolve the grievance (4.3)
  - 4.4.4 Solution requested
- 4.5 All documentation from the grievant and the respondents must be submitted to the committee within 5 days of the hearing and be available for both parties to view.
- 4.6 If a grievance is filed at a time when the committee cannot be convened within ten (10) working days of the request, the student may waive his/her right to a committee hearing and appeal directly to the Dean of the College of Nursing for a decision. Otherwise, the committee will be convened within ten (10) working days of the beginning of the following term.

### Hearing of the Grievance by Committee

- 5.0 Grievance Procedure: Part II Committee Hearing
  - 5.1 The chairperson of the Student Grievance Committee shall promptly notify the involved persons that a formal grievance has been filed: faculty member(s) and Associate Dean. A copy of the grievance is forwarded to all involved and to the Dean of the College of Nursing.
  - 5.2 The chairperson shall schedule a hearing to be held within ten (10) working days following receipt of the written petition.
  - 5.3 Grievant, respondents, and the Dean of the College of Nursing shall be notified in writing of the date, time, and place of the hearing and the identity committee members who will be present. The committee is comprised of four (4) faculty and three (3) student members and the chairperson of the Grievance Hearing.
    - 5.3.1 The grievant and respondents have the right to challenge the composition of the committee. If challenged, the Chairperson, in consultation with the challenger and the committee, will decide on an acceptable replacement. (Faculty for faculty; student for student.)
    - 5.3.2 Any committee member perceiving self to be biased in a particular situation will withdraw from serving on the hearing.
    - 5.3.3 In the event that there is difficulty assembling a full committee from the elected members, either the Chairperson of the committee or a College of Nursing Department Chair may appoint substitute(s) to fill the vacancies.

## XVII. Grievance of Final Grade

- 5.4 Advisor: The grievant or the respondent(s) may be accompanied by an advisor for the purpose of support. The name, occupation, and relationship of the Advisor shall be submitted in advance to the Committee Chairperson. Attorneys and family relatives are excluded from functioning in the role of the Advisor. The Advisor may not be a witness. The role of the Advisor is to support the grievant, assure that the grievance procedure is followed, and that the grievant is receiving due process.
- 5.5 Witnesses: A witness may be asked by either party to be available to provide supporting evidence that is pertinent to the grievance at hand. The intent of a witness's testimony shall be submitted to the Chair forty-eight hours (48) in advance of the hearing. The Committee reserves the right to restrict the testimony to those issues germane to the grievance.
- 5.6 Confidentiality of Proceedings:  
Confidentiality shall be maintained by all persons. This is an essential component of the grievance procedure and due process.
- 5.6.1 Specific information is kept within the committee.
- 5.6.2 Proceedings of the committee are to be kept in a sealed file at the College of Nursing for seven (7) years.
- 5.7 The Hearing
- 5.7.1 Rules for the Hearing
- 5.7.1.1 Both grievant (student) and the respondent(s) (faculty member[s]) shall be present during the entire hearing, but not during deliberations/decision.
- 5.7.1.2 Persons attending the hearing shall be limited to:
- a) Grievance Hearing Chairperson
  - b) Grievant
  - c) Respondent(s)
  - d) Associate Dean
  - e) Committee members: four (4) faculty and three (3) students
  - f) Respective advisor of each party, if desired
  - g) Witnesses (to be called in as needed)
  - h) Recorder
- 5.7.1.3 Chairperson's Functions:
- a) Indicate purpose of meeting and time limitations of Hearing
  - b) Make introductions and identify role of each person in attendance
  - c) Identify order of data collection
  - d) Read brief statements of student's appeal
  - e) Direct the discussion
  - f) Call and excuse witnesses
  - g) Make closing statements
  - h) Facilitate the deliberation and the preparation of the written recommendations
  - i.) The Chair is not a voting member
  - j.) Submit recommendations to all parties and Dean

## XVII. Grievance of Final Grade

- 5.7.1.4 Advisor's Functions:  
To provide support through presence, to remain quiet during hearing; to address committee only if requested.
- 5.7.1.5 Witness Functions:  
To be available outside hearing room until called; to testify only if requested to do so; to answer specific questions; to leave the hearing room on completion of testimony
- 5.7.1.6 Record-Keeping  
Both written notes and voice recording shall be done to ensure accuracy of the information and proceedings during the hearing. A faculty member or a person from the College of Nursing support staff will be appointed to serve as recorder for the hearing. This person will be present during the hearing but not the deliberation. A designated committee member will monitor the tape recording.
- 5.7.2 Committee Deliberation
  - 5.7.2.1 Deliberations shall be conducted in closed session by committee members only.
  - 5.7.2.2 Deliberation shall be limited to data collected during the hearing.
  - 5.7.2.3 The evidence shall be weighed carefully and objectively.
  - 5.7.2.4 In case the committee's conclusion and recommendations cannot be formulated, the committee may need to identify and solicit additional data. All parties will be informed of the request(s) and deliberation will be delayed until data is obtained.
  - 5.7.2.5 A simple majority is to be reached.
  - 5.7.2.6 Only the conclusion and recommendations are recorded. The tape recorder is not used during the deliberation.
- 5.8 Outcome
  - 5.8.1 Committee Recommendations
    - 5.8.1.1 Recommendations initially shall be submitted in a written report to the Dean of the College of Nursing.
    - 5.8.1.2 The majority opinion and dissenting opinion, if any, regarding the outcome of the hearing is written in the report submitted to the Dean.
    - 5.8.1.3 The written report shall contain the following:
      - a) A clear concise statement/summary of each issue.
      - b) Pertinent analysis of related factors.
      - c) Committee's conclusions and rationale.
      - d) Committee's recommendations:
        - suggestions for resolution of grievance
        - suggestions for prevention of similar grievances in future

## XVII. Grievance of Final Grade

### 5.8.2 Dean's Decision

5.8.2.1 Committee recommendations shall be studied by the Dean, College of Nursing.

5.8.2.2 The Dean's decision shall be submitted in writing to the student, faculty member, Associate Dean and the Chairperson of the Student Grievance Committee within five (5) working days. A copy shall be placed in the student's sealed file and a copy forwarded to the Executive Vice President & Provost for Health Affairs and to the Senior Associate Dean of the College of Graduate Studies (information for undergraduate students purposely omitted).

### 6.0 Appeal of the Decision

6.1 Information for undergraduate students purposely omitted

6.2 The graduate student may appeal the Dean's decision through the Senior Associate Dean of the Graduate School at the University of Toledo Health Science Campus.

Approved by: Faculty 9/9/85 and Executive Committee 10/9/85

Revised: 1/21/87, 6/8/87, 11/5/89, 4/26/93, 5/9/94, 4/6/98, 5/08/06

# XVIII. Clinical Placement Requirements for Advanced Practice Nursing (APN) Students

## GRADES/CREDITS FOR CLINICAL COURSES

Students who are entering the clinical setting must follow these requirements for clinical placements and for experiences within the clinical setting. Lack of knowledge of these requirements does not excuse one from the responsibility for adherence to them.

1. In order to receive credit for didactic and clinical, students must successfully complete the didactic and clinical requirements during the semester in which they are registered for the course.
2. Grades for didactic and clinical will not be assigned until both portions of the course are complete.
3. If either the didactic or clinical portions of the course must be repeated for any reason (e.g. receiving a grade of "C" or lower for course), both didactic and clinical must be repeated.
4. Students who are repeating the didactic and clinical portion of a clinical course will be enrolled on a space available basis.
5. Faculty must have written documentation of all clinical experiences in order for the student to receive a final grade for the course.
6. Misrepresentation of facts in the clinical journal will result in an "F" for the clinical course and the student will not be allowed to continue in the APN program or as a student at the University.
7. A student who is unable to complete the required clinical hours within the semester will receive an "F" grade in the course. Faculty will consider severe and documented extenuating circumstances on an individual basis.

## REQUIREMENTS FOR PLACEMENT

1. MSN applicants must possess a current and unrestricted license to practice as a registered nurse in the state of Ohio. Licensure is monitored throughout enrollment. Should a restriction appear after admission to the MSN program, the student shall not engage in patient contact. The case will be reviewed by the faculty and CON administration to determine whether the student is subject to dismissal from the program.
2. Students who seek a clinical experience outside the state of Ohio must also hold current and unrestricted licensure in that state
3. Health requirements must be updated each semester. Any student who does not adhere to the health requirements as outlined by University Health Services as of the first day of class shall not be enrolled/remain enrolled in the clinical course.

## SELECTION OF SITES

1. The APN faculty strongly recommended that every student complete a minimum of one clinical rotation with an advanced practice nurse (APN).
2. Preceptors must have been in practice for a minimum of one year prior to precepting. APN preceptors must hold national certification in their specialty area and if practicing in the state of Ohio must be recognized by the Board of Nursing as an APN. Preceptors, whether APN or physician, shall have no restrictions on their license.

## **XVIII. Clinical Placement Requirements for Advanced Practice Nursing (APN) Students**

### **PLACEMENT OF STUDENTS**

3. With APN faculty approval, a student may use one clinical site for a maximum of two semesters. No site is to be used by the same student for more than two semesters.
4. Students shall not use their places of direct employment as a site for their clinical experiences.
5. Students shall not select an employee or employer as a preceptor for the student. Should any student fail to disclose such a relationship with a preceptor, a grade of 'F' will be assigned immediately for the course.
6. Any clinical hours for which a student is compensated shall not be counted toward required clinical hours. The only related exception is the stipend paid to SEARCH students performing clinical hours in underserved areas (see the ANP Coordinator for details on the SEARCH program).
7. Faculty retain the right for final clinical site placement/preceptor selection.

1. The APN Coordinator and APN faculty are responsible for coordinating clinical placements for all clinical courses. Students must schedule a meeting with the APN faculty to develop a plan for their clinical placements.
2. An attempt will be made to place students in a clinical site that is within a ninety minute drive of the UT-HSC campus. For students living distance greater than two hours from the UT-HSC campus, clinical placements may be identified in their home community or in a more convenient location.
3. Students who desire clinical placement outside of the 90 minute distance from the UT-HSC campus will be required to identify potential clinical placements and discuss these placements with the APN Faculty and APN Coordinator. The APN Coordinator or designee will contact the clinical facility to determine the appropriateness of the site for accomplishment of the course objectives.
4. Following approval of the clinical site and preceptor by the APN Coordinator, students must submit a completed Contract/Preceptor form (available on CON website) for each clinical preceptor and clinical site. Incomplete forms will be returned to the student for completion and may delay entry into the clinical site.
5. Students must have a signed preceptor agreement in a site with a current agency contract prior to beginning their clinical placement.

### **PLANNING AND DOCUMENTING CLINICAL EXPERIENCES**

1. Students shall engage in clinical experiences only during semesters in which they are enrolled in a clinical course. Students are prohibited from engaging in clinical experiences during the breaks between fall and winter semesters, between summer and fall semesters and during spring break.
2. Students are encouraged to schedule themselves for full clinical days (minimum of eight hours). Due to extenuating circumstances, half clinical days (four hours) may be appropriate. Students must be at the clinical facility a minimum of four hours, or for the entire time the clinic is open if it is open less than 4 hours, in order to receive credit for the clinical experience. Clinical days are determined based on the preceptor's schedule and availability.

