



**Medical University of Ohio at Toledo**

**College of Nursing**

**Graduate Student Handbook**

**2005 - 2006**

**MEDICAL UNIVERSITY OF OHIO AT TOLEDO  
COLLEGE OF NURSING  
GRADUATE NURSING STUDENT HANDBOOK  
2005 - 2006**

**This Medical University of Ohio at Toledo College of Nursing Graduate Nursing Student Handbook supplements the *Bulletin and Handbook of the Graduate Student, Academic Year 2005-2006*. The material contained in this handbook is for information only and does not constitute a contract.**

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# Introduction

## **Mission Statement**

To create an environment that systematically advances the teaching, research, and practice of nursing through rigorous inquiry in order to prepare culturally sensitive nurses who improve the health of clients in a dynamic, collaborative, global health care community, and who advance the discipline of nursing. The College of Nursing is committed to an ongoing, continuous assessment of learning to ensure empirically based curriculum changes that assist students to achieve the highest possible outcomes.

Rev.02/03/03

## **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 continuous nursing education.

Contribute to the health of the citizens of the region served by the Medical University through interdisciplinary endeavors.

Advance nursing as a discipline through scholarship, research and practice.  
11/99

## **Program Objectives For APNs**

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

- Synthesize theories, concepts, research in nursing, biopsychosocial 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 for advanced practice application
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy.
- Develop a plan for a future of professional development.

Adopted by Faculty Assembly June 6, 2005.

## **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 for advanced practice or nursing education application
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy.
- Integrate assessment of own learning with development of a pattern of scholarly inquiry.

# Introduction

## **Program Objectives for GEMINI**

The objectives for 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.
- ◆ Demonstrate initiative and self-direction in professional development.

## **Academic Freedom of Students**

The Medical University subscribes to the principles of academic freedom and inquiry. Students attending the Medical University shall have the freedom to seek the truth. In 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.

## **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 Medical University College of Nursing expresses our beliefs about the essence of nursing and the education of professional nurses.

## **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.

# Introduction

## **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.

## **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 Masters' nursing graduates are generalists and specialists, and are prepared as professionals for practice, research and education. Their Medical University education will provide the foundation for their quest for lifelong learning. Rev. 2/3/03.

## **Technical Standards for Admission**

The admission policies of Medical University of Ohio at 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 Medical University College of Nursing. The following abilities and skills are essential for matriculation into the College of Nursing.

## **Critical Thinking**

Critical thinking ability sufficient for clinical judgment.



# Introduction

## **Interpersonal**

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

## **Communication**

Communication abilities sufficient for interaction with others in verbal and written form.

## **Mobility**

Physical abilities sufficient to move from room to room, to provide general and emergency nursing care such as CPR without an intermediary.

## **Motor Skills**

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

## **Hearing**

Auditory ability sufficient to monitor and assess health needs.

## **Visual**

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

## **Tactile**

Tactile ability sufficient for physical assessment without an intermediary.

## **Behavioral**

Behavior demonstrating exercise of good judgment; prompt completion of responsibilities; mature sensitive effective relationships with patients; ability to adapt to changing environments; ability to function effectively under stress; integrity and motivation.

When requested, the College of Nursing will provide reasonable academic adjustment to otherwise qualified applicants with disabilities. It is the responsibility of the applicant with disabilities to request those adjustments that the applicant believes are reasonable and are needed to execute the essential requirements as described. Requests for academic adjustment should be directed to the Associate Dean of the Graduate Program at least eleven weeks before entering the program in order to receive services at the beginning of the semester. Requests will be evaluated on a case-by-case basis.

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.

## **Candidate for Professional Nursing**

A candidate for professional nursing must enter the College of Nursing with essential abilities and skills to engage in any field of nursing.

# Introduction

## Student Participation on MUOT/CON Committees

## Committees

## Academic Honesty Code

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 of the Graduate Program for the College of Nursing.

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.

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. The following Committees need representatives:

*The Council of Graduate Students.* Officers and representatives are elected annually at the end of the academic year. We need a representative for each academic year.

*Graduate Admission, Retention, and Progression Committee.* This committee meets three to four times each semester.

*Graduate Curriculum Committee.* This committee meets monthly.

*College of Nursing Grievance Committee.* This committee meets as necessary.

*Committee for the College of Nursing Spring Convocation.* C.O.N. Spring Convocation is held prior to the MUOT graduation. Committee meetings begin in March and are held monthly.

*Medical University of Ohio Graduation Committee.* This committee meets in January and meetings are held monthly, (several meetings are usually held in May).

*Student Life Advisory Committee.* This committee needs two graduate student representatives. Membership is effective as of July 1, each year.

*Student Health Advisory Committee.* The committee meets the 3<sup>rd</sup> Wednesday of each month from 12-1. Discussions include health requirements, insurance, screening and other pertinent topics.

You may indicate your committee choice by sending an Email to the graduate program secretary [dpasch@meduohio.edu](mailto:dpasch@meduohio.edu) or stop by the office for a committee form.

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. The Graduate Student Ethics Code is found in the *Bulletin and Handbook of the Graduate Student* (See respective College of Graduate Studies policy). Students who have knowledge of other students' dishonest practices have a professional responsibility to document, sign, and submit a report to the Associate Dean. Violation of the Academic Honesty Code is grounds for dismissal.

# Introduction

## **Concealed Weapons Policy**

It is forbidden for students to carry firearms in any of Medical University buildings, even under the Concealed Weapon Carry law. The law indicates that schools, colleges and universities are to be “gun free.”

## **Smoking Policy**

Medical University 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 Medical University does not release student education record information without the expressed, written consent of the student.

# College of Nursing Authorship Policy

## College of Nursing Policy on Authorship

Medical University of Ohio Policy #03-004 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.”

Following the general principle given in the Medical University Policy, 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.

# 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

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(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

Sample

named here \_\_\_\_\_ has the 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.

# Advisement

## Registration Procedure

This information supplements the *Bulletin and Handbook of the Graduate Student, Academic Year 2005-2006*.

The Office of the Registrar mails registration information out for the academic year. Complete relevant information on the registration form and obtain the signature of the Academic Advisor. Registrations can be faxed or mailed to the graduate program secretary for processing.

## Online Priority Registration

When there are two sections of a course in the same semester and one section is online, priority is given to students who live a 50-mile distance from campus and then for those with work and family issues. The graduate advisor makes the decision.

## Academic Advising

For ANP/CNS, FNP, PNP, NE, RN/MSN, and/or graduate certificate programs contact the Academic Advisor, Kathleen Mitchell, at (419) 383-5866, e-mail: [kamitchell@meduohio.edu](mailto:kamitchell@meduohio.edu), for guidance on the plan of study and selected research option (thesis or scholarly project). Appointments may also be made by calling the program secretary at (419) 383-5820.

## Gemini Advising

For the GEMINI program contact Dr. Cathy Kleiner, GEMINI program coordinator, at (419) 383-5813, e-mail [ckleiner@meduohio.edu](mailto:ckleiner@meduohio.edu) for guidance on the plan of study. Appointments may also be made by calling the program secretary at (419) 383-5820.

## Formal Plan of Study

Contact the Academic Advisor in your first semester of enrollment for consultation in completing the official “*Plan of Study*,” which must be submitted by the end of the first semester of enrollment.

## Full Time Enrollment

The definition of “full-time student” to apply for a Medical University graduate school tuition waiver or the Advanced Education Nursing Traineeship is a minimum of 12 semester credits Fall and Spring, and 8 semester credits Summer. Full time students have demanding academic responsibilities; working full time and going to school full time is not encouraged.

## Research Option

For Nurs696/697 Scholarly Project, or Nurs698/699 Thesis, complete and submit an Academic Advisory Committee Form prior to registration. This form is available from your chair (on the CON common drive) in the “MSN Forms for Students” directory.

## Academic Advisory Committee

Select a Major Advisor and an Academic Advisory Committee prior to beginning work on a selected research option. 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. Meetings are scheduled throughout the time the research is being completed and before consent forms are submitted.

# Advisement

## **Research Reception**

Plan to attend and dialogue with faculty members before making selection for an academic advisory committee and major advisor for the research option. The Reception is held during the fall semester. Watch your e-mail for an invitation.

## **Center for Nursing Research and Evaluation**

If your study involves complex analysis of quantitative data, make early arrangements to consult with the Center for Nursing Research and Evaluation in the College of Nursing. Contact the secretary at (419) 383-5826.

Because of the complexity of the student body, the Dean of the Medical University College of Nursing, in rare instances, may need to make a decision to alter class or clinical schedules during times of weather emergencies. The Dean will decide if the weather conditions necessitate either cancellation or delay of academic classes, including clinical classes, at the main Medical University campus or at any of the outlying campuses.

## **E-mail-Communication**

All students must have access to the Medical University Academic Intranet and an e-mail account. In order to communicate with faculty and administrators at the College of Nursing you are required to have a Medical University e-mail address and you must check it frequently. If you are currently using a home e-mail system that you prefer to access, visit the website: <http://www.is.muohio.edu/> and click on "Web Services" and then on "Change E-mail Account". If you have user problems, submit the problem through the Web or call (419) 383-4529. There is a CD available from Helen Gatzke with general guidelines for access to the Medical University Intranet.

## **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 Medical University of Ohio 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 Medical University College of Nursing is a process separate from that made by The University of Toledo or Bowling Green State University.

# Advisement

## 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 Medical University main 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 main 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 main 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.



# Advisement

3. In the rare circumstance in which a clinical session must be cancelled due to whether, 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.

Source: Dean, Medical University Of Ohio College of Nursing

Effective Date: 12/99

## Student Lockers

Lockers numbered 1 through 155 located on the third floor of the Collier Building are reserved for graduate nursing students. You may use a combination lock on the locker of your choice as long as you remove it upon graduation or leaving Medical University.

## Leave of Absence

GEMINI students must be approved for a leave of absence whenever he/she is not enrolled as a student. Students requesting a leave of absence must confer with the Associate Dean for Graduate Programs and must write a letter of request to the Dean of the College of Graduate Studies. More information is available in the Bulletin and Handbook of the Graduate Student.

# Curriculum

## Master of Science in Nursing Advanced Practice Majors:

ANP/CNS  
FNP  
PNP  
PMH/CNS

The Master of Science in Nursing and Advanced Practice major are two-year full-time programs with part-time options. Students choose between majors:

Adult Nurse Practitioner/Clinical Nurse Specialist, Family Nurse Practitioner, Pediatric Nurse Practitioner and Psychiatric Mental Health Clinical Nurse Specialist. The curriculum is designed to prepare advanced practice nurses to work in a wide variety of community and hospital-based adult health settings. The curriculum includes theoretically based and clinically focused courses.

Adult Nurse Practitioner/Clinical Nurse Specialist

(47 semester credits)

Family Nurse Practitioner

(47 semester credits)

Pediatric Nurse Practitioner

(44 semester credits)

Psychiatric-Mental Health Nursing Clinical Nurse Specialist

(44 semester credits)

<b>Semester I - Fall</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit</b>
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)	3
<b>Semester II - Spring</b>		
NURS519	Advanced Interpersonal Interventions (4 lab clinical hours/week)	2
NURS569	Advanced Pharmacotherapeutics	3
NURSxxx	Clinical I (major specific)	4-6
NURS591	Advanced Nursing Research	3
<b>Semester III - Fall</b>		
NURSxxx	Clinical II (major specific)	5-6
NURS614	Advanced Practice Nursing: Roles & Issues	2
NURS528	Theories of Addictive Behavior (Required for Psych-Mental Health)	2
<b>Semester IV - Spring</b>		
NURS550	Family and Cultural Diversity Theories	3
NURS697/699	Scholarly Project or Thesis Research	2
NURSxxx	Clinical III (major specific)	4-6
NURS553	Public Policy and Health Care	2
<b>Total Semester Credits</b>		<b>44-47</b>

# Curriculum

## Nurse Educator Major

The Nurse Educator major is targeted for BSN graduates with clinical nursing experience who want to become nursing faculty or 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.