## XVIII. Clinical Placement Requirements for Advanced Practice Nursing (APN) Students

3. Students are required to keep their clinical faculty informed of their clinical schedule so that the clinical faculty are always aware of days and times students are in the clinical facility. If the schedule changes for any reason, the clinical faculty must be informed in advance of schedule changes. Should students fail to notify the faculty of their schedule, any hours completed during unscheduled time will not be accrued toward the total hours required for the clinical course.
4. In each clinical course required clinical hours may include activities related to clinical including: staff conferences, continuing education programs, or other topics of clinical significance as determined by the course faculty.
5. Students shall not count time spent completing their clinical logs as clinical hours.
6. APN students must balance academic and employment responsibilities. Successful completion of the program requires the student to give priority to academic and clinical requirements.
7. Random clinical site visits will be made to the clinical sites at the discretion of the faculty. During the visit, the student may be asked to demonstrate history and physical examination skills, assessment of diagnosis and determination of differential findings, laboratory or diagnostic tests that need to be obtained, treatment plans and educational/preventive teaching including plans for follow-up of findings. The student will also be expected to demonstrate documentation of the patient encounter, billing and coding of the visit, "staffing/reporting" to the preceptor, and therapeutic interpersonal skills with clients.
8. Students must notify their clinical faculty and the preceptor prior to the clinical experience if they will not be present in the clinical setting at a previously scheduled time.

**Acknowledgement:** This policy will be distributed in APN clinical courses and students will be required to sign a page with the following acknowledgment:

I have read the policies for the APN program. I will follow these policies throughout the program.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APN Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed (this page only) to the APN office. Students will not be permitted to enroll in a clinical course until the form *Policies for Advanced Practice Nursing Students* is completed and signed by the APN student and coordinator. If you have any questions about the policies, please contact Dr. Susan Rice, PhD, RN, CPNP, NCSN (419-383-5890) or email [Susan.Rice@utoledo.edu](mailto:Susan.Rice@utoledo.edu)

**Return This Page To:**

**Susan Rice, PhD, RN, CPNP, NCSN  
Coordinator, Advanced Practice Nursing Program  
University of Toledo, Health Science Campus; Mail Stop 1026  
College of Nursing, Room 3223 Collier Building  
3000 Arlington Avenue; Toledo, Ohio 43614-2598**

## XIX. Requirements for Clinical Courses

### **Professional Licensure**

All APN and Educator students must hold a current, unencumbered Ohio license as a registered nurse. Students who will seek clinical placements in Michigan or any other state must have a current, unencumbered license in that state. Students must maintain this licensure throughout the course of study.

### **Health Requirements**

Health requirements, including an annual “fitness for duty” exam as well as immunity toward infectious diseases, must be documented as required by the University Health Services. This protects the health of both students and patients, and is a requirement of affiliating clinical agencies. CDC guidelines are followed to offer optimal surveillance and protection.

Prior to matriculation the student must submit required health information to University Health Services. A \$150 titer fee is collected to cover the proof of immunity that is required. Students who can submit equivalent proof of immunity may receive a credit of this fee to their account. A \$15.00 fee is charged each semester (fall, spring) for surveillance of health requirements and maintenance of records in University Health Services.

### **Background Check**

Ohio law requires all employees and students working with children or vulnerable adults to have a criminal record check. Therefore, prior to matriculation, a Bureau of Criminal Investigations (BCI) background check, which requires fingerprinting, is required of all students. Students who have lived outside the state of Ohio during the past five years are also required to undergo a Federal Bureau of Investigations (FBI) background check prior to matriculation. Students must also complete a child care conviction statement prior to matriculation. For students who desire additional information, a copy of the state code is available at the Ohio Department of Health website.

### **CPR Certification**

Current CPR certification is required of all graduate students. (American Heart Association Basic Cardiac Life Support (BCLS) health care provider or Advanced Cardiac Life Support (ACLS) course.

### **Liability Insurance**

All students must be covered with liability insurance through the University of Toledo. The fee for liability insurance is automatically charged to students.

### **Health Insurance**

All students are required to have health insurance. Students enrolled in a qualifying health insurance plan may request a waiver.

## XX. Financial Support

### Graduate School Tuition Scholarships

Funds may be available for Graduate School Tuition Scholarships. To be eligible for the award, new students must be admitted as regular status and attend school full time. Continuing students must be in good standing with the College of Graduate Studies, with a GPA of 3.0 or better. Many scholarships require full time (12semester credit hours) study for eligibility. Students need to apply to the Associate Dean of the MSN program (check deadlines).

### Advanced Education Nursing Traineeship Awards

The College of Nursing annually applies for grant money to supplement graduate education for students who are registered nurses. When available, monies are distributed to full time students and to those part time students who will graduate within the academic year. Students need to apply to the Associate Dean of the MSN program (check deadlines).

### CON Research Support

The purpose of this award is to encourage excellence in graduate student research. An application (including a proposed budget) must be completed and submitted along with a research proposal prior to completing requirements for the degree. Application forms are available from the graduate program secretary. The maximum for the award is \$300. Deadlines for applications are twice yearly (check deadlines).

### Travel Support

Graduate students are eligible to apply (prior to traveling) for financial support **to present their dissertation, thesis research, or scholarly project at professional meetings**. In addition to following the procedures of the Graduate School, rules outlined in University of Toledo Policy 01-015 (Travel and Business Expense Reimbursement) must be followed. Master's graduate students are eligible to apply, prior to traveling, for financial support to a maximum of \$500 during their tenure as a graduate student. Travel support may be extended to Master's students during the time between completion of their degree requirements (defense) and the following semester. Please refer to the *Bulletin and Handbook of the Graduate Student Academic Year 2006-2007* for travel support guidelines.

### Emergency Loans

The College of Graduate Studies may offer assistance through short-term emergency loans to students. Students with emergencies may borrow up to \$500, for payment of student health insurance; the student may borrow up to \$500 if requesting health insurance through University of Toledo. If the purpose concerns a car and/or driving, students must show valid driver's license. A service charge of \$2 per \$100 borrowed will be assessed.

### Scholarships

The College of Nursing awards several nursing scholarships. Applications are available from the Associate Dean's office in the College of Nursing.

## XXI. Academic Computing

### Hardware and Software

All students must have access to the Internet and an e-mail account. To participate in the courses and view online course materials, you must have access to a computer capable of running Windows 98/2000/XP and Netscape Communicator 4.7, 6.2 or higher, or Internet Explorer 5.0 or higher. If you are a Macintosh user, the minimum requirement is a PowerPC computer. 128 MB of memory (RAM) is recommended as a minimum for both Windows 98 and PowerPC Macintoshes, 256 MB of RAM is recommended for Windows 2000/XP. Computers should have a sound card and speakers (internal or external).

Additional software applications and plug-ins that are required or recommended for viewing course-related materials include the RealAudio player, Java VM, Acrobat Reader, Shockwave, Flash, QuickTime, and Zoomify. Students also should have a virus checking software program installed on their computer.

### Internet Access

Modem speed affects how quickly and easily one is able to send and receive course-related materials. When connecting to the Internet from home, a 56k modem is recommended as a minimum, with preference being given to broadband access to enhance speed and performance.

### Passwords

Students will be provided with a username and password as part of student orientation. Usernames and passwords are required to access the Novell network on the Health Science Campus, the UTAD account, and WebCT. The university is transitioning from Novell to Windows, which may create changes. The help desk is available at 419-383.4259 for assistance during this time.

### E-Mail

Students are required to check their University provided email addresses at least weekly for updates, eNewsletters, and other University related communication.

# XXII. Research Review Protocol

## College of Nursing Research Review Committee Assurance IRB Application Guidelines and Research Review Protocol

### Researcher

Complete all required University of Toledo RGA and IRB Forms as appropriate for grant submission or research study, available online at <http://www.meduohio.edu/research/mcoforms.html-RGA>.

### Funded RGA Forms

- Forms available online at <http://www.meduohio.edu/research/rga100s.html>.
- Complete required University of Toledo IRB Financial Disclosure (Conflict of Interest) for Funded Research Form RGA 102, available online at <http://www.meduohio.edu/research/rga100s.html>.

### Unfunded and IRB Forms

- Forms available online at <http://www.meduohio.edu/research/rga300s.html>.
- Complete required University of Toledo IRB Exempt Review Form RGA 302, Expedited Review Form RGA 303 or Full Review Form RGA 304 as appropriate for research study.
- Complete required University of Toledo IRB Consent Form for Adults RGA 305, or Minor Children RGA 306 (review RGA 307).
- Complete required University of Toledo IR Conflict of Interest (Financial Disclosure) for Unfunded Research Form RGA 310 as appropriate.
- Complete University of Toledo IRB Waiver (PHI) Disclosure Form RGA 323, as appropriate.

### All research

- Prepare CON RRC Assurance form, available at [T:/son/Faculty\\_CNRE\\_forms](T:/son/Faculty_CNRE_forms). Review Student Thesis or Scholarly Project for compliance before signing the Assurance form.

### NIH Training

Required NIH training: Human Participants Protection Education for Research Teams, is available online through the Research and grants Administration website at [http://www.meduohio.edu/research/training\\_human\\_research.html](http://www.meduohio.edu/research/training_human_research.html) or <http://cme.nci.nih.gov/>. Print two copies of certification on completion. Submit one original with the research proposal. Keep one original or copy for your records. A copy may be submitted if RGA has already received the original with a previous research submission.

## XXII. Research Review Protocol

### HIPAA

Certification of HIPAA training requires a user ID and password assigned by Human Resources.

Training is available online through the RGA website at

[http://www.meduohio.edu/research/training\\_human\\_research.html](http://www.meduohio.edu/research/training_human_research.html)<http://monitor.mco.edu/dept/hipaa/training.html#>. Submit one copy of the HIPAA certificate with each faculty research proposal.

### Process

- Deliver research submission to Department Chair for review and signature. Make any additional recommended revisions to as requested by Department Chair.
- Deliver research submission to Chair, Research Review Committee, Center for Nursing Research and Evaluation for review. Make any additional recommended revisions as requested by Research Review Committee Chair.
- Copy as necessary and deliver original, fully signed, research submission with required number of copies to University of Toledo IRB Office, Research and Grants Administration, Rm. 148, Block Health Science Building.
- Keep one copy for records.

### Chair, Research Review Committee, Center for Nursing Research and Evaluation

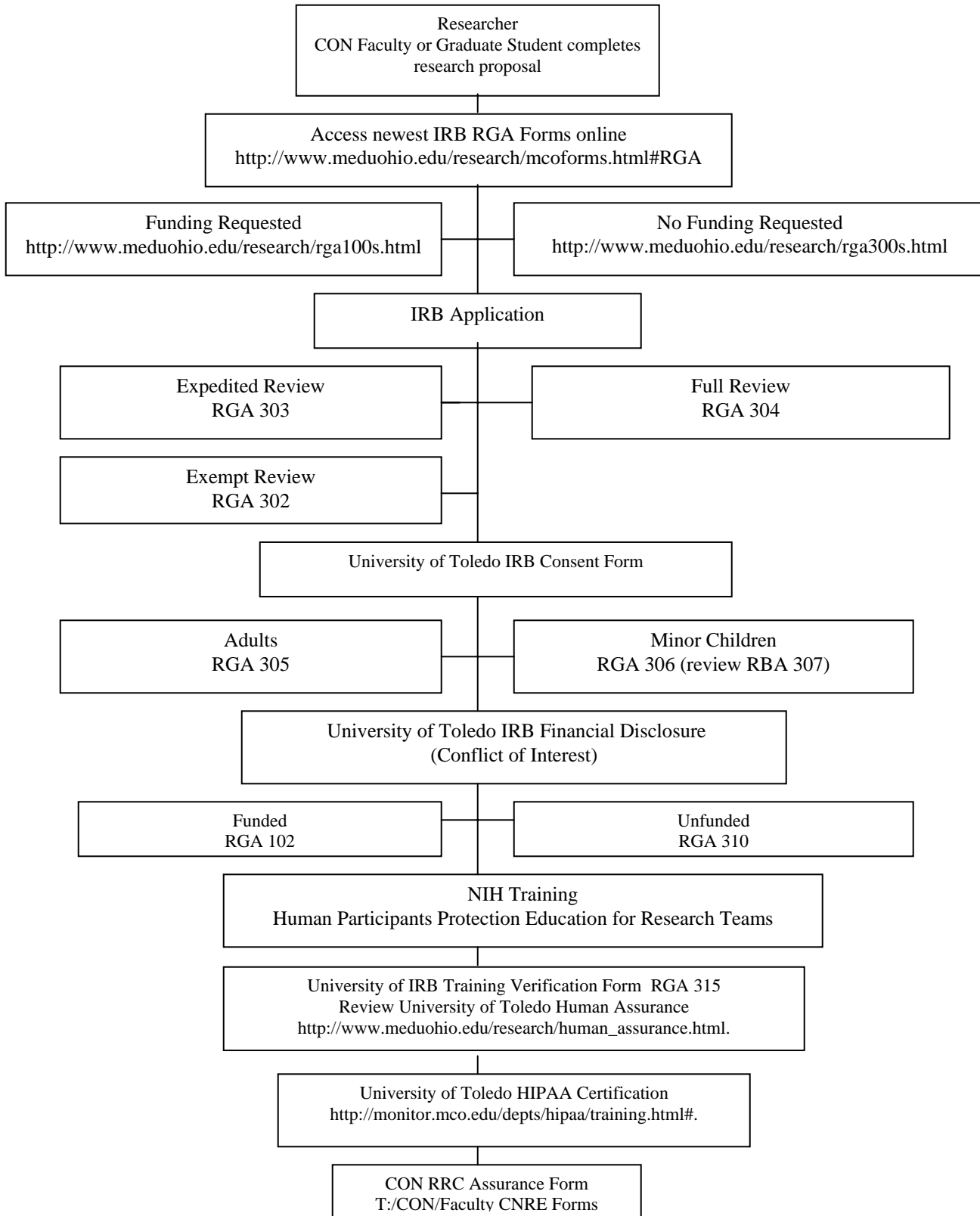
- Review submission for compliance and inclusion of all required forms before signing appropriate University of Toledo IRB Review Form RGA 302, 303, or 304.
- If necessary, return submission to researcher for correction of omissions.
- Deliver signed submission to Secretary, Word Processing Specialist III, CNRE, for processing.

### Secretary, Word Processing Specialist III, CNRE

- Obtain signature from Chair, Research Review Committee. Copy all required forms.
- Deliver proposal requiring additional signatures to Departmental Chair, Dean, or Associate Dean as indicated for additional signatures, if necessary. Deliver fully signed proposal to researcher or to Research and Grants, as directed.

# XXII. Research Review Protocol

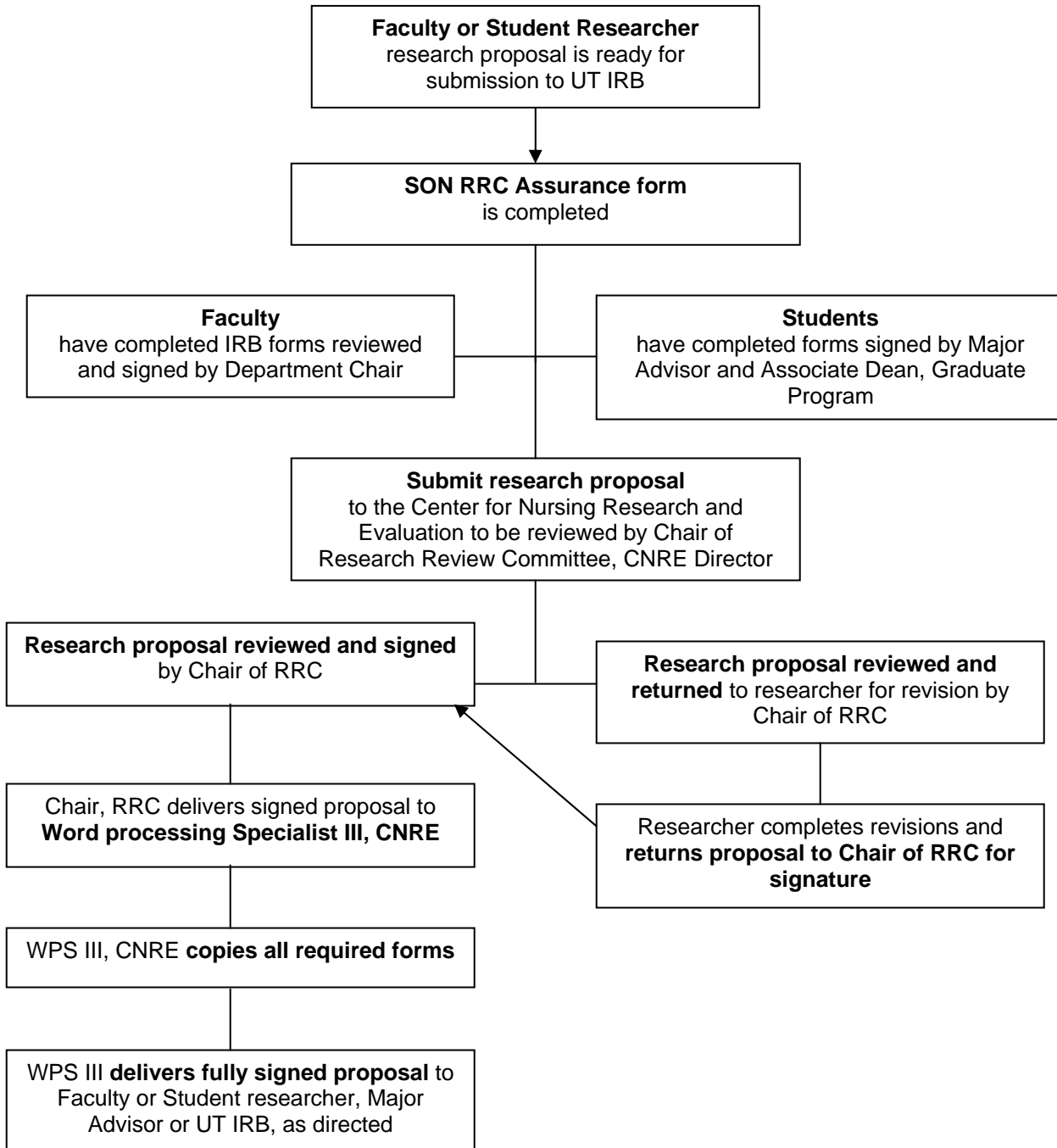
## Preparation of the IRB Forms



1/19/2005

# XXII. Research Review Protocol

## IRB Submission Process



1-19-2005

## XXIII. Thesis

### Committee

The thesis committee is responsible for guiding the student through the development of a proposal and thesis, evaluating and assuring scientific merit, and counseling regarding the student's progress. The Chair and all committee members are responsible for providing feedback to the student and other committee members in a timely manner (**2 weeks from time paper was submitted**).

### Chair of Committee

The committee chair serves as major contact for completion of the thesis or project option. The Thesis committee chair must hold regular membership in the University of Toledo Graduate School.

1. Validates that Graduate School requirements are met.
2. Selection of appropriate committee members in collaboration with student:
  - At least one committee member must be knowledgeable about the selected conceptual framework.
  - One committee member must be knowledgeable about the method of analysis.
  - At least one committee member must have expertise in the content area.
3. Carries major responsibility for ensuring overall validity and scientific merit of the thesis or project.
4. Arbitrates differences of opinion among committee members outside presence of student.
5. Conducts meetings of the thesis or project committee.
6. Determines that student has received appropriate statistical consultation from CNRE, and understands statistics used for data analysis.
7. Counsels student regarding preparation for thesis defense.
8. Counsels student regarding decision if the student has not made satisfactory process toward completion of the thesis.
9. Carries major responsibility for determining that final draft of the thesis or project meets the requirements of content and proper grammar and formatting.
10. Oversees completion of required College of Nursing and Graduate School forms. (See Thesis Form Protocol).

### Committee Members

1. Assures quality, clarity and accuracy of thesis.
2. Assures scientific merit of proposal and thesis.
3. Works with committee and student to promote student achievement.
4. Serves as content and/or methodology expert on committee.
5. Approves thesis proposal prior to IRB submission for implementation of project.
6. Resolves disagreements among thesis committee members prior to discussions/meeting with student.
7. Signs Appropriate forms as designated by the College of Nursing and University of Toledo College of Graduate Studies. (Refer to Thesis/Scholarly Project Form Protocol).
8. Participates in defense examination and/or presentation of scholarly project. (NOTE: All members of the committee must be present before the presentation may begin).

### Student Responsibilities

1. Students are ultimately responsible for their own thesis.
2. Assume responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Register for appropriate number of thesis credits each semester.
4. Develop objectives for research each semester. Faculty will use the objectives to determine grade (S/U). An unsatisfactory grade will be earned if no progress is made.
5. Selection of the thesis chair and committee with assistance of chair/major advisor.
6. Seek approval of major advisor/chair prior to distribution of drafts to other committee members.
7. Seek statistical consultation from the CNRE before final approval of proposal if thesis uses a quantitative methodology.
8. Seek writing/editing consultation as needed.
9. Complete work in a timely manner.
10. Provide committee members with typed copies of manuscript at least two weeks before feedback is expected.
11. Provide the Graduate School Representative with a copy of the thesis at least four weeks prior to the defense. Acceptance of Thesis form, date, time and place must accompany the final draft.
12. Complete College of Nursing and University of Toledo College of Graduate Studies forms and obtain signatures as required. (Refer to Thesis Form Protocol).