### Curriculum

<b>Semester I – Fall</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit</b>
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
<b>Semester II – Spring</b>		
NURS551	Advanced Clinical Seminar in Nursing (4 lab hours/week)	3
NURS673	Practicum and Seminar in Teaching (8 practicum hours/week)	3
NURS591	Advanced Nursing Research	3
NURS519	Advanced Interpersonal Interventions (4 lab hours/week)	2
<b>Semester III – Spring</b>		
NURS671	Developing Instructional Programs in Nursing	3
NURS553	Public Policy and Health Care	2
<b>Semester IV – Fall</b>		
NURS697/699	Thesis/Scholarly Project	2
<b>Total Semester Credits</b>		<b>31</b>

# Curriculum

## Certificate Programs

Students who have previously achieved a MSN degree and desire to obtain specialized knowledge may elect to seek admission to the Adult Nurse Practitioner, Pediatric Nurse Practitioner Graduate Certificate or the Family Nurse Practitioner Graduate Certificate Program.

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

**Adult Nurse Practitioner Graduate Certificate**  
(19 semester credits)  
**Family Nurse Practitioner Graduate Certificate**  
(27 semester credits)  
**Pediatric Nurse Practitioner Graduate Certificate**  
(18 semester credits)  
**Psychiatric-Mental Health/Clinical Nurse Specialist Certificate**

## Prerequisites ANP-C

### ANP-C Prerequisites

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

\* Course must 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

### 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)	6
Fall Semester		
NURS604	ANP II: Care of Women (12 clinical hours/week)	5
Spring Semester		
NURS605	ANP III: Care of Adults and Older Adults (12 clinical hours/week)	5
<b>Total Semester Credits</b>		<b>19</b>

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

The minimum number of credits for the ANP Graduate Certificate is 16.

# Curriculum

## FNP-C Curriculum

## FNP-C Curriculum

<b>Semester I - Fall</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit</b>
NURS568	Advanced Physiology & Pathophysiology*	3
NURS574	Advanced Health Assessment** (4 lab hrs/week)	3
<b>Semester II - Spring</b>		
NURS569	Advanced Pharmacotherapeutics*	3
NURS621	FNP I: Adolescents and Adults (12 clinical hours/week)	6
<b>Semester III - Fall</b>		
NURS622	FNP II: Women and Children (12 clinical hours/week)	6
<b>Semester IV - Spring</b>		
NURS623	FNP III: Adults & Older Adults (16 clinical hours/ week)	6
<b>Total Semester Credits</b>		<b>27</b>

\*Courses may be waived if taken 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).

The minimum number of credits for the FNP Graduate Certificate is 18.

# Curriculum

## Prerequisites PNP-C

### PNP-C Prerequisites

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

\* Course must have been completed within the past five years.

\*\* Course must have been completed within the past five years. Students who have completed this prerequisite must enroll in NURS570- Clinical Assessment (NURS570 offered fall semester only.)

## PNP-C Curriculum

### PNP-C Curriculum

Spring Semester		
Course #	Course Title	Credit
NURS569	Advanced Pharmacotherapeutics*	3
NURS581 (Odd years only)	PNP I: Care of Children and Concepts of Wellness (12 clinical hours/wk)	5
Fall Semester		
NURS582 (Odd years only)	PNP II: Common Acute and Stable Chronic Illnesses (12 clinical hours/wk)	5
Spring Semester		
NURS583 (Even years only)	PNP III: Complex Chronic Illnesses or Disabilities (12 clinical hours/week)	5
<b>Total Semester Credits</b>		<b>18</b>

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

The minimum number of credits for the PNP Graduate Certificate is 15.

## Prerequisites PMH/CNS-C

### PMH/CNS-C Prerequisites

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

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

\*\* Course may have been completed within the past (5) years. Students who have completed this prerequisite must enroll in NURS570 – Clinical Assessment and Diagnostic Reasoning for one (1) credit.

(NURS570 offered fall semester only.)

# Curriculum

## PMH/CNS-C Curriculum

### PMH/CNS-C Curriculum

Spring Semester		
Course #	Course Title	Credit
NURS569	Advanced Pharmacotherapeutics*	3
NURS509	PMHN I (8 clinical hours/week)	4
NURS519	Advanced Interpersonal Intervention* (4 clinical hours/week)	2
Fall Semester		
NURS528	Theories of Addictive Behaviors*	2
NURS510	PMHN II (12 clinical hours/week)	5
Spring Semester		
NURS511	PMHN III (16 clinical hours/week)	4
<b>Total</b>	<b>Semester Credits</b>	<b>20</b>

\* Course may be waived if completed within the last 5 years.  
The maximum number of credits for the PMH/CNS graduate certificate is 13.

## Nursing Education Certificate

### Nursing Education Certificate (10 semester credits) *All classes are conducted online.*

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.

Semester I - SUMMER		
Course #	Course Title	Credit
NURS671	Developing Instructional Programs in Nursing	3
Semester II - FALL		
NURS672	Teaching, Learning and Evaluation in Nursing	4
Semester III - SPRING		
NURS673	Practicum and Seminar in Teaching* (Nurs671 or NURS672 are pre-requisites.)	3
<b>Total Semester Credits</b>		<b>10</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.

# Curriculum

## Graduate Entry Level Master In Nursing Initiative

The GEMINI program is designed for a person with a bachelor's degree who who wants to be a Registered Nurse (RN). The program builds on a student's success. The nursing major is a two-year, full-time program (including one s The curriculum is designed to prepare nurses for entry-level nursing in a wide community and hospital-based health settings. The curriculum includes theor and clinical (hands-on) experience. At the completion of the program, a grad sit for the National Council Licensing Exam-Registered Nurse (NCLEX-RN) license as a Registered Nurse. Graduates of the GEMINI program are genera become advanced practice nurses by completing an additional Medical Unive certificate program as a Nurse Practitioner or Clinical Nurse Specialist.

### Graduate Entry Level Master in Nursing Initiative

<b>Semester I Fall (120 Clinical Hours Total)</b>		
<b>Course #</b>	<b>Course Title</b>	<b>Credit</b>
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
<b>Semester II Spring (90 Clinical Hours Total)</b>		
NURS514	Designing Nursing Systems to Promote Self-Care	6
NURS525	Health Sciences II	3
NURS567	Pharmacology	2
<b>Semester III Summer (120 Clinical Hours Total)</b>		
NURS524	Designing Nursing Systems for Compromised Health States	6
INDI600	Introduction to Biostatistical Methods	3
<b>Semester IV Fall (120 Clinical Hours Total)</b>		
NURS516	Professional Socialization II	3
NURS544	Population Focused Nursing Care	6
NURS607	Advanced Communication Skills and Group Dynamics	3
NURS591	Advanced Nursing Research	3
<b>Semester V – Spring (300 Clinical Hours Total)</b>		
NURS554	Advanced Practicum in Nursing Systems Design	12
NURS695	Scholarly Project/Thesis Option	2
NURS698		
<b>Total Semester Credits</b>		<b>64</b>



# Curriculum

## Guidelines for Independent Study

This information supplements the *Bulletin and Handbook of the Graduate Student, Academic Year 2004-2005*.

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 Medical University of Ohio 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 Medical University 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.

# Curriculum

## APN Degree Requirements

Semester credits required for graduation of Advanced Practice Nurses by major are as follows:

Adult Nurse Practitioner/CNS	47 credits
Family Nurse Practitioner	47 credits
Pediatric Nurse Practitioner	44 credits
Psychiatric Mental Health CNS	44 credits

## Nurse Educator Requirements

Nurse Educator	31 credits
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## Graduate Entry Level Master in Nursing Initiative

GEMINI	64 credits
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## Class Guidelines

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

The MSN and Certificate programs must be completed within **6** calendar years. The RN to MSN program must be completed within **7** calendar years.

A cumulative **3.00 GPA** must be achieved.

A candidate for the MSN degree may earn a maximum of 8 credit hours of C. A student who exceeds the maximum for their degree program will be subject to dismissal.

The candidate for an MSN degree must successfully defend a thesis or successfully complete a Scholarly Project (non-thesis option). Registration for at least one credit hour per semester is required while actively working on the research option, including the semesters in which the project is presented or the thesis defended.

Completion of the online application for graduation available at [www.meduohio.edu/grad](http://www.meduohio.edu/grad) is required by April 1.

Each student will be expected to make substantive contributions that reflect scholarly preparation for each class/seminar session. Be prepared for informed discussion by reading assignments before class and formulating possible questions to pose during class based on the readings, previous knowledge, and professional experience. Appropriate participation would include but not be limited to the following behaviors:

- Discusses opinion other than own and cites sources (literary or other).
- Shares meaningful examples of how ideas/theories may be applied in practice or research relevant to topic.
- Compares and contrasts implications of various theories.

# Curriculum

- Suggests references for different points of view, being ready to provide the necessary bibliographic data.
- Encourages others to share knowledge and experiences, i.e., does not monopolize discussions.
- Discusses recent developments in the field (research).
- Clarifies thinking by identifying reasons for questions.
- Encourages other to ask questions, disagree, express own views, and/or act in the role of “devil’s advocate” to help clarify own thinking.
- Acknowledges other’s questions and responses, or pursues the responses toward clarification.
- Raises challenging questions and/or problems for discussion.
- Does not belabor discussion relevant to own individual project, but seeks appropriate one-to-one guidance for this purpose, bring the product to the class/seminar discussion.

*NOTE:* These are some of the basic rules of participation expected during professional meetings. As graduates you will be expected to be leaders, so the classroom provides a realistic forum for practice. Practiced regularly, these guidelines generally help the learner to become comfortable with peer critique.

Developed by Research Task Force, 1997  
J. Evans, Ch; J. Anderson, S. Batten, B. Butler, J. Ransom  
Approved 5/12/1997  
Graduate Faculty

# Grading Policy

## Grading Policy

All courses taken are graded according to the grading policy described in the *Bulletin and Handbook of the Graduate Student, Academic Year 2005-2006*. Note that Nurs696/697 Scholarly Project and Nurs698/699 Thesis are the only courses graded "S/U". A minimum GPA of 3.0 (B) is required to graduate. A grade of B or higher constitutes satisfactory work in the Graduate School. The grade of C is the minimum passing grade for earned credit toward the degree. A maximum of eight (8) semester credit hours of C may be applied toward an MSN degree program. **Students must receive a grade of B or better in the following courses: Nurs568 Advanced Physiology and Pathophysiology, Nurs569 Advanced Pharmacotherapeutics, and Nurs574 Advanced Health Assessment.**

## 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.

# Grading Policy

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.

## 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 arbitrary and/or capricious behavior by any faculty member.

### 3.0 Matters not considered grievances through this committee:

Questions of professional judgment concerning course content, instructional methods, and appropriateness of performance standards is not subject to review by this committee; 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

- 3.2 The matters referred to in 3.1 may be appealed through the appropriate Associate Dean or to the Dean of the College of Nursing.

- 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 Medical University of Ohio Office of Affirmative Action for further information.

# Grading Policy

## 4.0 Grievance Procedure: Part I Preliminary Action:

- 4.1 The student(s) is permitted to continue in courses including clinical 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, then department chairperson when necessary.
  - 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.**
- 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 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 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.

## 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.

# Grading Policy

- 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 committee members who will be present. The committee is comprised of four (4) faculty and three (3) student members.
  - 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 the Dean of the College of Nursing may appoint substitute(s) to fill the vacancies.
- 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 are excluded from functioning in the role of the Advisor. The Advisor may not be a witness.
- 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 twenty-four hours (24) 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 Proceeding of the committee is 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.

# Grading Policy

- 5.7.1.2 Persons attending the hearing shall be limited to:
- a) Grievance Committee 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) Submit recommendations to all parties and Dean
- 5.7.1.4 Associate Dean Functions:
- To provide clarification of the informal process and respond to questions.
- 5.7.1.5 Advisor's Functions:
- To provide support through presence, to remain quiet during hearing; to address committee only if requested.
- 5.7.1.6 Witnesses' 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.



# Grading Policy

## 5.7.1.7 Record-Keeping

Both note taking and tape 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 is to be weighed.

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 Consensus or 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 verbally to all parties then followed by a written report to the Dean of the College of Nursing and to all parties by the chairperson of the committee.

5.8.1.2 The majority opinion and dissenting opinion, if any, regarding the outcome of the hearing need to be recorded.

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.

# Grading Policy

- d) Committee's recommendations:
  - suggestions for resolution of grievance
  - suggestions for prevention of similar grievances in future

## 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 Dean's decision shall be submitted in writing to the student, faculty member, Associate Dean and the Chairperson of the Student Grievance Committee. A copy shall be placed in the student's sealed file and a copy forwarded to the Vice President for Academic Affairs of the Medical University of Ohio. A decision for an undergraduate student also shall be forwarded to either the Dean of the College of Health and Human Services at Bowling Green State University or the College of Arts and Sciences at the University of Toledo. A decision for a graduate student is sent to the Dean of the College of Graduate Studies.

## 6.0 Appeal of the Decision

- 6.1 The undergraduate student may appeal the Dean's decision through the Dean of the College of Health and Human Services at Bowling Green State University or the College of Arts and Sciences at the University of Toledo.
- 6.2 The graduate student may appeal the Dean's decision through the Dean of the Graduate School at the Medical University of Ohio.

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

# Requirements for Clinical Courses for APN

## Clinical Agency

### *CRITERIA FOR SELECTING CLINICAL AGENCIES:*

The availability of qualified preceptors.

Enabling of student learning for advanced practice (adequacy of space, equipment, time, client volume and diversity).

Accredited by appropriate agency or body.

Agency philosophy congruent with course objectives.

Preference for clinical experience given to agencies which serves the under-served and multicultural populations (urban or rural).

## Preceptor

### *CRITERIA FOR SELECTING PRECEPTORS:*

Person who holds a master's degree in nursing, or physician.

Requisite expertise in advanced practice nursing: national certification is preferred (required for ANP, FNP and PNP preceptors).

Responsible for direct care or administrative services (as appropriate to role).

Willing to act as a resource person and role model.

Willing to assist the student in achieving learning objectives.

## Planning Clinicals

### *GUIDELINES FOR PLANNING CLINICAL EXPERIENCES:*

Begin early! Meet with the faculty member for the clinical course at about mid-term of **previous semester**; e.g. begin in fall semester to plan for spring semester.

Outline your individual objectives within the framework of the course objectives for negotiating with the faculty member facilitating your experience.

Discuss possible sites and preceptors with your faculty.

**Insure that we have on file an appropriate agency contract (or affiliation agreement).** Your instructor should have information about agencies and the affiliation agreement.

# Requirements for Clinical Courses for APN

## Patient Contact

To protect both patients and affiliates/students from health hazards, which might be encountered during their clinical affiliation, health requirements must be reviewed and documented.

## Health Requirements

Prior to registration for clinical course work the affiliate/student must show documentation of compliance with our health requirements. Please check the Bulletin and Handbook of the Graduate Student and all special communications very carefully to insure that you meet all requirements for health insurance, recent history and physical exam, immunizations, liability insurance, and CPR certification (American Heart Association BCLS health care provider course).

**Note: Students may have additional health requirements depending on their specific area of study.** The College of Nursing requires documentation of CPR certification, Ohio Licensure, fingerprinting and completion of a child care conviction statement prior to registration for clinical course work. Ohio law requires all employees and students working with children or vulnerable adults to have a criminal record check. A copy of the state code is available at the Ohio Department of Health website.

The Health Requirement form is available from the graduate program secretary. A new, signed statement of fitness for duty must be filed annually by students working in the OB and/or nursing home areas. A form for an annual physician statement is also available from the graduate program secretary.

## Liability Insurance

Each graduate student who will be in contact with patients during her/his course of study must carry his/her own liability insurance for a minimum of \$1 million/\$3 million.

## Health Insurance

All students are required to have health insurance.  
(See Sample Forms on following pages.)



# MEDICAL COLLEGE OF OHIO

## WAIVER FORM

Medical Mutual of Ohio

Group Insurance Program For  
Medical College of Ohio

CAMPUS LOCATION <b>TOLEDO</b>
----------------------------------

SOCIAL SECURITY NUMBER									

NAME: LAST	FIRST	M.I.
------------	-------	------

STREET ADDRESS	CITY	STATE	ZIP
----------------	------	-------	-----

I CERTIFY THAT I HAVE AND WILL MAINTAIN IN FORCE MEDICAL INSURANCE WHICH IS EQUIVALENT OR BETTER THAN THE STUDENT GROUP PLAN(S) OFFERED TO ME AND HAVE PROVIDED THE NAME, PHONE NUMBER AND CONTACT PERSON IN THE EVENT OF AN ACCIDENT OR ILLNESS. MY CURRENT MEDICAL INSURANCE COVERAGE IS:

PLEASE ATTACH A COPY OF BOTH SIDES OF YOUR CURRENT INSURANCE ID CARD.

PARENT EMPLOYER GROUP    SPOUSE EMPLOYER GROUP    CURRENT EMPLOYER'S GROUP    MEDICAIDE    MEDICARE    COBRA

MEDICAL INSURANCE COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

MEDICAL INSURANCE POLICY NO. \_\_\_\_\_

COVERAGE IS EFFECTIVE FROM (DATE) \_\_\_\_\_

CUSTOMER SERVICE PHONE # \_\_\_\_\_

STUDENT SIGNATURE _____	DATE _____
AGENT/BENEFIT COORDINATOR _____	DATE _____

MCO-W

MEDICAL POLICY # 678833

**SAMPLE**

# MEDICAL COLLEGE OF OHIO

## CHANGE FORM

Medical Mutual of Ohio

Group Insurance Program For  
Medical College of Ohio

CAMPUS LOCATION <b>TOLEDO</b>
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SOCIAL SECURITY NUMBER									

NAME- LAST	FIRST	M.I.
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STREET ADDRESS	CITY	STATE	ZIP
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TELEPHONE NUMBER	E MAIL ADDRESS
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**Change Requested (Check All Applicable Boxes)**

Add Spouse\*-Date to be Added \_\_\_\_\_ } Complete Section A       Delete Spouse \_\_\_\_\_  
 Add Dependent(s)-Date to be Acquired \_\_\_\_\_ }      Dependent's Name \_\_\_\_\_  
 Add Medical Coverage Enhanced (You must show Proof of loss of other medical Coverage)  
 Add Medical Coverage Basic (You must show Proof of loss of other medical Coverage)  
 Effective Date \_\_\_\_\_ Reason \_\_\_\_\_  
 Name change (Complete Section B)-Eff. Date \_\_\_\_\_  
 Other Change (Explain) \_\_\_\_\_ Eff. Date \_\_\_\_\_

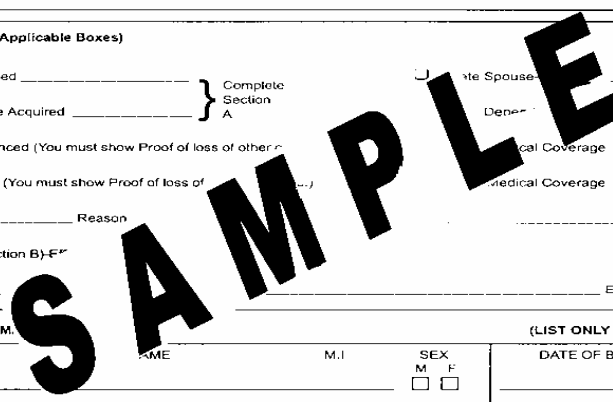
SECTION A (DEPENDENT INFORMATION)				(LIST ONLY THOSE AFFECTED BY THIS CHANGE)			
Add	Delete	LAST NAME	FIRST NAME	M.I.	SEX M F	DATE OF BIRTH	SOCIAL SECURITY NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	SPOUSE	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	CHILDREN	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	_____	_____
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**SECTION B (NAME CHANGE)**

Insured's Former Name	Insured's New Name
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STUDENT SIGNATURE	DATE	SCHOOL ADMINISTRATOR'S SIGNATURE	DATE
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MCO-C GRP # 678833



# Financial Support

## Graduate School Tuition Scholarships

There are some funds 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. 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 Advanced Practice student education. 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).

## SAH/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 Medical University 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 2005-2006* for travel support guidelines.

## Emergency Loans

It is the policy of the Graduate School to make 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 Medical University. 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 Dean's office in the College of Nursing. E-mail for application or information.

The graduate program secretary keeps a notebook with information from agencies offering specific nursing scholarships.



# Legal and Ethical Standards

## Ohio Revised Code

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards will result in dismissal from the program. Students must comply with all laws and rules pertaining to nursing established by the Ohio Revised Code and the Ohio Administrative code ([www.state.oh.us/nur](http://www.state.oh.us/nur)) Graduate students are held to the American Nurses Association Code of Ethics (2001).

## Ohio Board of Nursing 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.

# Legal and Ethical Standards

## Student Code of Ethics

Medical University of Ohio graduate students are expected to maintain the ethical and moral values consistent with professional behavior. It is implicit in the purpose of the Medical University of Ohio that high standards of professional and academic honesty and integrity govern a student's behavior throughout the years of her/his education. Further, students are obligated to respect the rights, privileges, and property of other persons at all times acting to protect the well-being of others. The Graduate Student Ethics Code is found in the *Bulletin and Handbook of the Graduate Student*, and is consistent with the Medical University *Standards of Conduct* Policy 01-027. Students who have knowledge of other students' dishonest practices have a professional responsibility to document, sign, and submit a report to the Associate Dean.

## American Nurses Association Code of Ethics for Nurses

### Code of Ethics for Nurses 2001 American Nurses Association

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.

- (1) The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- (2) The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- (7) The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- (8) 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.

# 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.

# Academic Intranet

## 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. You can download these from the Internet or go to the Academic Intranet FAQ section at <http://www.academic.meduohio.edu/student/faq.html> and select the Online Course Readiness checker to install and verify that all the necessary applications and plug-ins are working properly. Students also should have a virus checking software program installed on their computer.

## Internet Access

Modem speed affects how quickly and easily you are able to send and receive course-related materials. If you are connecting to the Internet from home, we recommend at least a 56k modem.