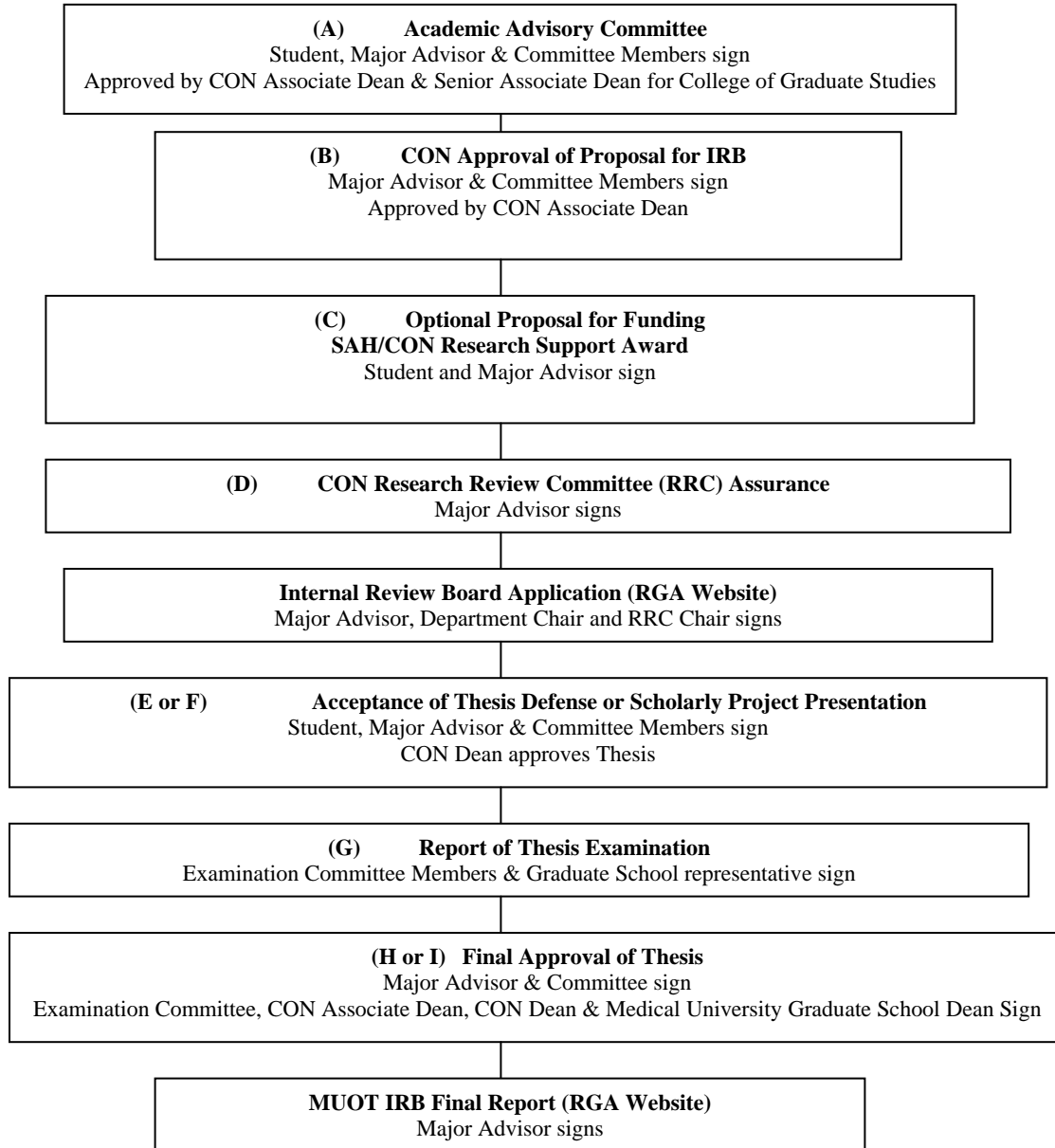
## XXIII. Thesis

### **Graduate School Representative**

A representative of the College of Graduate Studies is appointed by the Senior Associate Dean of the College of Graduate Studies to attend each thesis defense. The representative has the responsibility of judging whether the student has been adequately and fairly examined and whether the responsibilities of the committee, the College of Graduate Studies, and the University of Toledo have been met. The representative is required to determine whether the examination conforms to the procedures, policies, and standards set forth by the College of Graduate Studies.

# XXIII. Thesis Protocol

## Thesis Forms Protocol



## XXIII. Thesis

### THESIS RESEARCH OVERVIEW AND PROCESS

#### Prerequisites: NURS 591

#### Description:

Research in nursing to fulfill the research requirement of the Master's Program. The required two credit hours may be repeated and divided across semesters. Only two credit hours are applicable for the degree. The thesis may be defined as part of faculty program of research, scholarly inquiry, or clinical practice.

#### Guidelines for Process

Unless otherwise noted, forms mentioned are available from the Administrative Secretary for the Graduate Program in the College of Nursing.

1. Select a Major Advisor and two additional College of Nursing faculty for your Academic Advisory Committee. Your Major Advisor can assist you in accessing expert faculty consultants for your committee. Major Advisors must hold regular membership on the Graduate Faculty in the University of Toledo Graduate School.
  - A. If you are doing a quantitative study, you will need access to expert consultation on quantitative methodology for data collection and statistical analysis.
  - B. If you are doing a qualitative study, you will need access to expert consultation on qualitative methodology for data collection and analysis.
2. Discuss the publication agreement with your major advisor and have potential committee members sign the form. Submit the signed form to the Secretary of the Graduate Program.
3. Complete the *Academic Advisory Committee Form* and obtain the appropriate signatures. Submit the form to the Secretary of the Graduate Program in the College of Nursing. The Associate Dean of the graduate nursing program will sign and submit the form to Senior Associate Dean of College of Graduate Studies for approval and filing in Graduate Studies.
4. After the Academic Advisory Committee is official, and Nurs591 is completed, the student is eligible to register for NURS 698/699, Thesis Research. Three credit hours of thesis are required. Consult with the chair of the Academic Advisory Committee to determine the number of hours for which to should register. The name of the Major Advisor is placed in the space labeled "faculty member responsible for grade."
5. Use the thesis guidelines for Chapters 1, 2, and 3 included in this handbook to guide the proposal. Also use the current edition of the Format and (Style Guidelines of the Graduate School of the University of Toledo and APA Publication Manual (5<sup>th</sup> Edition). Current instructions for submitting documents to the IRB are available on the Website: [www.meduohio.edu/research](http://www.meduohio.edu/research).)
6. The Major Advisor must approve the proposal prior to submitting the document to committee members for review and comment.
7. **Always allow the Major Advisor and committee members two weeks for review and feedback on submitted documents.**

## XXIII. Thesis

8. Plan on revisions all along the way! Students are expected to make numerous significant revisions in the proposal. Plan time for revisions on the finished document as well.
9. When approved by the Major Advisor, schedule a meeting with your Academic Advisory Committee to discuss the proposal. Obtain and complete the **CON Approval of Proposal Signature Form**. Once all committee members approve your proposal, you may proceed to secure the Research Review Committee (RRC) and the University IRB approval.
10. Review the following information from the University of Toledo Research and Grants Administration as you prepare for IRB approval:
  - “University Institutional Review Board Procedures and Deadlines”
  - “University Requirements for Research Involving Human Subjects or Related Materials”
11. For research that includes data collection from human subjects, submit the required documents to the University Institutional Review Board (IRB) through the Major Advisor. The Major Advisor is identified as principal investigator on IRB forms. If you will be collecting data from subjects in an agency other than The University of Toledo, you will need to complete IRB approval procedures in that institution before you obtain University of Toledo -IRB approval. Plan adequate time, because delays can be considerable!
12. **Students who are graduating must have their forms to the IRB for approval by March 31st to participate in convocation and graduation ceremonies.**
13. Once you have secured all required IRB approvals, you may proceed with data collection. This step always takes longer than expected, so anticipate delays as you develop your timeline and schedule.
14. Complete the research procedures of data collection and analysis, then write a draft of Chapters 4 and 5 using the College of Nursing Guidelines.
15. Submit a draft of the entire thesis to your Major Advisor, allowing two weeks for review and feedback. Revise as necessary. After approval from the Major Advisor, submit a draft to committee members for review and comments.
16. Schedule a meeting with your committee, allowing two weeks for reading.
17. Contact the Administrative Secretary of the Graduate Program in the College of Nursing and provide information needed to complete the form, University of Toledo **Acceptance of Thesis for Defense**. The secretary will prepare the form for you.
18. Review information about the defense process in the University of Toledo Health Science Campus Handbook of the Graduate Student. The section is labeled “Thesis/Dissertation Preparation.” and details procedures for completing the thesis.
19. Take the typed form, **Acceptance of Thesis for Defense**, to the committee meeting. If your thesis is approved, the committee members will sign the form, set the date and time for your defense.

## XXIII. Thesis

20. Take the signed form to the Administrative Secretary of the Graduate Program in the College of Nursing. Notify the secretary of the date and time to schedule the defense. Be sure to notify the secretary of equipment needed to present your defense. The secretary will arrange the room for your defense and complete necessary forms.
21. After the thesis is approved, submit a final draft of the document to the UT College of Graduate Studies Health Science Center Campus office along with the signed form, **Acceptance of Thesis for Defense**. You must also provide information on the date, time, and place for your defense.
22. Four weeks must be allowed between the submission of the tentative draft of the thesis in the Graduate School Office and the defense. The Assistant to the Senior Associate Dean of the Graduate School requires four weeks to review the document in the University of Toledo Graduate School Office for adherence University of Toledo Format and Style Guidelines. **The Assistant to the Senior Associate Dean of the Graduate School will provide two signature forms that are completed at the defense: Final Approval of Thesis and University of Toledo Report of the Thesis Examination for the Degree of Master of Science in Nursing.** For spring semester graduation, this is completed no later than March 31, with the defense scheduled no later than April 30.

For fall semester, the defense may be scheduled as late as the final week of the semester, if the thesis is reviewed at least four weeks previous to the defense. **Check dates each semester to be certain!**

23. Schedule a defense at a time when all committee members can meet. Plan a two-hour block of time. Presentation should be 35-40 minutes with 15-20 minutes for questions. The second hour is scheduled for time to meet with your committee as needed. After your defense and after any final changes have been made by your committee, schedule an appointment with the Assistant to the Senior Associate Dean of the Graduate School (419-383-4113). Meet with the Assistant to be certain the document is in the correct format.
24. Provide the Major Advisor with two copies of the final draft, and one copy to each committee member prior to the defense. The Major Advisor will send one copy to the College of Graduate Studies Graduate Faculty representative appointed to be observer for the defense.
25. Following successful defense of the thesis, submit the following items and signed forms to the Assistant to the Senior Associate Dean of the College of Graduate Studies:
  - A. Report of the Thesis Examination for the Degree of Master of Science in Nursing.
  - B. Final Approval of Thesis
  - C. Two unbound copies of the final approved thesis. One copy must be printed on 100% rag content acid free paper (contact the University of Toledo Printshop).
26. It is customary to give a bound copy of your thesis to each committee member.
27. The Thesis must be submitted to the College of Graduate Studies in electronic format.

# XXIII. Thesis

## Guidelines for Writing/Critiquing the Thesis

### GUIDELINES FOR WRITING/CRITIQUING THE THESIS

*Signed Final Approval Form* obtained from the Administrative Secretary of the Graduate Program College of Nursing.

**Title Page** Contains following four items only:

**Title** 15-word maximum. Fully explanatory when stands alone.  
(Identifies variables of the study and relationship between them.)

**Author** Spell out your name.

**Institution** “The University of Toledo” only (see sample title page)

**Date** Year of completion.

*Dedication*, do not justify margins.

*Acknowledgments*

*Table of Contents*

*List of Figures*

### CHAPTER I INTRODUCTION

Begin with an unlabeled introductory paragraph (no heading) orienting the reader to chapter content.

#### **Statement of Problem**

Introduction to the problem/research is clear and complete.

Concise background information related to the population being studied, the nursing problem, and the variables included in the research purpose/question.

Discussion leads logically to need (rationale) for the data generated in answering the research question (brief statement about gaps in information that the research will fill).

#### **Statement of Purpose**

Purpose statement, a precise declarative sentence that adequately and logically orients the reader to the purpose of the investigation.

#### **Identification of Nursing Conceptual/Theoretical Framework**

A brief description of the conceptual/theoretical framework and rationale for choosing it as a foundation for this work. May also incorporate theories of other disciplines as appropriate.

#### **Research Question(s)**

Research question(s) clearly identified.

Definition of Terms: Each term (variable) used in title/purpose/research question is clearly and concisely defined by:

- (1) conceptual definition: expression of the general conceptual meaning of the terms and variables.
- (2) operational definition: how the term/variable will be seen, observed, or measured.