## Passwords

You will be provided with a NetWare username and password as part of student orientation, you will need this username and password to access course materials on the Academic Intranet. Problems with the Intranet or passwords should be reported to the Information Systems Help Desk at 419-383-4259. Non-urgent messages can be sent to [webmaster@meduohio.edu](mailto:webmaster@meduohio.edu).

## GroupWise E-Mail

The Medical University e-mail environment is GroupWise, an extensive messaging program that comprises of e-mail, calendaring, task lists, notes, etc. There is a workstation version of the software; however, we suggest that you use the web version at <http://webmail.meduohio.edu>. For users that want to continue using their own program, you can go to <http://www.is.meduohio.edu> and click on Web Services and then on Change Email Account.

# Guidelines for Formal Papers

## General Standards

These guidelines represent expectations of the College of Nursing Graduate preparing scholarly papers. Individual faculty may have additional requirements.

### **SUPERIOR** quality for graduate school shows:

Appropriate use of English and paragraph style, transitioning between paragraphs of the paper, with a clear flow of ideas. Effective use of English includes appropriate choice and clear expression of ideas as well as appropriate language (punctuation, pronouns, capitalization, consistent verb tense, agreement, and sentence structure).

### **GOOD** quality for graduate school shows:

Organizations of ideas around topics, some use of transitions, fairly good organization of ideas, and appropriate word choice. A few errors in use of English do not affect the understandability of the paper.

### **BELOW** acceptable quality for graduate school shows:

Problems with paragraph style that may include too many topics in one paragraph, organization and flow of ideas. Errors in use of English reveal difficulty with poor sentence structure, and poor word choice, which may interfere with understanding and work.

## Foundation

### **A. Laying the Foundation**

1. Begin the literature review as soon as the topic is selected or assigned. Some sources may not be available locally. Most papers take weeks from conception to completion. Allow time to review and critique the completed paper.
2. Papers should relate to nursing and be based on research and writings within the discipline. Information from other disciplines may be applied to the nursing issue being discussed. Consult scholarly professional journals (*Advances in Nursing Science*, *Image*, *Nursing Research*, etc.); avoid nonrefereed journals and lay publications. Consult classics in the field. Use research findings to design or modify approaches to the problem or to support the conclusions.
3. Use a word processing program to create the paper. Students have access to computers located throughout the Collier Building and Medical University campus.

## Structure

### **B. Structure of Paper**

1. Follow the guidelines as published in the most recent *Publication Manual of the American Psychological Association* (APA). The APA Manual contains directions about writing style in addition to how to report scientific and statistical results and cite references.

NOTE: The current APA Manual is the **5<sup>th</sup> edition (2001)**.

2. Include a cover sheet with the title of the paper, course name, faculty person's name, the student's name, and the date.

# Guidelines for Formal Papers

## Content

3. Double space with 1-inch margins for each page. Use headings and subheadings as described by APA.
4. Title all tables or figures and cite according to APA. Discuss the tables and describe the figures within the body of the paper.

### C. Content of Paper

1. Begin with a clear introduction and end with a succinct conclusion. The conclusion is not a restatement of the contents of the paper. The introduction should be concise, clear, and include the purpose of the paper, problem statement, or question. Each section within the body of the paper also should include a brief introductory paragraph and end with a summary. Use professional literature and research to support ideas offered.
2. Demonstrate critical analysis and synthesis. Analyze the information, compare and contrast the findings (critical analysis), then apply the findings to the issue being studied, developing theoretically based recommendations addressing the issue (synthesis). This requires more than summarizing the literature or research results or the opinions of other authors.
3. Direct quotations should be used very sparingly. Citing the source does not permit excessive quoting, because the work is no longer the student's expression of ideas, but becomes the student's written summary of excerpts. Use *one's own words*.
4. Quoting or use of references without citation of sources is plagiarism, which is a violation of the Academic Honesty Code.

## Submit for Grade

### D. Before Submitting for Grade

1. Proofread the paper for content, logical flow, grammar, and spelling.
2. Consider asking for peer review before turning in the paper. This is common among scholars. Plan ample time for the peer to complete the review and to make the recommended changes.

Revised and approved by Graduate Faculty – March 2002

Developed by Research Task Force, 1997, J. Anderson, J. Evans, Ch; S. Batten, B. Butler, J. Ransom, Approved 5/97, Graduate Faculty: Revised and approved by Graduate Faculty 3/02.

March 2002

## Planning Formal Presentations

These guidelines represent the expectations of the Faculty of Medical University College of Nursing for formal presentations. Individual faculty will indicate course-specific variations.

### A. Planning

1. Allow sufficient time to prepare the content as well as the method of

# Guidelines for Formal Papers

presentation. Some strategies require more time than others do. If you are learning a software program for slide preparation or relying on help from someone else, include extra time.

2. Consider the audience in formulating the objectives for the presentation.
3. Develop an outline with the key ideas. Think about what format and media will provide you with the most meaningful and memorable presentation.
4. Complex ideas are presented better with handouts than overheads and slides.
5. Include a practice run-through of the presentation in front of someone familiar with presentation expectations or tape the presentation and listen to how it sounds in advance. At a minimum, practice using the equipment, room and seating arrangement, lighting, sound, etc., that is available. Most problems will be correctable in advance.
6. Use a word processing program to create overheads or slides. Classes are provided by Information Systems at Medical University.

## TIPS for Slides or PowerPoint Presentations

### PowerPoint Presentations

Use a large, bold print. Limit the number of typefaces and fonts in visuals. Avoid using all capital letters. Use an easy-to-read font such as Arial or Helvetica in 28-30 points for text; for headings use at least 40 points type size. No more than 9 lines of text per slide.

Deep blue background with yellow or white print is very effective. Maintain a color theme throughout the presentation, and use brighter color (yellow) for emphasis or headings. Do not use too many colors; complementary colors work best in proximity. If the presentation will be in a large room, check the color contrast on-screen in advance.

Print a hard copy of slides. Printing the outline view is an option.

Develop a backup plan in case the technology is not available or fails!

It may be helpful to have the presentation notes bound or in a hard binder. It is inexpensive, keeps the pages together, looks organized and professional, and provides a hard surface to hold.

### B. Audience

1. Determine the specific audience for the presentation. Consider the age of the listener, background in the topic area, interests and concerns. Avoid repetition of previously presented content.

TIPS: If the presentation relates to material already known to the audience, consider how the presentation may add to their learning in a different way.

## Audience

# Guidelines for Formal Papers

## Content and Organization

What one or two ideas do you want the audience to remember? If you were a member of the audience, what would you want to know? What does the audience want or need to learn about the topic?

2. Choose a presentation strategy appropriate for the targeted audience. Facilitate audience participation whenever possible, including strategies such as gaming, handouts, question and answer facilitation, or posing of questions for thought, etc.
3. Choose the appropriate vocabulary level. Avoid overuse of technical jargon. Choose examples that have meaning for the audience. State definitions when new terms or words are essential to understanding the presentation.

### C. Content and Organization

1. Be sure the audience will be able to follow the flow of ideas. The outline should provide a logical flow of ideas from which to develop the presentation.
2. Begin with a clear statement of the purpose, include a general introduction, an emphasis of the main points, and a summary and conclusion.

## Delivery

### D. Delivery

1. Spoken communication. Avoid inappropriate language or bad grammar. Clearly enunciate words; check that everyone can hear clearly, and reflect interest by varying the pitch of voice. Allow pauses for reflection and time to comprehend what has been said.

TIPS: Ask someone in the room to cue you about volume, and use a microphone if available. Consider interference from ventilating systems, activity, and other distractions. Avoid making the audience strain to hear your ideas.

2. Nonverbal communication. Practice presenting so nonverbal communication enhances the presentation. Move around the room, use natural open-arm movements or gestures. Use your notes as prompts only; avoid reading from notes or cards. Use eye contact.
3. Appearance. Formal oral presentations are professional and reflect on the individual. A professional appearance includes neat, formal business attire. Personal items or loose materials should be out of audience view.
4. Timeline. Keep track of time. It is very frustrating to the presenter and the audience when speakers fail to plan for wise use of time. Allow the appropriate number of minutes for various parts and include time for audience participation. Decide ahead of time what to do if behind or ahead. You may be asked to stop if you go over your time.



# Guidelines for Formal Papers

5. When delivering a presentation, a general rule of thumb is to expect to use about 20 slides for a 20-minute presentation. Each double-spaced, typed page requires about 2 minutes to deliver (15 minutes for 7 pages). Keep this in mind to stay within the time allocated.
6. Overheads and slides.
  - a) Point to important ideas on overheads using the projector instead of the screen. Use a pointer directed toward the screen with slides or computer media.
  - b) When an overhead or slide is not needed, use a blank slide, because the white screen is distracting and creates unnecessary glare.
7. Lighting. Keep the room lighting as bright as overhead or slide visibility permits. If the room light must be significantly dimmed, try altering the room lighting periodically.

**TIP:** Ask an audience member for cues about volume, lighting, and legibility of visual aids before starting and during the presentation.

# Guidelines for Formal Papers

## Media

### D. Media

1. Use a variety of strategies for the presentation, such as media and voice. Use visual aids to supplement the presentation; do not include the entire presentation or every point on overheads or slides.

TIP: General rule—Have at least one slide per minute of presentation.

2. Slides or computer-generated slides and overheads are expected for professional presentations. Slide preparation with a program such as PowerPoint is preferred because format and organization can be coordinated automatically.

TIP: Include one particular point per overhead or slide. Use no more than six lines per visual. Use special features to build text and dim previous text (animation).

3. Check for resources available at the presentation site prior to expending excessive time and money in media preparation!

## Resources

### E. Resources

1. Sources of information presented should be documented according to APA format. Slides and handouts must give credit to the authors cited. [NOTE: This includes sources from the Internet, including pictures used to enhance the presentation, most of which are copyrighted.]
2. All handouts should contain the student's name, the title and the date of the presentation.
3. Make references used for the presentation available to the audience.

Developed by Task Force (J.Ransom, J. Anderson, S. Batten, B. Butler, J. Evans)

Approved by Graduate Faculty 5/97

Revised by Task Force (J. Ransom, M.B. Hayward, D. Smolen);

Approved by Graduate Faculty 3/02.

# Research Review Protocol

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

### **Researcher**

Complete all required Medical University 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 Medical University 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 Medical University IRB Exempt Review Form RGA 302, Expedited Review Form RGA 303 or Full Review Form RGA 304 as appropriate for research study.
- Complete required Medical University IRB Consent Form for Adults RGA 305, or Minor Children RGA 306 (review RGA 307).
- Complete required Medical University IR Conflict of Interest (Financial Disclosure) for Unfunded Research Form RGA 310 as appropriate.
- Complete Medical University IRB Waiver (PHI) Disclosure Form RGA 323, as appropriate.

### **All research**

- Prepare CON RRC Assurance form, available at <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.