## XXIII. Thesis

### **Hypothesis** (if appropriate to the research)

Hypothesis is explicit.

Definitions of variables can be placed here if not included with research question[s].

### **Significance**

Specifies precisely how the results of the research will contribute or are important to nursing, health care and the public. In general, address issues of importance in relation to morbidity, mortality, or costs. Importance to nursing will include contributions to one or more of the following knowledge/theory, research, education, and/or practice.

Literature citations support significance discussion.

### **Assumptions**

### **Limitations**

### **Summary**

Concise summary of chapter contents (one paragraph).

## **CHAPTER II**

### **LITERATURE**

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

#### **Nursing Conceptual or Theoretical Framework**

Conceptualization is crystal-clear, providing the nursing conceptual/the basis with which the research contributes information and showing derivation of the research with precise focus.

Discussion includes the following:

- A. Introduction outlining the framework and concepts to be discussed;
- B. Conceptual basis discussed concisely for each concept (variable) and for
- C. If more than one concept/variable is being studied, show the relationship between them with a “map” (schematic). Synthesis paragraph as conclusion.

#### **Review of Research**

Discussion contains adequate review of existing research relevant to the purpose of the present study. It discusses what is known through research about the variables being studied and their relationships.

The review is selective; so relevant, important studies are reviewed in detail (purpose/question, design, subjects/sampling, methods, materials, results, and limitations as appropriate). Less important studies with similar findings related to the projected results are summarized.

The review focuses on current and primary, rather than secondary sources.

Citations are appropriate and complete.

Review concludes with brief summary of previous research, its adequacy and gaps that are relevant to the present study.

#### **Summary**

Chapter concludes with concise summary of literature.

## CHAPTER III

### METHOD

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

#### Design

Design is specified, e.g. specific type of descriptive, comparative, correlational, or experimental design.

#### Subjects

Setting for study is described.

Description of sample is adequate and appropriate to study:

- a) Target population clearly described;
- b) Sample size adequate;
- c) Inclusion/exclusion criteria are specified and appropriate to the research.

#### Material

Materials used are described clearly (questionnaire/interview guide/observation guide/physiological instrumentation, etc.)

Rationale for choice of material is appropriate to the study.

Materials used are described adequately:

- a) purpose,
- b) scoring information,
- c) **validity** and **reliability** statistical information,
- d) source

#### Data Collection

All procedures are appropriate for generating data to answer the research question(s)/hypothesis (s). The list of steps is precise for all procedures.

Sampling: selection/assignment of subjects.

Protection of human rights.

Procedures for experimental and control groups.

Data collection and recording.

Controls to insure internal/external validity.

Pilot study, if done.

Assumptions and limitations are clarified.

#### Data Analysis

Steps in data analysis are clearly specified.

Rationale for choice of statistics is appropriate

Assumptions underlying statistical procedures are clearly met.

#### Summary

Chapter ends with concise summary of contents.

## CHAPTER IV

### RESULTS

#### Introduction

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

#### Sample

Sample for study is described clearly, using appropriate descriptive statistics.

Representativeness of sample to the target population is discussed.

#### Findings

##### *Quantitative Studies:*

Data to answer each research question or to support/reject each hypothesis is stated.

Statistics are appropriate to research question/variables. Just the facts are provided, as discussion of findings is presented in Chapter V.

Tables, graphs, and illustrations follow APA format.

##### *Qualitative Studies:*

Format for qualitative study findings will depend upon the methodology used. Discuss with your major advisor.

#### Summary

Chapter ends with brief summary of contents.

# XXIII. Thesis

## CHAPTER V

### DISCUSSION

#### Introduction

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

#### Findings

Each finding (answer to research question or support/rejection of hypothesis) is discussed separately to explain the results you obtained. Findings should be related back to the literature. (“These findings support those of ...”, or “in contrast to the literature, these findings...”). Findings are discussed in relation to the theoretical framework and whether or not the data support or fail to support the theory. What do the findings mean?

#### Conclusions

Conclusions are based on the data and clearly stated. Generalizations are warranted by the results.

#### Limitations

Limitations are specified.

#### Implications

Implications for nursing theory, practice, education, and administration (as appropriate) are identified, with inferences clearly drawn from the results and the research questions/hypotheses.

#### Recommendations for Further Research

Recommendations for further research are listed. Each is relevant and appropriate to the controls used in the design.

#### Summary

### REFERENCES

APA style is used correctly. All citations in the manuscript must appear in the reference and all references must be cited in text.

### ABSTRACT

Maximum length: 150 words written in past tense. Follow the APA Publication. Manual format.

Developed by Research Task Force, 1997, J. Ehrmin, Chair, J. Anderson, S. Batten, B. Butler, J. Ransom. Revised March 2002 by Research Inquiry Task Force: J. Ehrmin, Chair, J. Anderson, D. Buchman, J. Evans, L. Pierce, K. Sink. Approved Graduate Faculty. (3/02)

# XXIV. Thesis Completion Guidelines

## Timeframe for Completion

### TIME FRAME FOR COMPLETION OF THESIS OR PROJECT

Develop timetable, working backwards from the projected defense date. It takes about 1 and 1/2 years to go from start to finish! You may need more time for IRB approvals, data collection, data analysis, and final writing than is shown in the example. If you project a need for more time at the end, start earlier than in the example. Complete the proposal and secure IRB approvals, by the end of spring semester, so you can begin data collection in the summer.

#### *ALWAYS ALLOW TWO WEEKS FOR FACULTY READING AND FEEDBACK*

#### **Sample Plan for Completing a Thesis or Scholarly Project for Spring Graduation**

- 1<sup>ST</sup> SEMESTER:** Attend Graduate Student/Faculty Reception  
Select Major Advisor and Academic Advisory Committee  
Complete and submit **Academic Advisory Form**  
Identify Project/Thesis topic with Major Advisor  
Begin to collect relevant literature
- 2<sup>ND</sup> SEMESTER:** Develop initial proposal (Chapters 1-3 through Nurs 591)  
Submit to Major Advisor for feedback  
Identify Theoretical Framework  
Submit Author Agreement
- 3<sup>RD</sup> SEMESTER:** Complete proposal  
Submit proposal to Major Advisor for approval  
Following approval of Chapters 1-3, schedule meeting with Committee  
Meet with Committee to review proposal  
Make revisions suggested by Committee  
Submit Proposal Approval Form  
With approval of Major Advisor, obtain letters of support if needed  
Submit documents to CON Research Review Committee (RRC) for approval (Allow 3-5 days)  
Submit documents to outside agency if needed (Allow 4-6 weeks)

**Students who plan to graduate must get IRB approval by March 31<sup>st</sup> in order to participate in Convocation and Graduation Ceremonies.**

## XXIV. Thesis Completion Guidelines

### 4<sup>TH</sup> SEMESTER:

- Month 1:** Data analysis (thesis) or evaluation (project outcomes)  
Allow adequate time for data entry. Analyze data.  
Write Chapters 4 and 5. Revise Chapters 1, 2, and 3.
- Month 2:** Final draft of thesis or project to Major Advisor.  
Meet with Major Advisor. Thesis or project initially approved. Send copies to Committee for approval.
- Month 3:** Committee meets with you for final approval. Make revisions recommended by Committee.  
Obtain signatures on the appropriate acceptance forms. University of Toledo **Acceptance of the Thesis for Defense** (by March 31st for June graduation). Refer to College of Nursing master calendar for registration deadlines for thesis defense and scholarly project presentation.
- Month 4:** Prepare for defense or presentation.  
Give copies of thesis or project to Advisory Committee members.  
Meet with the Assistant to Senior Associate Dean of the College of Graduate Studies (format review).  
Complete additional editing after appointment.  
Prepare thesis for printing.  
Presentation or Defense Successful (by April 30 for June graduation).  
Make changes to final copy as directed by Academic Advisory Committee.  
Submit signed **Report of Thesis Examination for the Degree of Master of Science in Nursing to College of Graduate Studies Health Science Campus Office**. Get signatures on **Final Approval Form**.
- Month 5:** To printers for printing, copying.  
Pick up copies (unbound).  
Distribute copies.  
Submit completed form, **Final Approval of Thesis**, with copies for the Graduate School Office.  
Complete **IRB Final Report** form and attach copy of abstract and submit to Major Advisor.

### CELEBRATE!

Developed by the Research Task Force – 1997, J. Evans, Chair, J. Anderson, S. Batten, B. Butler, J. Ransom, Revised March 2002, J. Ehrmin, Chair, J. Anderson, D. Buchman, J. Evans, L. Pierce, K. Sink. Approved, Graduate Faculty. Revised by Research Task Force 2002, Approved Graduate Faculty 3/02.

## XXV. Convocation & Graduation

### **Intent to Graduate**

Students who have not met all graduation requirements by the end of spring semester may be eligible to participate (WALK) in Convocation/Graduation ceremonies by meeting the following requirements:

- Receive IRB approval by March 31.
- Have a letter of support from the major advisor sent to the Associate Dean, stating the student is reasonably able to complete the Scholarly Project or Thesis by the end of summer semester.
- Receive approval from the Associate Dean of the College of Nursing Graduate Programs.

### **Important Note**

Students are responsible for graduation announcements and deadlines which may change as a result of the recent merger.

### **Student Awards**

#### **AWARDS AT CONVOCATION**

A number of student and faculty awards and honors are presented at the time of Convocation. College of Nursing Administration will notify students regarding these awards.

## XXVI. Advanced Practice Certification

### **American Nurses Credentialing Center (ANCC)**

All APN graduates are eligible to sit for the ANCC certification corresponding to their major on graduation. The process for application is found on the ANCC website at

<http://www.nursingworld.org/ancc/cert/index.html>

The verification of degree completion, Form E, will be completed by the Office of the Associate Dean for Graduate Studies upon posting of the degree by the Registrar's office. This form will be sent to the student at the last known address.

Students are responsible to visit the website and complete all other application requirements.

### **American Academy of Nurse Practitioners (AANP)**

Graduates of the Family and Adult Nurse Practitioner programs are eligible to sit for AANP certification. The process for application is found on the AANP website at:

<http://www.aanp.org/default.asp>

Students are responsible to visit the website and complete all other application requirements.

### **Ohio Board of Nursing (OBN) Certificate of Authority**

Advanced practice students seeking prescriptive authority in the state of Ohio must complete an application with the Ohio Board of Nursing. Application materials can be found at:

<http://www.nursing.ohio.gov/AdvPractice.htm>

Students who wish to seek prescriptive authority in other states must explore the Board of Nursing website for that state to learn about application procedures.

## XXVII. CNL (GEMINI) Students Licensure Information

### National Council Licensure Exam-Registered Nurse (NCLEX-RN)

All graduating students must seek licensure as a registered nurse. This is accomplished by making application to the desired State Board of Nursing and the National Council. The website for the Ohio Board of Nursing is:

<http://www.nursing.ohio.gov/>

The website for the National Council for State Boards of Nursing is:

<http://www.ncsbn.org/>

### Background Check

Students who wish to seek licensure outside the state of Ohio should visit the website for the Board of Nursing in that state to learn about the processes therein.

Students seeking licensure are required to follow the directions of the state board of nursing regarding background checks. In Ohio this information is printed clearly on the application form available on their website.

### Verification of Education in a Professional Nursing Program

All states require some form of verification of education. In many states, including Ohio, a transcript is requested. **HOWEVER, UT-CNL (GEMINI) students do NOT** need to request a transcript as documentation will be sent by the Office of the Associate Dean for Graduate Nursing Programs as soon as the degree is posted in the Registrar's office.