# 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 Medical University 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**

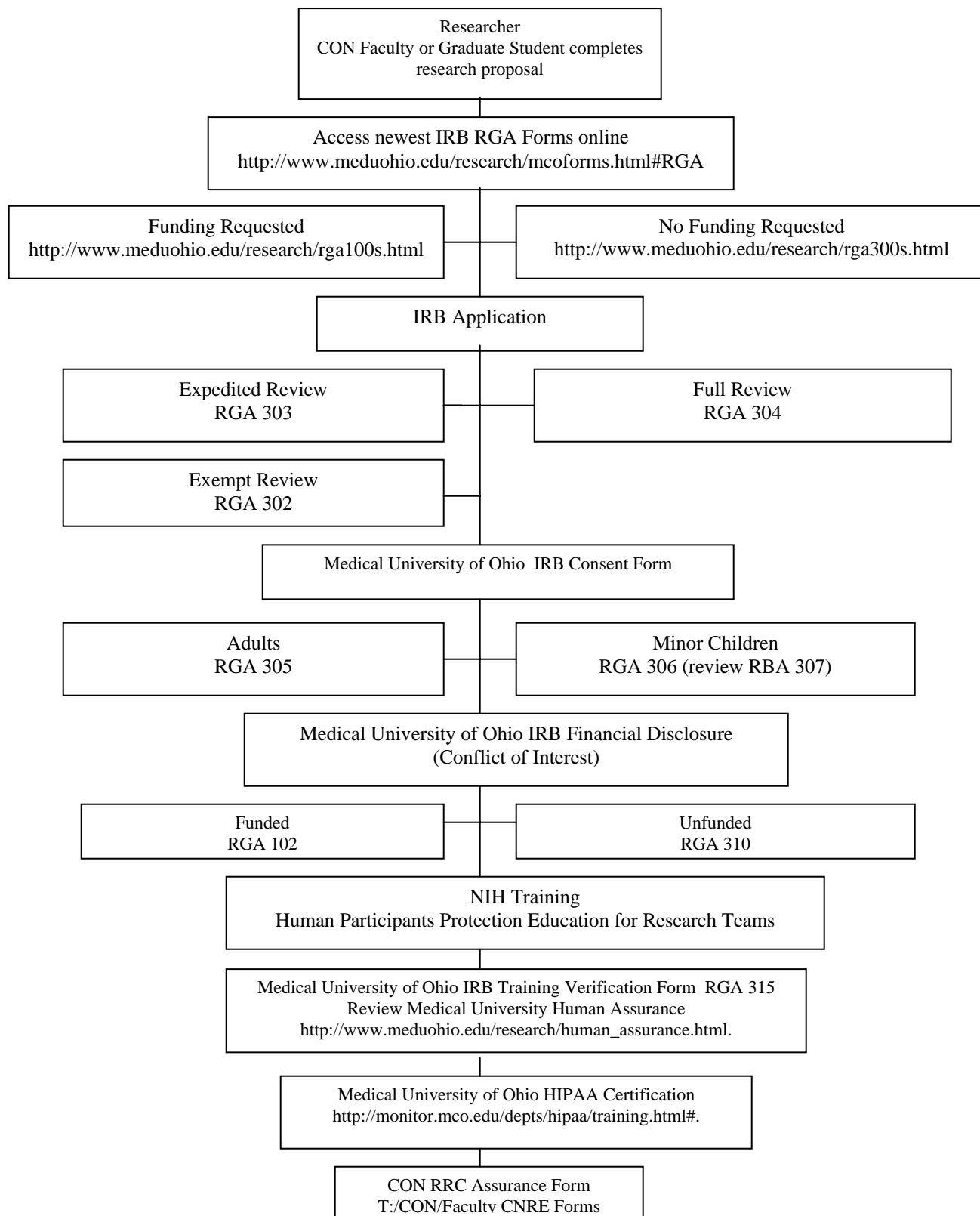
- Review submission for compliance and inclusion of all required forms before signing appropriate Medical University IRB Review Form RGA 302, 303, or 304.
- If necessary, return submission to researcher for correction of omissions.
- Deliver signed submission to Secretary, Word Processing Specialist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

# Research Review Protocol

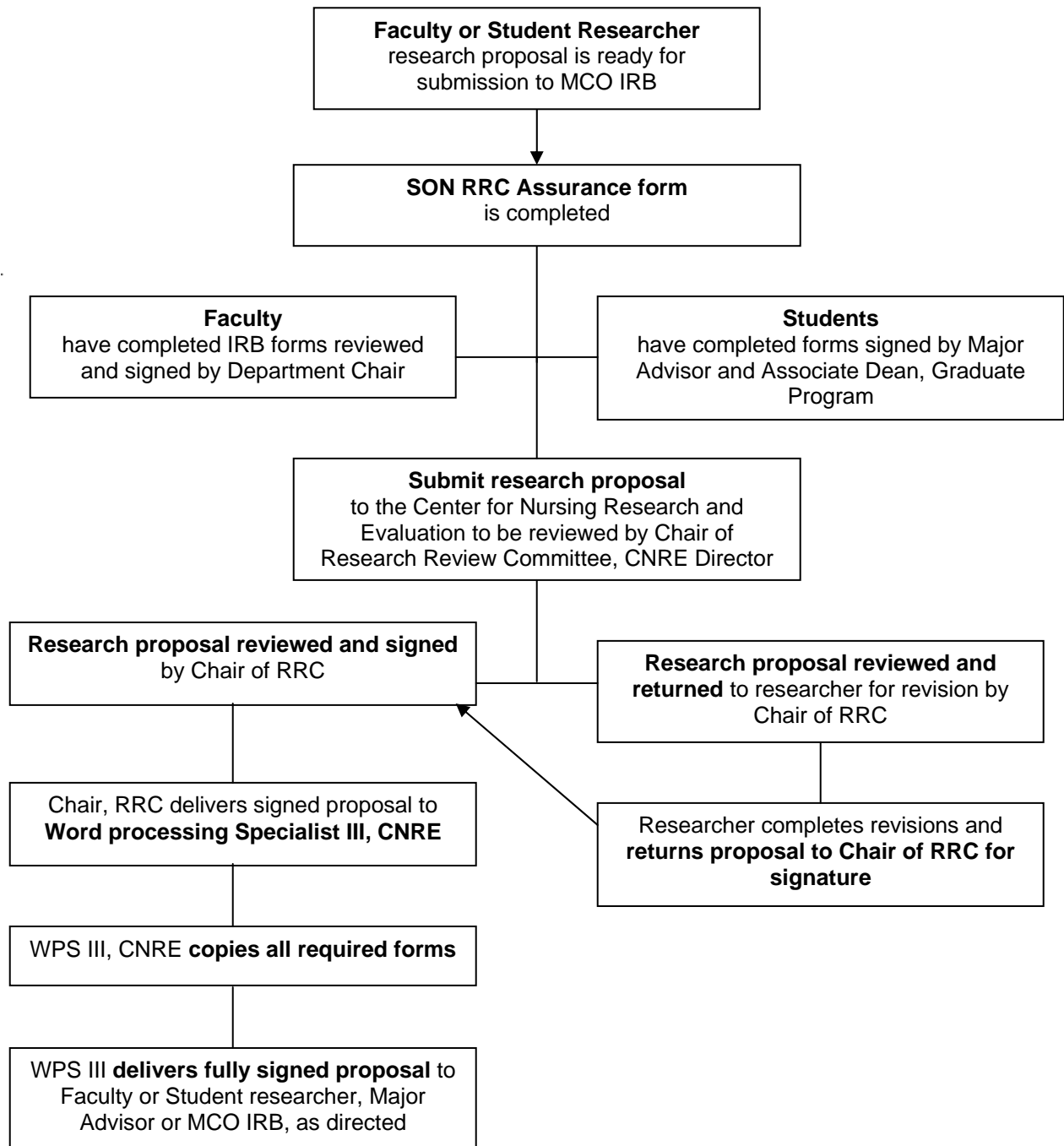
## Preparation of the IRB Forms



1/19/2005

# Research Review Protocol

## IRB Submission Process



# Research Options: Scholarly Project/Thesis

## Committee

The thesis or scholarly project committee is responsible for guiding the student through the development of a proposal and thesis or project, 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 Medical University Graduate School. The Scholarly Project committee chair must have associate membership in the Graduate School.

Validates that Graduate School requirements are met.

Selection of appropriate committee members in collaboration with student:

- A. At least one committee member must be knowledgeable about the selected conceptual framework.
- B. One committee member must be knowledgeable about the method of analysis.
- C. At least one committee member must have expertise in the content area.

Carries major responsibility for ensuring overall validity and scientific merit of the thesis or project.

Arbitrates differences of opinion among committee members outside presence of student.

Conducts meetings of the thesis or project committee.

Determines that student has received appropriate statistical consultation from CNRE, and understands statistics used for data analysis.

Counsels student regarding preparation for thesis defense or project presentation.

Counsels student regarding decision if the student has not made satisfactory process toward completion of the thesis.

Carries major responsibility for determining that final draft of the thesis or project meets the requirements of content and proper grammar and formatting.

Oversees completion of required College of Nursing and Graduate School forms. (See Thesis/Scholarly Project Form Protocol).

# Research Options: Scholarly Project/Thesis

## Committee Members

Assures quality, clarity and accuracy of thesis or project.  
Assures scientific merit of proposal and thesis or project.  
Works with committee and student to promote student achievement.  
Serves as content and/or methodology expert on committee.  
Approves thesis or project proposal prior to IRB submission for implementation of project.  
Resolves disagreements among thesis committee members prior to discussions/meeting with student.  
Signs Appropriate forms as designated by the College of Nursing and Medical University Graduate School. (Refer to Thesis/Scholarly Project Form Protocol).  
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

Students are ultimately responsible for their own thesis or project.  
Assume responsibility for following thesis or project guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.  
Register for appropriate number of thesis/project credits each semester.  
Develop objectives for research/project each semester. Faculty will use the objectives to determine grade (S/U). An unsatisfactory grade will be earned if no progress is made.  
Selection of the thesis or project chair and committee with assistance of chair/major advisor.  
Seek approval of major advisor/chair prior to distribution of drafts to other committee members.  
Seek statistical consultation from the CNRE before final approval of proposal if thesis/project uses a quantitative methodology.  
Seek writing/editing consultation as needed.  
Complete work in a timely manner.  
Provide committee members with typed copies of manuscript at least two weeks before feedback is expected.  
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.  
Complete College of Nursing and Medical University Graduate School forms and obtain signatures as required. (Refer to Thesis/Scholarly Project Form Protocol).

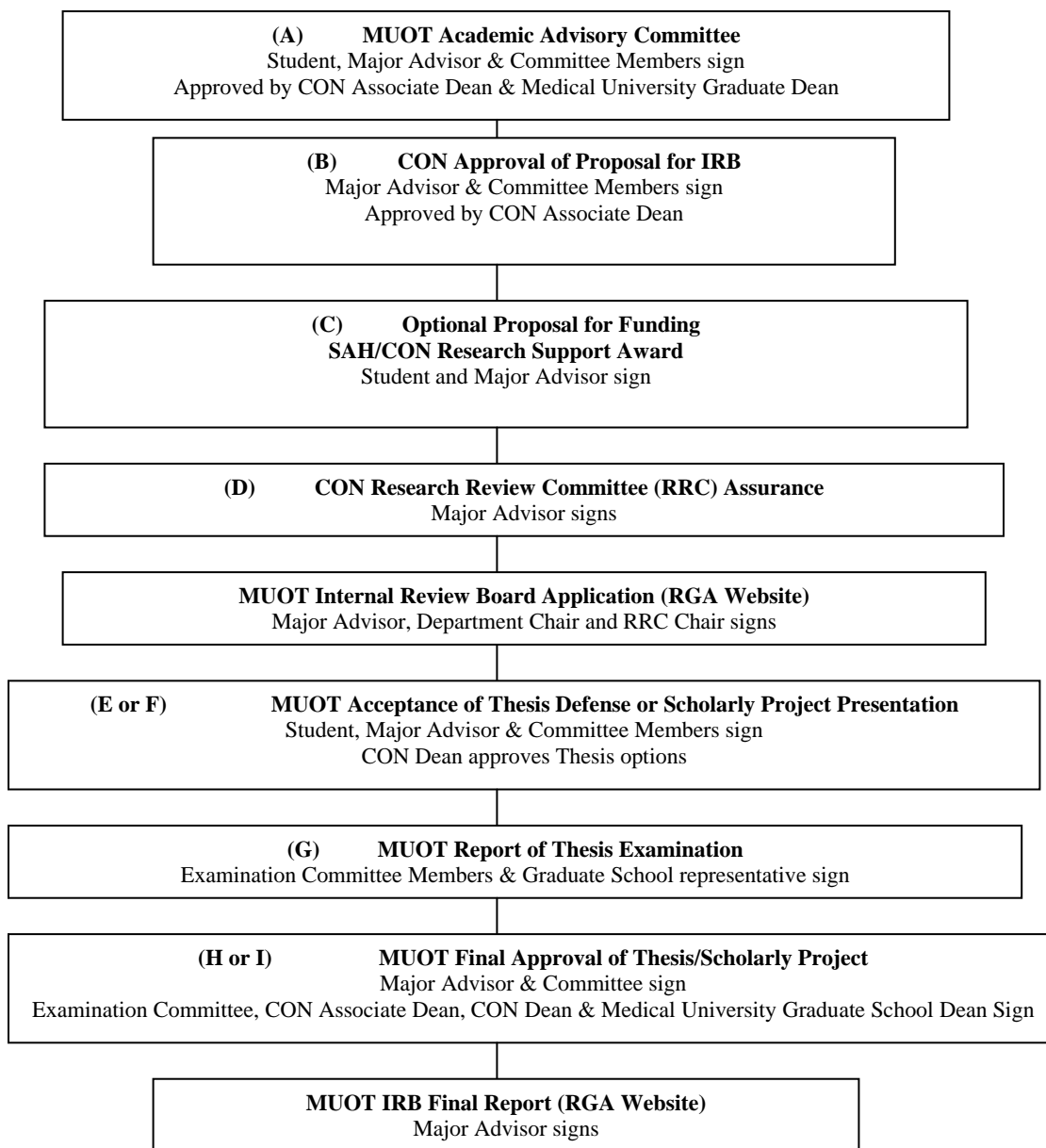
## Graduate School Representative

A representative of the Graduate School is appointed by the Dean of the Graduate School 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 Graduate School, and the Medical University of Ohio have been met. The representative is required to determine whether the examination conforms to the procedures, policies, and standards set forth by the Graduate School.



# Research Options: Scholarly Project/Thesis

## Thesis/Scholarly Project Form Protocol



# Research Options: Scholarly Project

## Scholarly Project Overview and Process (Nurs696)

Prerequisites: Nurs591

Description: The scholarly project (NURS 696/697) is a non-thesis option where the student synthesizes research-based knowledge. Students develop and conduct an in-depth scholarly project that has significance for nursing practice, education, management, or administration. The scholarly project must be defined as part of faculty program of research, scholarly inquiry, or clinical practice. The student completes a scholarly paper and an oral presentation.

Examples of scholarly project products include but are not limited to:

- 1) Program evaluation
- 2) Clinical Performance Improvement
- 3) Evidenced Based Practice
- 4) Grant Application Proposal
- 5) Systematic Literature Review
- 6) Secondary Data Analysis (Guidelines are in process of development.)
- 7) Qualitative Data Analysis (Guidelines are in process of development.)

## Process

### Process

1. Select an Academic Advisory Committee composed of a Committee Chair and one additional graduate nursing faculty member. There is an option for a third member for the Academic Advisory Committee who may be outside the university; this is negotiated with the Medical University Committee Chair.
2. Complete the form, Medical University *Academic Advisory Committee*; obtain the appropriate signatures; and submit 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 the Dean of the Graduate Program for approval and filing within the Graduate School.
3. After the Academic Advisory Committee is "official," and you complete Nurs591 you may register for Nurs696/697, Scholarly Project. The name of your Major Advisor is written in the space labeled "faculty member responsible for grade." You can register for 1 to 2 hours per semester as you complete the project requirements.
4. Work closely with your Major Advisor to develop your proposal. Use the guidelines for the Scholarly Project in this handbook as well as the APA Publication Manual for writing the proposal. You will need the Major Advisor's approval of the proposal prior to submitting it to the committee member for review and comment. **Always allow two weeks for review and feedback from the Major Advisor and the committee member.**
5. Plan on revisions all along the way! Students should expect to make numerous significant revisions. Plan time for revisions on both the proposal and the finished report of the scholarly project.

## Research Options: Scholarly Project

6. When the proposal has been approved by your Major Advisor, send a copy of it to the committee member and schedule a meeting with your Academic Advisory Committee for discussion. Obtain and complete the College of Nursing *Approval of Proposal Form* (for IRB) from the secretary to the Associate Dean for the Graduate Program if your project needs IRB approval.
7. Discuss the Author Agreement with your Major Advisor; obtain signatures as appropriate. Submit the signed form to the Secretary of the Graduate Program for filing.
8. For a project that includes data collection from human subjects, submit the required form to the College of Nursing Research Review Committee (CON/RRC) and then the Medical University Institutional Review Board (IRB).

*IRB forms are available from the Research and Grants Administration Office online web site.*

*If you plan to collect data from subjects in an agency other than Medical University, you will need to apply for IRB approval in that institution **before** securing Medical University-IRB approval. **Plan adequate time, as there may be significant delays!***

*Once you have secured IRB approval(s), you may proceed with your data collection. Approvals are given for a maximum of one year and must be renewed annually until project or thesis is completed. A Final IRB Report must be completed by the student and submitted to chair of student's thesis committee. This step almost always takes longer than expected, so anticipate delays as you plan your timeline.*

9. **Students who are graduating must have their IRB approval by March 31st in order to participate in Convocation and Graduation ceremonies.**
10. Following the procedure developed in the proposal, implement the evaluation strategy.
11. Submit a draft of the entire project, including the product, to your Major Advisor. **Allow two weeks for review and feedback.** Revise as necessary, and after approval from Major Advisor, submit drafts to the committee member for review and comment.
12. Schedule a committee meeting, allowing the committee members two weeks for reading. After your revised draft is approved by the committee, **clear the date and time for your presentation with your committee.**
13. Schedule the presentation with the Secretary for the Associate Dean of the Graduate Nursing Program and provide the information needed to complete the form *Medical University Acceptance of Scholarly Project for Presentation*. The secretary will prepare the form and circulate it for appropriate signatures. At the same time, the secretary will type the appropriate information on the *Medical University Final Approval of Scholarly Project* form. Inform the secretary of media equipment you plan to use for your presentation.

# Research Options: Scholarly Project

## Guidelines for Preparing the Presentation

14. Present your project. Take the typed Medical University *Final Approval of Scholarly Project* and a one-page abstract to your Major Advisor. The abstract must be 150 words or less, typed single-spaced on one page, and in the **past** tense. Include your name and title of the Scholarly Project at the top of the page. The abstract must be 150 words or less, typed single-spaced on one page, and in **past** tense. Include your name and title of the Scholarly Project at the top of the page.

Plan 15-20 minutes for the presentation itself and 5-10 minutes for questions: You might spend 5 minutes on your introduction (the problem addressed, with a very concise summary of the conceptual framework and the most important literature), 3-5 minutes on the design and methodology, and the remaining 10 minutes on results, discussion, and conclusions. It is important to practice your presentation so that you will complete the presentation smoothly and within the time limits! **The maximum time for presentation is thirty minutes.**

### Guidelines for preparing the presentation:

- a) Prepare a typed script to guide your delivery.
- b) Develop audiovisual aids (PowerPoint slides, handouts, etc.); indicate on the script exactly where AV aids will be used during the presentation.
- c) Rehearse the presentation several times, using the script and visual aids, until you are comfortable with the timing, content and presentation style.
- d) If the presentation is too long, synthesize the content further; consider developing handouts for important content. The Presentation must adhere to the designated time frame.
- e) Anticipate questions that might be raised and rehearse your answers. Such practice will decrease anxiety during the actual presentation.

## Guidelines for Writing Scholarly Project

### Guidelines for Written Manuscript Scholarly Project:

The manuscript is the evidence of the completion of the Scholarly Project. This final "Product" in the form of a scholarly manuscript will be written in an approved professional, nursing journal format, as directed by the Major Advisor.

The format and style of the completed Scholarly Project manuscript must meet the guidelines summarized in Format and Style Guidelines: Doctoral Dissertations, Master Theses, and Scholarly Projects as identified by the Medical University of Ohio Graduate School. The guidelines specify the print and submission requirements of the final document.

The latest edition of the American Psychological Association (APA) format style must be used in the manuscript.

Students who chose a scholarly project option with a publishable manuscript must chose an approved professional nursing journal.

# Research Options: Scholarly Project

## Suggested Guidelines

The following are suggested guidelines for some of the project options. The student may be involved in implementing all components of the suggested guideline or only parts of the suggested guideline. The student will negotiate the specific project requirements with the faculty committee. The output for all projects will be a written paper and an oral presentation of the student's work. The specifics of the paper and presentation will also be negotiated and approved by the faculty committee."

## Guidelines for Program Evaluation Scholarly Project

### PROGRAM EVALUATION SCHOLARLY PROJECT

*Program Evaluation is the process of collecting information about a program in order to determine its effectiveness or to make decisions about some aspect of the program. Some of the more common types of evaluation include: Needs assessments, Accreditation, Cost/benefit analysis, Program Effectiveness, Program Efficiency, Evaluation of Outcomes.*

Description of the program to be evaluated

Purpose(s) of the evaluation - Questions to be answered

Evaluation Model selection

Nursing Conceptual Framework

Audience(s) for the information from the evaluation

- Primary
- Secondary

Decisions to be made based on the evaluation

Types of information to be gathered

- Process
- Customers
- Strengths/Limitations
- Outcomes/Benefits
- Failures

Sources of information

Literature review

Sampling plan (if needed)

Methods for information gathering

Instruments for gathering information

- Validity
- Reliability

# Research Options: Scholarly Project

## Guidelines for Clinical Performance Improvement

Resources available (time, money, personnel, equipment)

- Information collection
- Information analysis

Information analysis plan

Evaluation report methods

Implementation plan

- Timeline
- Responsibilities

Implications for nursing education, theory, and practice.

Suggestions for further nursing research

### CLINICAL PERFORMANCE IMPROVEMENT

#### INTRODUCTION

Nursing Conceptual Framework

#### PLANNING FOR IMPROVEMENT

- Description and selection of valid performance improvement model
- Investigation of background and current situation
- Identification of opportunity for improvement
- Link to organizational mission and goals
- Cost/Benefit analysis
- Change analysis (barriers, enablers)
- Review of appropriate group leadership strategies
- Definition of project goals
- Identification and definition of appropriate outcome measures
- Identification and definition of appropriate process measures
- Identification of available benchmarks for comparison
- Identification of applicable regulatory and professional standards of care
- Review of relevant literature related to the opportunity for improvement and action plan development

#### ORGANIZING FOR IMPROVEMENT

- Identification and recruitment of performance improvement team
- Development of action plan with steps in process, timelines and persons responsible.
- Pre-intervention measurement and data analysis

# Research Options: Scholarly Project

## Guidelines for Evidence Based Practice Scholarly Project

### **IMPLEMENTING IMPROVEMENT**

- Implementing action plan
- Replanning where indicated
- Identification of actions needed to implement change
- Post-intervention measurement and data analysis

Literature Review

Implications for nursing education, theory, and practice.