### Payment of Fees

Fees are required for licensure with the Board of Nursing, for the background check, and for testing. Please read carefully to determine what form of payment is required. In many cases, a personal check is not acceptable.

# College of Nursing Research Review Committee Assurance IRB Application Guidelines and Research Review Protocol

## Researcher

- Researcher accesses [Research and Grants Administration](#) to obtain and complete all required [RGA Forms](#) and [IRB Forms](#) as appropriate for research proposal.

### *Funded RGA Forms*

- Complete required MCO IRB Financial Disclosure (Conflict of Interest) for Funded Research Form [RGA 102](#), available online at <http://www.mco.edu/research/rga100s.html>.

### *Unfunded and IRB Forms*

- Full Review ([RGA 304](#)), Expedited Review ([RGA 303](#)), or Exempt Review ([RGA 302](#)) Form. (Please review [RGA 301](#) for submission requirements.)
- A Participant Consent form ([RGA 305](#) for an Adult participant; [RGA 306](#) for a Child participant and review [RGA 307](#)).
- A Research Protocol (see [RGA 308](#) for directions).
- A Conflict of Interest Form for sponsored [RGA 310](#) or unsponsored [RGA 102](#) research.

## All research

- NIH Training: Human Participants Protection Education for Research Teams, available online at [http://www.mco.edu/research/training\\_human\\_research.html](http://www.mco.edu/research/training_human_research.html) or <http://cme.nci.nih.gov/>. Print two copies of certification on completion. Submit one original with research proposal.
- MCO IRB Training Verification Form RGA 315; read MCO Human Research Assurance before checking the box to indicate that you have read the policy, available online at [http://www.mco.edu/research/human\\_assurance.html](http://www.mco.edu/research/human_assurance.html). Submit one signed original RGA 315 with research proposal.
- HIPAA certification requires a user ID and password assigned by Kay Krueger, Institutional Compliance (ext. 3620), and is available online at [http://www.mco.edu/research/training\\_human\\_research.html#](http://www.mco.edu/research/training_human_research.html#). Submit one copy of the HIPAA certificate with each faculty research proposal.
- MCO IRB Waiver (PHI) Disclosure Form [RGA 323](#), as appropriate.
- Researcher completes SON RRC Assurance form\*, available at [T:\son\Faculty CNRE forms](#).

## **Process**

- Researcher submits completed copy of faculty or student research to be reviewed, including SON RRC Assurance form\*, to the Center for Nursing Research and Evaluation.
- Research proposal reviewed and signed by CNRE Director, Chair of Research Review Committee.

## **Chair, Research Review Committee, Director of Center for Nursing Research and Evaluation**

- RRC Chair reviews proposal.
- RRC Chair signs RGA 302 (Exempt), RGA 303 (Expedited) or RGA 304 (Full), or
- RRC Chair returns proposal to Researcher for corrections before signing.
- Researcher revises and returns proposal to RRC Chair for signature.
- RRC Chair reviews revised proposal and signs RGA 302 (Exempt), RGA 303 (Expedited) or RGA 304 (Full).
- RRC Chair forwards signed proposal to Word Processing Specialist III for processing.

## **Secretary, Word Processing Specialist III, CNRE**

- WPS III copies all required forms
- WPS III delivers proposal requiring additional signatures to Departmental Chair, Dean, or Associate Dean as indicated for additional signatures, if necessary. WPS III delivers fully signed proposal to Faculty researcher or to Research and Grants, as directed.

**CON RESEARCH REVIEW COMMITTEE ASSURANCE FORM**

Date:	<b>Review Category</b>
Project Title:	Exempt: <input type="checkbox"/>
Faculty Investigator:	Expedited: <input type="checkbox"/>
Student Investigator:	Full: <input type="checkbox"/>

**Submit your protocol and this checklist, along with your application form.**

**Directions:**

Click on or tab to each field to enter your response. Fill in text fields as indicated; include a contact name for subject's questions, and typed PI or Major Advisor name.

Please return completed evaluation to the **Center for Nursing Research and Evaluation**.

The MCO IRB requires submission of a complete protocol to accompany any IRB application for review. To prevent any delays in the review process, please refer to this list to ensure that a complete protocol containing the following elements is submitted for review.

<b>PROTOCOL CHECKLIST</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Background, review of the literature, significance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectives/specific aims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of study design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Method of treatment assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusion/exclusion criteria for subjects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification of number of subjects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of primary and secondary outcome measures/endpoints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of variables to be collected and when.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed description of procedures, interventions and schedule of required follow-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned data analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference List.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>INFORMED CONSENT CHECKLIST, BASIC REQUIRED ELEMENTS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Language used in the Consent Form is non-coercive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Language used in the Consent Form is understandable to someone without a high school education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Statement that the study involves research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. An understandable explanation of research purpose/reason for selection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Expected duration of subject's participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Understandable description of procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Identification of any experimental procedures. Include relevant information on the following: procedures for each arm of the study, randomization, blinding, and breaking the blind.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Description of reasonable foreseeable risks or discomforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Indication that treatment or procedure may involve risks that are currently unforeseeable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Description of anticipated benefits to subject or others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Description of how confidentiality will be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>INFORMED CONSENT CHECKLIST, BASIC REQUIRED ELEMENTS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
12. Who to contact with questions about the research [Principal Investigator (PI) and Co-Investigators].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Circumstances under which PI may terminate subject participation without subject consent or if the company decides to cancel the site or the drug is approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Procedures for orderly termination of subject's participation if subject decides to withdraw.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Disclosure of alternative procedures or treatments that may be advantageous to the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Statement that participation is voluntary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Statement that refusing or discontinuing participation involves no penalty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Additional costs (if any) to subject resulting from research participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Standard language for responsibility for medical expenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Information on subject compensation (if any), amount and schedule of payment. Compensation may include free treatment, free medications, free transportation or money. It may be offered to pay for expenses, time and inconvenience, but not as an undue inducement to assume risks. *Inform the subject that "The payment you receive for your participation in this research study is taxable income."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Who to contact in the event of a research-related injury to include investigator(s) name(s) and phone numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Information on availability of compensation for medical expenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Whom to contact with questions about subject's rights which should include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Statement that subject <u>must</u> be given a <u>fully signed</u> copy of any document for consent or authorization that they themselves sign.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. No language through which subject is asked to waive legal rights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADDITIONAL ELEMENTS AS APPROPRIATE:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
26. For test articles (regulated by FDA), a statement that "the purpose of the study includes evaluation of both the safety and the effectiveness of the test article."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Statement that significant findings during the course of the research which may relate to subject's willingness to continue participating will be provided to the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Clearly separates research component from any concurrent medical treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Statement on potential risks to the fetus or nursing child and appropriate wording on birth regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. The Consent Form should be in the participant's native language or should be translated clearly to ensure understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>MCO IRB REQUIRED FORMS CHECKLIST (See <a href="#">RGA 301</a> for submission requirements)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
31. NIH Training Certification original ( <a href="http://cme.cancer.gov/c01/">http://cme.cancer.gov/c01/</a> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. MCO IRB Training Verification Form <a href="#">RGA 315</a> signed original.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. MCO IRB Conflict of Interest Form <a href="#">RGA 310</a> (Un-sponsored) or <a href="#">RGA 102</a> (Sponsored).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. MCO IRB Full Review ( <a href="#">RGA 304</a> ), Expedited ( <a href="#">RGA 303</a> ), or Exempt ( <a href="#">RGA 302</a> ) Form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. MCO Participant Consent form ( <a href="#">RGA 305</a> for an Adult; <a href="#">RGA 306</a> for a Child).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Research Protocol (see <a href="#">RGA 308</a> for directions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. MCO IRB HIPAA Certification <a href="http://monitor.mco.edu/depts/hipaa/training.html">http://monitor.mco.edu/depts/hipaa/training.html</a> . Passwords assigned by Kay Krueger, Institutional Compliance (ext. 3620).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. MCO IRB Waiver (PHI) Disclosure Form <a href="#">RGA 323</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Signature - Principal Investigator or Major Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/print name of Principal Investigator or Major Advisor above

## **XXVIII. Pre-Licensure Information CNL (GEMINI) Students**

Please be aware of the information communicated within this letter regarding crimes that would prevent a graduate from becoming a registered nurse in the state of Ohio.

May 12, 2003

Dear Mr./Ms.:

You have requested information from the Ohio Board of Nursing regarding attending nursing school and/or obtaining a nursing license when you have a criminal history.

Please be advised that the following crimes are automatic bars to licensure for applicants who entered a prelicensure education program on or after June 1, 2003:

AGGRAVATED MURDER;  
MURDER;  
VOLUNTARY MANSLAUGHTER;  
FELONIOUS ASSAULT;  
KIDNAPPING;  
RAPE;  
AGGRAVATED ROBBERY;  
AGGRAVATED BURGLARY;  
SEXUAL BATTERY;  
GROSS SEXUAL IMPOSITION; and  
AGGRAVATED ARSON.

Further, the Board may propose to deny an application for the following:

ANY FELONY;  
A CRIM INVOLVING GROSS IMMORALITY OR MORAL TURPITUDE;  
A MISDEMEANOR DRUG LAW VIOLATION; and  
A MISDEMEANOR COMMITTED IN THE COURSE OF PRACTICE.

Other than the automatic licensure bars described above, the Board is unable to give definitive answers regarding licensure prior to entry into or during participation in a Nursing education program. The Board does not have the authority to make a determination or adjudication until an application has been filed. In addition, the Board is unable to advise, speculate, or give informal answers to the question of licensure prior to the time that the application is filed.

If an applicant has a criminal history, the Board conducts a thorough investigation of any grounds that may exist for licensure denial at the time that the application is filed. The Board may consider whether the applicant has made restitution and/or has been rehabilitated. However, the Board's primary mission is protection of the public so the Board must determine an applicant's risk to the public as a licensed nurse.

There may be additional considerations for individuals interested in attending nursing school that include but are not limited to Senate Bill 160. This bill sets forth automatic and discretionary bars to employment of those providing direct care to older adults and children for certain crimes. SB 160 is separate from the Nurse Practice Act. A copy of a worksheet regarding SB 160 has been included for your reference.

I hope that the information provided will be of assistance to you.

Very truly yours,  
Lisa Ferguson-Ramon, R.N., J.D.  
Compliance Manger

## **XXVIII. Pre-Licensure Information CNL (GEMINI) Students**

### **OHIO BOARD OF NURSING REQUIREMENTS FOR SECTION 4 OF THE APPLICATION FOR LICENSURE AS A NURSE**

Ohio Revised Code: Section 4723.28

It is the responsibility of each applicant for licensure as a Licensed Practical Nurse or a Registered Nurse to accurately fill out all areas of the application form for licensure. It is the responsibility of the Board of Nursing (Board), under Section 4723.28 of the Ohio Revised Code (ORC) to consider certain matters prior to granting licensure.

Each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. Among areas applicants must report to the Board are whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, or pled no contest to, or received treatment in lieu of conviction for the following:

1. Any misdemeanor committed in the course of practice in Ohio, another state or U.S. territory;
2. Any felony in Ohio, another state, or US territory;
3. A crime involving gross immorality or moral turpitude in Ohio, another state or US territory;
4. A violation of any municipal, county, state, or federal drug law.