Suggestions for further nursing research

### **EVALUATING IMPROVEMENT**

- Comparison of results related to project goals
- Comparison of results to benchmarks and standards of care
- Evaluation of group process and team effectiveness
- Identification of lessons learned
- Formulation of plan to maintain gains
- Recommendation for future steps

### **COMMUNICATING/CELEBRATING IMPROVEMENTS**

- Identification of appropriate audiences
- Presentation of project and results to an appropriate audience which includes clinicians.

## **EVIDENCED BASED PRACTICE**

Evidence Based Practice is developed by using research or other acceptable evidence as a basis for nursing practice. Each nursing protocol should be evaluated to determine which portions of the protocol are based on research evidence versus tradition or expert opinion. Evidence Based Practice assures that the client receives the best available care based on evidence of effective outcomes.

### **INTRODUCTION**

Protocol or topic for evidence based practice project

Discuss the type or trigger (Problem focused, or Knowledge focused)

Significance of the practice protocol

Summary

# Research Options: Scholarly Project

## **Review of Literature**

Nursing Conceptual Framework

Review of Literature (critique and synthesis articles)

Evaluate the level of evidence (quality and rigor of research according to N-591 criteria)

Summary of State of the Science about selected protocol

Summary

## **Recommendations and Plan**

Introduction

Recommendations for change

Potential Barriers and facilitators and plans for addressing these

Implementation Plan

Change theory to be used

Plans for Implementation of Nursing Practice Change

Potential Clients

Description of Practice Site

Summary

## **Evaluation Plan**

Introduction

Outcomes to be used for evaluation

Description of instruments to be used for evaluation

Evaluation data collection

Implications for nursing education, theory, and practice

Suggestions for further nursing research

Summary

## **Guidelines for Grant Application Proposal Scholarly Project**

### **GRANT APPLICATION PROPOSAL**

Student will work under the direction of a graduate faculty member to assist in the preparation of a grant proposal and gain an understanding of many aspects of the process of applying for research funds.

Student Criteria for completion:

The student prepares a written grant proposal under the direct supervision of faculty committee chair. The written proposal requirements depend on the extent of the funding agency requirements.

- The faculty and student work together on an outline of the grant.



# Research Options: Scholarly Project

- The faculty provides and/or guides the finding of materials from which to generate the proposal content.
- The student must compose the first draft of the proposal.
- The length of the proposal will vary depending on funding agency.

Various funding agencies have their own grant format. In addition, the length varies greatly. For example, if the faculty is submitting an NIH PHS 398, the preparation is not proportional to other agencies. Therefore, the student and faculty members of the Academic Advisory Committee should determine required final page length. The proposal should include a number of criteria. The following titles of the grant proposal components are based on the NIH PHS 398. Use the comparable component titles for grants other than NIH PHS 398.

- Abstract
- Statement of Hypothesis and Specific Aims
- Background (literature review), Significance and Rationale
- Includes Nursing Conceptual Framework
- Preliminary Studies and Any Results (if applicable)
- Research Design and Methods
- Human Subjects (if applicable)
- Follow Medical University RGA requirements when applicable.
- Vertebrate Animals (if applicable)
- References

If the grant format does not include a section for Nursing Conceptual Framework, the student is expected to add such for purposes of this scholarly project. If the grant format does not accommodate implications for nursing education, theory, and/or research, the student is expected to add such.

Extension of length for grant proposals with a small page limit can be accomplished by extending the Background, Significance and Rationale (Literature Review).

The final product should be a grant proposal that is a near final draft.

It is not required that the grant be submitted for external in order for student to complete the requirements of the project.

## EXCLUSIONS:

Revisions of reviewed, but not funded, grants may not serve as material for this project.

## INTELLECTUAL PROPERTY RULES

The grant proposal is the intellectual property of the faculty principle investigator and research team members.

The student is not necessarily an author on the grant that is submitted for funding. That decision is up to faculty advisor, co-authors and student. It is a decision based on the potential role of the student in the actual funded research.

# Research Options: Scholarly Project

## Guidelines for a Systematic Literature Review Project

The student may be eligible to serve as co-author of review manuscript that might be generated from the Background, Significance and Rationale section. This would occur as a result of written agreement between the student and other grant authors. The agreement is per the guidelines in faculty and student handbooks for the College of Nursing at Medical University.

The student must sign a paper that states:

- The grant proposal is the intellectual property of the faculty principle investigator and research team members.
- The student will not divulge the contents of proposed work to anyone outside Medical University or adjunct research team members.
- The student understands that they can not take the grant and submit for funding in their name.

The student understands that he/she cannot actually conduct the research in the grant proposal unless in collaboration with the faculty principle investigator.

### Systematic Literature Review Scholarly Project

A systematic literature review follows a strict rigorous, explicit, and reproducible method for identifying, evaluating, and interpreting the existing recorded knowledge produced by researchers, scholars and practitioners. The end product is a manuscript (see manuscript guidelines) that explains the current state of knowledge, what is known and what is not known about the selected topic.

#### INTRODUCTION

Purpose of the literature review

Examples:

- Determine the best treatment for fibromyalgia
- Describe and explain current knowledge related to interventions treatments etc. to guide practice
- Identify effective research and development methods

Description of the scope of the topic (number of years, disciplines, etc)

State the research questions to maximize efficiency of literature search

Description of the method for selecting database for electronic searches

- Select subject headings
- Key words

Describe how you will supplement the computer and Internet searches, and how you will deal with unpublished studies

Describe your Nursing Conceptual Framework

Summary

# Research Options: Scholarly Project

## **METHODS**

Introduction

Identify and describe your sample

List inclusion and exclusion criteria

Justify your method and criteria for identifying and reviewing only the “highest quality” Literature

Identify the key content or elements to be abstracted from the studies Explain the form or chart you have prepared which enables you to conduct a structured

- Abstraction of the key elements from the articles in which you are interested.
- Explain how the process of critique and review was standardized.

Report how reliability and validity of the review were established

Summary

## **REVIEW OF LITERATURE**

Introduction

Evaluate the quality of both quantitative and qualitative studies.

Clarify and justify the methods used to interpret data from the literature

Describe the trends found in the data and meta-analysis

Report the synthesized results under selected key concepts

Implications for nursing education, theory, and practice.

Suggestions for further nursing research

Summary

# Research Options: Thesis

## THESIS RESEARCH OVERVIEW AND PROCESS (Nurs 698/699)

### 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 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 Medical University 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 Medical University *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 Dean of the Medical University Graduate School for approval and filing in the Graduate School.
4. After the Academic Advisory Committee is "official," and you complete Nurs591, you may register for NURS 698/699, Thesis Research. You can register for 1 to 2 hours per semester as you complete the requirement. The name of your Major Advisor is placed in the space labeled "faculty member responsible for grade."
5. Work closely with your Major Advisor to develop your proposal. Use the thesis guidelines for Chapters 1, 2, and 3 included in this handbook as you write the proposal. Also use the current edition of the Format and Style Guidelines of the Graduate School of the Medical University of Ohio and APA Publication Manual. Current instructions for submitting documents to the IRB are available on the Website: [www.meduohio.edu/research](http://www.meduohio.edu/research).)

# Research Options: Thesis

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.**
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 Medical University IRB approval.
10. Review the following information from the Medical University Research and Grants Administration as you prepare for IRB approval:
  - “Medical University Institutional Review Board Procedures and Deadlines”
  - “Medical 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 Medical 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 Medical University, you will need to complete IRB approval procedures in that institution before you obtain Medical University-IRB approval. Plan adequate time, because delays can be considerable!
12. **Students who are graduating must have their Medical University IRB 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, the write a draft of Chapters 4 and 5 using the Medical University Graduate 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.

## Research Options: Thesis

17. Contact the Secretary of the Graduate Program in the College of Nursing and provide information needed to complete the form, *Medical University Acceptance of Thesis for Defense*. The secretary will prepare the form for you.
18. Review information about the defense process in the Medical University Handbook of the Graduate Student. The section is labeled "Thesis/Dissertation Preparation." and details procedures for completing the thesis and
19. Take the typed form, *Medical University 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.
20. Take the signed form to the 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 Medical University Graduate School Office along with the signed form, *Medical University 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 Medical University Graduate School Office and the defense. The Assistant to the Dean of the Graduate School requires four weeks to review the document in the Medical University Graduate School Office for adherence Medical University Format and Style Guidelines. **The Assistant to the Dean of the Graduate School will provide two signature forms that are completed at the defense: *Medical University Final Approval of Thesis* and *Medical University 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 Dean of the Graduate School (419-383-4113). Meet with the Assistant to be certain the document is in the correct format.

# Research Options: Thesis

## Guidelines for Writing/Critiquing the Thesis

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 Medical University 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 Dean of the Medical University Graduate School:
  - 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 Medical University Printshop).
26. It is customary to give a bound copy of your thesis to each committee member.

### GUIDELINES FOR WRITING/CRITIQUING THE THESIS

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

<b>Title Page</b>	Contains following four items <u>only</u> :
Title	15-word maximum. Fully explanatory when stands alone. (Identifies variables of the study and relationship between them.)
Author	Spell out your name.
Institution	“Medical University of Ohio at Toledo” <u>only</u> (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.

# Research Options: Thesis

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.

## **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 and 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:



# Research Options: Thesis

- 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, 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

# Research Options: Thesis

## **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.

# Research Options: 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)

# Research Options: Project/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.**

# Research Options: 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. Medical University **Acceptance of the Thesis for Defense** (by March 31st for June graduation) or **Medical University Acceptance of the Scholarly Project for Presentation**.  
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 Dean of Medical University Graduate School (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 Medical University **Report of Thesis Examination for the Degree of Master of Science in Nursing to Graduate School Office**. Get signatures on **Medical University Final Approval Form**.
- Month 5:** To printers for printing, copying.  
Pick up copies (unbound).  
Distribute copies.  
Submit completed form, Medical University **Final Approval of Thesis**, with copies for the Graduate School Office.  
Complete Medical University **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.

# Opportunities to Present Research

## Opportunities to Present Research

### MNRS

The following organizations provide opportunities to graduate nursing students to present research. Read and review the guidelines specific to the organization for an opportunity to present.

#### **Midwest Nursing Research Society**

Three graduate students are selected each year by the graduate faculty to present their research at the annual Midwest Nursing Research Society spring meeting. The research is presented in poster format and awards are given by the society to outstanding students. Students are nominated by the chair of their academic advisory committee and selected in December of each year for the following spring. Students must be members of MNRS to submit an abstract. Graduate school travel support is available to assist the student in attending the meeting. After selection, each student, with assistance from the Chair, will submit abstracts.

#### **Medical University of Ohio Research Forum**

Each spring the Council of Graduate Students sponsors a research forum in which all graduate students are encouraged to present posters. The purpose of the Research Forum is to give students an opportunity to organize and communicate their work. Prizes are awarded, the learning experience is invaluable and everyone is encouraged to participate. A seminar will be given followed by an Award Ceremony and a luncheon. An abstract is submitted to the Graduate School. You will receive information from the Graduate Student Council by e-mail.

#### **Medical University of Ohio College of Nursing Faculty – Student Research Day**

The College of Nursing sponsors a Faculty-Student research day in conjunction with the Zeta Theta Chapter of Sigma Theta Tau. Students are invited to submit abstracts. Details on submission will be sent out when available.