If the applicant for a licensure examination must answer any of the above questions "yes", the applicant is asked to submit explanatory documents with the application, address the envelope to "Manager, Compliance Unit," Ohio Board of Nursing, and mark the envelope "Confidential." The explanatory documents may include a statement of the problem related to the above area(s), the dates the behavior(s) occurred, a copy of a conviction record (if applicable), and a statement of what has happened since the occurrence of the conviction or behavior in question. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed.

It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception. Students needing more information are encouraged to request a copy of Chapter 4723. of the Ohio Revised Code from the Board, or consult with the Administrator of their nursing education program (or designee).

Substance abuse is always a serious concern of the Board. In order to promote and protect the health and well-being of the future nurses, the Board encourages student nurses with a substance abuse problem to seek entry into appropriate treatment as soon as the need is recognized. Impairment of the ability to practice nursing according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances can result in disciplinary action by the Board.

The Board frequently receives calls from prospective students, school officials, and the Bureau of vocational Rehabilitation Services regarding whether the Board will permit a person who has a prior record of misdemeanors and / or felonies to sit for the licensure examination or become licensed. The Board of Nursing has no statutory authority to advise as to whether an individual will be permitted to take a licensure examination or be able to become licensed until the individual actually applies to the Board for licensure by examination.

9/23/98 (MM/nsged/form misc/exam und/req)

# **XXVIII. Pre-Licensure Information**

## **CNL (GEMINI) Students**

### **Ohio Nurses Association GUIDELINES FOR REGISTERED NURSES IN DELEGATING TASKS TO NURSING STUDENTS EMPLOYED BY HEALTH CARE AGENCIES**

Nursing students are individuals who are currently enrolled in an approved program for nursing. Working under the direct supervision of a registered nurse, employed student nurses assist in providing a variety of direct and indirect care activities to clients. Some of the care activities that employed student nurses could participate in are below.

Employed student nurses may assist the nurse in the implementation and evaluation of performed care activities. They cannot perform tasks that are restricted to the role of the registered nurse or licensed practical nurse.

Each health care agency is responsible for educating, evaluating and documenting the competency of the employed student nurse in performing care activities. An evaluation should be performed during orientation and at appropriate intervals. Policies must be developed that reflect the scope of nursing practice and established professional nursing standards.

Care Activities which may be delegated to employed student nurses include:

- Taking vital signs
- Bathing
- Making beds
- Feeding patients
- Positioning
- Applying restraints
- Providing oral hygiene
- Assisting with preop and postop care
- Collecting specimens
- Transporting patients
- Applying non-sterile soaks /dressings
- Assisting in diagnostic procedures
- Assisting in admission and discharge procedures

### **OHIO BOARD OF NURSING** **STATEMENT ON EMPLOYMENT OF PRELICENSURE NURSING STUDENTS**

Pub No: PRAC-1018  
EDUC-3009

Eff: 3/14/91

Individuals currently enrolled in prelicensure nursing education programs or who have graduated from a prelicensure program, failed the licensure examination, and are waiting to retake the examination, who seek employment in nursing-related positions shall be considered unlicensed and therefore must not engage in the scope of practice for the registered nurse defined in Section 4723.02(A), (B), (C), and (D) ORC, or the scope of practice for the licensed practical nurse defined in Section 4723.02 (F) ORC.

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## **XXVIII. Pre-Licensure Information**

### **CNL (GEMINI) Students**

#### **EMPLOYMENT OF NURSING STUDENTS AS NURSE AIDES IN LONG-TERM CARE FACILITIES**

In order to work as a nurse aide in a long-term care facility, students must complete a Training and Competency Evaluation Program (TCEP) and the Competency Evaluation Program (CEP) examination. Nursing students will be exempt from the required 75-hour TCEP if the educational program verifies that the nursing student is able to perform the required basic nursing skills included in Rule 3701-17-071 (E) (2) Ohio Administrative Code. The required basic nursing skills included in the applicable sections of the TCEP are as follows:

- principles of infection control;
- infection control techniques which prevent growth and spread of microorganisms, signs and symptoms of infection and universal precautions;
- measures which ensure the safety of the geriatric patient, safety procedures involving the use of oxygen, oxygen equivalent, fire prevention, disaster procedures for fire and tornado and other natural disasters;
- principles of ergonomics, body mechanics and patient transfer and positioning;
- proper use and application of restraints, proper use of assistive devices such as wheelchairs, geriatric chairs, lifts, and ambulation devices;
- observational skills recognizing abnormal physical signs and symptoms and maintaining the safety and comfort of the patient's environment;
- bed-making techniques and comfort measures for bed-bound residents;
- assisting with nutrition and fluid needs of individuals, measurement of height and weight, measurement of vital signs (temperature, pulse, respiration and blood pressure) and recognition of significant variations;
- assisting with or performing personal hygiene measures, principles of elimination, use of common techniques and devices used in urinary and bowel elimination;
- care of cognitively impaired residents

If the nursing student is currently enrolled in the nursing education program and has met the above criteria, the nursing education program may complete the Verification of Nursing Student Training Form and give it to the student in lieu of the nursing student taking the TCEP. The nursing student then has 120 days to work and to take and receive a passing score on the CEP exam administered by the Ohio Nurses Testing Service. If the nursing student has not passed the CEP exam at the end of the 120 days, the nursing student can no longer work as a nurse aide and the Verification of Nursing Student Training Form is no longer valid. If the nursing student is not currently enrolled in the nursing education program, the nursing student must be actively participating in a TCEP in order to work as a nurse aide in a long-term care facility.

## NURSING Course Descriptions

### **INDI600 Introduction to Biostatistical Methods**

Fall, Spring, Summer  
Credits: G 3 \*(3/3/0/0/0)  
Prerequisites: None

Introduction to statistical reasoning with an overview of selected descriptive and inferential statistics commonly used in healthcare research. Computer analysis of data will be included.

### **NURS504 Health Assessment and the Nursing Process for Promoting Health**

Fall  
Credits: G 6 \*(6/3/0/3/6)

Prerequisites: Admission to the CNL/GEMINI major  
Using Orem's SCDT, students assess individuals and families and apply the nursing process in order to promote the health of individuals and families across the life span. Includes 90 clinical hours.

### **NURS505 Integrative Health Sciences I**

Fall  
Credits: G 3 \*(3/3/0/0/0)

Prerequisite: Admission to CNL/GEMINI major  
Examines foundational chemical, physical, cellular biological and microbiological principles of human physiology. Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to genetic, defense, and nervous system disease.

### **NURS506 Professional Socialization I**

Fall  
Credits: G 3 \*(3/3/0/0/0)

Prerequisite: Admission to CNL/GEMINI major  
Focuses on the development of the professional nursing role. Students explore the effects of historical, legal, and ethical influences on professional nursing. Cultural diversity also is examined.

### **NURS507 Therapeutic Communication Skills for Nurses**

Fall  
Credits: G 3 \*(3/2/1/0/2)

Prerequisite: Admission to CNL/GEMINI major  
Focuses on therapeutic communication skills at the intrapersonal and interpersonal levels. Explore nursing agency from a holistic perspective. Includes 30 clinical hours.

### **NURS509 Psychiatric Mental Health Nursing I**

Fall (Odd Years)  
Credits: G 5 \*(5/2/0/3/9)

Prerequisites: Admission to Psych/Mental Major; NURS540, NURS568, NURS574; and Co-requisites NURS519, NURS569. Investigate human behavior using nursing and other theories from related disciplines. Apply psychotherapeutic intervention theories. Evaluate for clinical application with individuals and groups. Includes 135 clinical hours.

### **NURS510 Psychiatric Mental Health Nursing II**

Spring (Even Years)  
Credits: G 6 \*(6/2/0/4/12)

Prerequisite: NURS509, and NURS569. Analyze human responses to biopsychosocial and spiritual stressors. Examine stressors in relation to group and family psychotherapy theories. Includes 180 clinical hours.

### **NURS511 Psychiatric Mental Health Nursing III**

Fall 2006; Thereafter Fall (Even Years)  
Credits: G 6 \*(6/0/0/6/18)  
Prerequisite: NURS510.

Students maintain a caseload of clients/families/groups experiencing mental health problems in a practicum setting. Motivation for change will be analyzed in relation to human behavior. Includes 270 clinical hours.

### **NURS514 Designing Nursing Systems to Promote Self-care**

Spring  
Credits: G 6 \*(6/3/0/3/6)

Prerequisites: NURS504, NURS505, NURS506, NURS507.  
Apply Orem's SCDT in the design and implementation of nursing systems that assist individuals and families in achieving and maintaining optimal health. Includes 90 clinical hours.

### **NURS516 Professional Socialization II**

Fall  
Credits: G 3 \*(3/3/0/0/0)

Prerequisite: NURS506 and NURS524. Integrate nursing theory and models into professional nursing practice. Focuses on ethical, political, and economic issues that impact nursing practice. Differentiation of advanced practice and entry level roles is explored.

### **NURS519 Advanced Interpersonal Interventions**

Spring 2008; Thereafter Fall, Spring  
Credits: G 3 \*(3/1/2/0/4)

Prerequisite: Admission to MSN major or permission of faculty  
Integrates interpersonal strategies and complementary modalities through peer counseling and supervision. Analyzes personal abilities and limitations in developing therapeutic relationships with individuals and groups. Includes 60 hours lab.

### **NURS522 Field Experience Seminar**

Fall, Spring  
Credits: G 3 Graded S/U

Prerequisite: NURS591, and enrollment by permission of course faculty. Course faculty reserve the right to require specific prerequisites per the course content. Program Capstone experience that integrates theory, research, and practice to fulfill the requirements of the Master of Science in Nursing Program.

### **NURS524 Designing Nursing Systems for Compromised Health States**

Summer  
Credits: G 6 \*(6/2/0/4/8)

Prerequisites: NURS514, NURS525, NURS567. Using Orem's SCDT, students design and implement nursing systems that assist individuals and families with complex problems to achieve and maintain optimal health. End of life care is addressed. Includes 120 clinical hours.

### **NURS525 Health Science II**

Spring  
Credits: G 3 \*(3/3/0/0/0)

Prerequisite: NURS504, NURS505, NURS506, and NURS507. Focuses on advanced physiologic and pathophysiologic mechanisms underlying disease across the life span. Examines cardiovascular, respiratory, endocrine, muscular skeletal, nervous, genitourinary, hepatobiliary, renal, integumentary and gastrointestinal systems.

**NURS527 Health Care Aspects of Human Sexuality**

Spring

Credits: G 3 \*(3/3/0/0/0)

Examination of the impact of selected components of human sexuality on health care. Aspects include sexual assessment, changes during the life span and disturbances in sexuality due to health conditions.

**NURS528 Theories of Addictive Behaviors**

Fall 2006; Thereafter Spring

Credits: G 2 \*(2/2/0/0/0)

Research and treatment related to addictive behaviors are critiqued. Nursing interventions specific for addicted persons are evaluated. Implications of legal/social/health policies on services for this population are explored.

**NURS540 Theoretical and Ethical Foundations of Nursing**

Fall, Spring

Credits: G 3 \*(3/3/0/0/0)

Prerequisite: Admission to MSN major

Explores roots of nursing as a science and art. Examines personal and professional values in the context of ethical decision-making. Emphasis is on analysis and evaluation of selected nursing and ethical theories.

**NURS544 Population Focused Care**

Fall

Credits: G 6 \*(6/3/0/3/6)

Prerequisite: NURS524

Students apply epidemiological principles and Orem's SCDT to improve the health status of aggregates, vulnerable populations and communities. Includes 90 clinical hours.

**NURS550 Family and Cultural Diversity Theories**

Spring 2007; Thereafter Fall, Spring

Credits: G 3 \*(3/3/0/0/0)

Prerequisite: Admission to MSN major or permission of faculty

Explores family and cultural diversity theories and processes. Examines assessment, analysis and evaluation of family function. Analyzes cultural competence of advanced practice nursing.

**NURS551 Advanced Clinical Seminar in Nursing**

Spring 2008; Thereafter Fall

Credits: G 4 \*(4/2/0/2/6)

Prerequisites: Admission to Nurse Educator major; NURS540, NURS568

Application of nursing theory and research with clients in wellness promotion or complex care states. Emphasis is on the assessment and analysis of human responses and outcomes of care. Includes 90 clinical hours.

**NURS553 Public Policy and Health Care**

Spring, Summer

Credits: G 3 \*(3/3/0/0/0)

Explores the public policy process from agenda setting through program evaluation. Focus is on how health problems are brought to the attention of government and solutions are obtained. Some field work is expected.

**NURS554 Advanced Practicum in Nursing Systems Design**

Spring

Credits: G 12 \*(12/2/0/10/20)

Prerequisites: NURS516, NURS544, NURS591, NURS607.

Students demonstrate integration of nursing knowledge and skill in designing and implementing nursing systems in a capstone clinical experience. Includes 300 clinical hours.

**NURS567 Pharmacology**

Spring

Credits: G 3 \*(3/3/0/0/0)

Prerequisites: NURS504, NURS505, NURS506, NURS507.

Focuses on fundamental pharmacological principles. Prepares for critical thinking in application of pharmacotherapy principles to nursing. Emphasizes physiological responses to drugs, expected outcomes, and potential drug interactions.

**NURS568 Advanced Physiology and Pathophysiology**

Fall, Spring

Credits: G 3 \*(3/3/0/0/0)

Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to disease illness across the life-span. Students will build on existing knowledge of human anatomy and physiology.

**NURS569 Advanced Pharmacotherapeutics**

Spring 2008; Thereafter Fall, Spring

Credits: G 3 \*(3/3/0/0/0)

Focuses on advanced pharmacologic principles in decision making for pharmacotherapy. Emphasizes responses to drugs, expected outcomes, and potential drug interactions. Discusses professional responsibilities of prescriptive privileges.

**NURS570 Clinical Diagnostic Reasoning**

Fall

Credits: G 1 \*(2/0/2/0/4)

Prerequisites: NURS568, NURS574

Focuses on analysis of a clinical problem using clinical reasoning and diagnostic hypothesis formation. Students will practice developing a working diagnosis. Includes 60 hours of laboratory.

**NURS574 Advanced Health Assessment**

Fall, Spring

Credits: G 4 \*(4/2/2/0/4)

Prerequisite or Co-requisite: NURS568 and admission to MSN major.

Focuses on acquisition of advanced skills in collection and documentation of assessment data across the life span. Differentiates normal from abnormal findings. Supervised laboratory practice is required. Includes 60 hours laboratory.

**NURS581 Pediatric Nurse Practitioner Clinical I: Care of Children and Concepts of Wellness**

Spring (Odd Years)

Credits: G 6 \*(6/2/0/4/12)

Prerequisites: Admission to Pediatric Nurse Practitioner Program, NURS574, NURS568, NURS540, NURS569 (Co-requisite), and NURS519 (Co-requisite). Focuses on the health care needs of children and adolescents and principles of health promotion and wellness. Students will have opportunity to begin development of skills in primary and specialty care settings. Includes 180 clinical hours.

**NURS582 Pediatric Nurse Practitioner Clinical II: Common Acute and Stable Chronic Illnesses**

Fall (Odd Years)

Credits: G 6 \*(6/2/0/4/12)

Prerequisites: NURS569, and NURS581.

Focuses on the care of children and adolescents with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 hours clinical.

**NURS583 Pediatric Nurse Practitioner Clinical III: Complex, Chronic Illnesses or Disabilities**

Spring (Even Years)  
Credits: G 6 \*(6/2/0/4/12)  
Prerequisite: NURS582.

Focuses on management of common and complex acute and chronic conditions of children and adolescents. Issues of disability and developmental conditions are addressed. Emphasis is on integration of the advanced practice role. Includes 180 clinical hours.

**NURS591 Advanced Nursing Research**

Fall, Spring, Summer  
Credits: G 3 \*(3/3/0/0/0)

Prerequisites: NURS540 or NURS506 and INDI600.  
Critically evaluate published research for clinical relevance, identify a research problem, select a conceptual framework, review selected literature, and prepare a quantitative or qualitative research proposal.

**NURS598 Comprehensive Examination in Nursing**

Fall, Spring  
Credits: G 3 Graded S/U

Prerequisite: NURS591 and student must be enrolled in the final semester of study as indicated on the plan of study. Program Capstone emphasized independent comprehensive review preparation for exams with synthesis of knowledge from the total graduate nursing curriculum and review of relevant literature in selected field of study.

**NURS603 Adult Nurse Practitioner Certificate Clinical I: Primary Care of Adolescents and Adults**

Spring  
Credits: G 7 \*(7/3/0/4/12)

Prerequisites: Admission to the ANP program, NURS540, NURS568, NURS574; Corequisite: NURS519 or previous MSN NURS569. Focuses on the care of adolescents and adults with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 clinical hours.

**NURS604 Adult Nurse Practitioner Certificate Clinical II: Primary Care of Women**

Fall  
Credits: G 6 \*(6/2/0/4/12)

Prerequisites: NURS603; NURS569  
Focuses on the care of women and principles of health promotion and wellness. Students will have the opportunity to continue development of skills in primary care. Includes 180 clinical hours.

**NURS605 Adult Nurse Practitioner Certificate Clinical III: Care of Adults and Older Adults**

Spring  
Credits: G 6 \*(6/2/0/4/12)

Prerequisite: NURS604  
Focuses on management of common and complex acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasis is on integration of the advanced practice role. Includes 180 clinical hours.

**NURS607 Advanced Communication Skills and Group Dynamics for Nurses**

Fall  
Credits: G 3 \*(3/2/1/0/2)

Prerequisite: NURS507, NURS524  
Focuses on advanced therapeutic communication skills in the nurse-client relationship and analysis of Self-care agency. Complementary modalities are explored. Includes 30 clinical hours.

**NURS608 Adult Nurse Practitioner/Clinical Nurse Specialist I: Care of Adolescents and Adults**

Spring  
Credits: G 7 \*(7/3/0/4/12)

Prerequisites: Admission to ANP/CNS major; NURS568 and NURS574; NURS540. Co-requisites: NURS519, NURS569. Focuses on the care of adolescents and adults with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 clinical hours.

**NURS609 Adult Nurse Practitioner/Clinical Nurse Specialist II: Care of Women and Concepts of Wellness**

Fall  
Credits: G 7 \*(7/3/0/4/12)

Prerequisites: NURS608 and NURS569  
Focuses on the care of women and principles of health promotion and wellness. Students will have an opportunity to begin development of skills in primary and specialty care settings. Includes 180 clinical hours.

**NURS610 Adult Nurse Practitioner/Clinical Nurse Specialist III: Care of Adults and Older Adults with Specialty Focus**

Spring  
Credits: G 8 \*(8/2/0/6/18)

Prerequisite: NURS609  
Focuses on management of common and complex acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasis is on integration of the advanced practice role. Includes 270 clinical hours.

**NURS614 Advanced Practice Nurse: Role and Issues**

Fall 2007; Thereafter Fall, Spring  
Credits: G 2 \*(2/2/0/0/0)

Prerequisite: Admission to APN major  
Focuses on the issues and role of the advanced practice nurse, including historical and current perspectives of the advanced role. Examines health care system issues pertaining to advanced practice.

**NURS621 Family Nurse Practitioner Clinical I: Primary Care of Adolescents and Adults**

Spring  
Credits: G 7 \*(7/3/0/4/12)

Prerequisites: Admission to FNP major; NURS568 and NURS574; NURS540 or previous MSN. Co-requisites: NURS569, NURS519 or previous MSN. Focuses on primary care of common and chronic illness of adolescents and adults. Clinical experiences will continue to incorporate women and children, adults, and target populations. Includes 180 clinical hours.

**NURS622 Family Nurse Practitioner Clinical II: Primary Care of Women and Children**

Fall  
Credits: G 7 \*(7/3/0/4/12)

Prerequisites and Co-requisites: NURS621, and NURS569 (or Co-requisite). Focuses on the primary care of children and women's health and includes normal prenatal care. Emphasis is on health promotion and common acute illness. Includes 180 clinical hours.

**NURS623 Family Nurse Practitioner Clinical III: Primary Care of Adults and Older Adults**

Spring  
Credits: G 8 \*(8/2/0/6/18)

Prerequisite: NURS622. Focuses on primary care management of acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasizes integration of primary care concepts across the life span. Includes 270 clinical hours.

**NURS660 Topics in Nursing**

Variable

Credits: G 2 \*(2/2/0/0/0)

Explores selected nursing topics with in-depth analysis and Synthesis. Classroom and independent study required. Students choose one sub-topic. Sub-topics are Nursing Theory, Family Theories, Ethics, Cultural Diversity.

**NURS669 Holistic Approach to Nursing Interventions**

Variable

Credits: G 3 \*(3/3/0/0/0)

This course focuses on the holistic model which integrates technology, scientific knowledge, and alternative/complementary clinical caring modalities into basic and advanced practices of nursing.

**NURS670 Issues of Aging: Gerontological Rehabilitation Nursing Practice and Research**

Variable

Credits: G 3 \*(3/3/0/0/0)

Prerequisite: Graduate level nursing research course  
Examination of issues of aging focusing on current research and reading in gerontological and rehabilitation nursing practice. May be repeated for credit.

**NURS671 Developing Instructional Programs in Nursing**

Summer

Credits: G 3 \*(3/3/0/0/0)

Prerequisite: Admission to Educator major  
Focuses on skills to develop curricular components for nursing instructional programs. Examines the relationships among mission, philosophy, goals, and outcomes for various learning environments.

**NURS672 Teaching, Learning and Evaluation in Nursing**

Fall, Spring 2007/2008; Thereafter Spring

Credits: G 4 \*(4/4/0/0/0)

Prerequisite: Admission to Educator major  
Focuses on teaching-learning theories, processes, strategies, and styles. Examines evaluation principles and strategies in the classroom and clinical setting.

**NURS673 Practicum and Seminar in Teaching**

Spring 2008; Thereafter Fall

Credits: G 4 \*(4/1/0/3/9)

Prerequisite: NURS671 or NURS672  
Applies knowledge of learning and evaluation theories in the development and implementation of a program of instruction. Within a seminar format, emphasizes significant issues in healthcare education. Includes 135 clinical hours.

**NURS689 Independent Study in Nursing**

Variable

Credits: G 1-4

Prerequisites: Consent of faculty and approval of Independent Study Contract and Evaluation Forms  
The student and faculty member agree on a course of study that will enable the student to achieve his/her objectives. An Independent Study Contract and Evaluation Form are submitted to the Associate Dean of the Graduate Nursing Program. May be repeated for credit.

**NURS699 Thesis Research**

Fall, Spring

Credits: G 3 Graded S/U.

Prerequisite: NURS591 and permission of Major Advisor  
Research in nursing to fulfill the research requirement of the Nursing Master's Program. The 3 credit hours may be divided and repeated across semesters. Only 3 credit hours are applicable for the degree. May be repeated for credit.