# Convocation & Graduation

## Certificate of Authority/National Accrediting Sources

APN Graduates need to obtain a Certificate of Authority to practice as a Clinical Nurse Specialist or as a Nurse Practitioner. Passing a national certification exam is a pre-requisite to obtaining an Ohio Certificate of Authority. National accrediting agencies include but are not limited to: American Nurses Credentialing Center and American Academy of Nurse Practitioners.

## Graduation Requirements

### SUMMARY OF REQUIREMENTS FOR GRADUATION

1. A minimum of 47 semester credits for the Adult Nurse Practitioner/CNS major, 47 semester credits for the Family Nurse Practitioner major, 44 semester credits for the Pediatric Nurse Practitioner major, 44 semester credits for the Psychiatric-Mental Health CNS major, 31 semester credits for the Nurse Educator Major, 27 semester credits for the FNP Graduate Certificate, 19 semester credits for the ANP Graduate Certificate, 18 semester credits for the PNP Graduate Certificate and 10 semester credits for the Nursing Education Certificate must be completed.
2. A minimum of 64 semester credits for the GEMINI program must be completed.
3. The MSN and Certificate programs must be completed within six calendar years. The RN to MSN program must be completed within seven calendar years.
4. A cumulative 3.00 GPA must be achieved. A candidate for the MSN degree may earn a maximum of 8 credit hours of C. A student that exceeds the maximum for their degree program will be subject to dismissal.
5. The candidate for a MSN degree must successfully defend a thesis or successfully complete a Scholarly Project (non-thesis option). Registration for at least one credit hour per semester is required while actively working on the research option, including the semesters in which the project is presented or the thesis defended.
6. Completion of the online graduation application must be completed.

The College of Graduate Studies will confirm all students scheduled to complete requirements by the end of spring semester. For students who have not completed all requirements for graduation in Spring Semester, the CON Associate Dean will confirm those students who have a reasonable expectation of completing all requirements for the degree or certificate by the end of the summer immediately following June graduation.

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

## Convocation

### COLLEGE OF NURSING SPRING CONVOCATION

The College of Nursing has an annual Spring Convocation held prior to the Medical University of Ohio graduation. Graduate students are represented on the Convocation Committee with one APN representative and one GEMINI representative, selected by the Associate Dean; interested students are encouraged to volunteer. Students who are graduating from all programs are recognized. Some scholarship recipients are honored during this event. Families and friends are invited. Student and faculty awards are presented. Academic regalia are worn by graduating students and faculty. Graduating students are assessed a fee for this celebration.

# Convocation & Graduation

## Hooding

### Faculty Members to Hood the Graduates:

The graduating class selects a faculty member to hood the graduates at the commencement ceremony.

## Graduation Ceremony

### GRADUATION

Graduation is held on the first Friday in June at 2 p.m. Graduating students from the nursing program are represented on the Medical University of Ohio Graduation Committee, with one representative selected by the Associate Dean; interested students are encouraged to volunteer.

Only students who have completed the online graduation application, have obtained proper academic regalia, and have met all the academic and administrative requirements as specified in the *Bulletin and Handbook of the Graduate Student, Academic Year 2005-2006*, are permitted to participate in graduation ceremonies.

## Online Submission of Thesis and Scholarly Projects

You must submit your thesis or scholarly project to the Graduate School online.

## Student Participation In Ceremonies

### Date:

March 3, 2006 Your photograph taken for the Commencement program. Call ext. 4273 for an appointment. **This is required.** You will not receive your diploma if a picture is not taken.

March 24, 2006 Completed *Acceptance of Thesis/Dissertation for Defense Form* must be in the Graduate School office.

April 28, 2006 Last day to defend.

May 12, 2006 Three final copies of thesis/dissertation, together with the *Final Acceptance of Thesis/Dissertation* form and the UMI form must be deposited in the Graduate School office.

When planning your schedule, allow 4 weeks for proofreading of your thesis after you defend, and allow time for corrections.



# 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 Program.

## Student Awards

### AWARDS AT SPRING CONVOCATION AND GRADUATION

A number of student and faculty awards and honors are presented at the time of the Spring Convocation and Graduation. A description of each honor or award, along with the procedures for the selections follows.

#### **Graduate School Dean Award:**

Dr. Keith Schlender, Dean of the College of Graduate Studies, hosts a Graduate Awards Brunch on the morning of the Medical University of Ohio graduation. Invitations are sent to all graduating students and their major advisors. One MSN and one GEMINI student are presented with the Graduate Dean Award for outstanding performance. The graduate faculty selects the recipients for this award.

#### **College of Nursing Graduating Student Awards:**

The Dean of Nursing presents two student awards at graduation to MSN and GEMINI students: the Nurse Scholar Award and the College of Nursing Dean's Award. The recipients are selected by votes from both the graduating class and the graduate faculty. A description of each award follows.

#### ***College of Nursing Dean's Award***

The College of Nursing Dean's Award is presented to one MSN and one GEMINI graduating student who has demonstrated excellence as a practitioner and scholar in the self-care, holistic, and person-centered philosophy of the College of Nursing. The College of Nursing Dean, students, and faculty select the recipient of the award. The award is a replica of the emblem, and that depicts the philosophy of the College of Nursing.

#### ***Nurse Scholar Award***

This award is presented to one MSN and one GEMINI graduating student who shows the greatest promise as a nurse scholar through application of both theory and research in nursing practice. Synthesis and application of knowledge based on theories of nursing and science are integrated throughout the Master of Science in Nursing program. Students and faculty select the recipient of the award. The award is in the form of a medal depicting the lamp of knowledge and is inscribed with the date of graduation.

# Convocation & Graduation

## **GlaxoSmithKline Award**

This award is presented to a graduating student who demonstrates clinical excellence and high academic achievement in the Family Nurse Practitioner Program. The Nurse Practitioner graduate faculty selects the recipient of the award.

### ***Student Speaker for Convocation and Graduate School Brunch:***

The graduating class elects one speaker each to represent the MSN and GEMINI classes at the College of Nursing spring convocation. The Associate Dean notifies the student elected for this honor. The speech, normally no more than two minutes in length (addressing two or three points), is submitted to the Associate Dean three weeks prior to graduation.

### ***Student Presenter of the Prism Award:***

The graduating class elects a student to present the Prism award to two outstanding faculty members at the spring convocation ceremony of the College of Nursing. The recipients of the Prism award are recognized by Medical University with their picture placed in the Mulford Library Building entrance.

## **Faculty Award**

### **The Prism Award for Faculty:**

The graduating class elects two outstanding faculty members as "master teacher" to receive the Prism Award, described as follows:

*Glass is blown with care and great skill and is highly valued in Toledo, which is the glass capitol of the world. A prism is made of glass and is not always as it seems. It has many faces and it is viewed from different angles. A prism has depth and a beauty that is lasting. The most striking function of a prism is that it both reflects and bends lights and produces a rainbow after incorporating the light into its system. We students like to think of our master teachers as having both reflected and refracted our light, stimulating and challenging us to learn and to grow and to contribute to the discovery of knowledge in our discipline of nursing.*

## **Selection Process**

### **Process for Selecting Recipients of College of Nursing Awards and Honors:**

A list of candidates is generated by the Registrar's Office and sent to the Associate Dean of the College of Nursing, about March 1, for the purpose of selecting recipients of awards and honors.

The ballot including two lists (candidates for graduation and graduate faculty) is sent to all graduating students for voting on awards and honors.

### **Student awards and honors:**

College of Nursing Dean's Award (1 MSN, 1 GEMINI)  
Nurse Scholar (1 MSN, 1 GEMINI)  
Convocation/Hooding Speakers (1 MSN, 1 GEMINI)  
Presenter of the Prism Award (Elected by all students)  
Zeta Theta Award for Scholarship, Leadership and Practice  
GLAXO-Smith-Kline Award (NP Student)  
College of Graduate Studies Dean's Award (1 MSN, 1 GEMINI)

## Research Options: Thesis

**Faculty award and honor:**

Prism Award

Faculty Designated To Hood Students at Graduation

A ballot including the list of all candidates for graduation is forwarded to the graduate voting for recipients of the College of Nursing Dean's Award, the Nurse Scholar Award, the Theta Award for Scholarship, Leadership and Practice.

# Sample Forms

# Sample Forms

## SAMPLE TITLE PAGE FOR THESIS OR SCHOLARLY PROJEC

Sample Title Page

Title

Student's Full Name (No initials or titles)

Medical University of Ohio at Toledo

Year

**Sample**



**ACADEMIC ADVISORY COMMITTEE**

Name of Student \_\_\_\_\_ Program/Concentration \_\_\_\_\_

- Original                       Revision  
 Ph.D.                      Minimum 5 members  
 MSBS                      Minimum 3 members (thesis and research tracks)  
 MSBS                      Minimum 1 member (clinical and scholarly project tracks)  
 MSOH                      Minimum 3 members (thesis)  
 MSOH                      Minimum 1 member (scholarly project)  
 MOT                      Minimum 3 members (thesis)  
 MOT                      Minimum 1 member (scholarly project)  
 MSN                      Minimum 3 members (thesis)  
 MSN                      Minimum 2 members (scholarly project)

**Advisory Committee Members:**

<b>Major Advisor:</b>		<b>Faculty Advisor:</b>	
Name & Degree		Name & Degree	
Rank		Rank	
Department		Department	
Signature		Signature	
<b>Faculty Advisor:</b>		<b>Faculty Advisor:</b>	
Name & Degree		Name & Degree	
Rank		Rank	
Department		Department	
Signature		Signature	
<b>Faculty Advisor:</b>		<b>Faculty Advisor or Member at Large (circle one):</b>	
Name & Degree		Name & Degree	
Rank		Rank	
Department		Department	
Signature		Signature	

(Advisors external to MCO, please provide mailing address)

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean, Degree Program _____	Date _____
Dean, Graduate School _____	Date _____

# School 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.



**Graduate School**

**SAH/SON Research Support Award**

The purpose of this award is to encourage excellence in graduate student research. Students in the School of Allied Health and School of Nursing conducting thesis research or scholarly projects are eligible for this award. Each award will be \$300 or less. The deadlines to apply are November 10<sup>th</sup> and April 1<sup>st</sup>.

Application consists of the form below, a research proposal, and a brief budget justification. The research proposal may be (1) the proposal developed to guide the research as approved by the major advisor (12 pages or less, not including the reference list); (2) a 12 page or less summary of a lengthier proposal, as approved by the major advisor; or (3) any other format that addresses the four issues below.

Each application will be rated on four 10-point scales: (1) significance of the research to one's profession and to health care; (2) validity as a contribution to knowledge from a methodological perspective; (3) need as documented in the budget; and (4) quality of presentation (clarity, style and composition).

**Applicant Information:** (except for signatures, please print clearly or use typewriter in completing this form)

Title of Research: \_\_\_\_\_

Date: \_\_\_\_\_ Check one:  MSBS/PA  MSBS/PT  MSN  MSOH  MOT

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I endorse the scientific merit and the budgetary need of the research project described in this application.

Major Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

- Proposed Budget:**
1. Attach justifications, especially for any items not clearly specified in the research proposal.
  2. Clearly identify any items to be purchased by MCO (so MCO will be reimbursed).

		<b>Requested \$</b>
Research Assistants:	Salary per hour: _____ (\$7/hr maximum and must be scientifically justified)	
Summarize Duties:	_____	_____
Other Personnel:	Salary per hour: _____	
Summarize Duties:	_____	_____
Supplies (expendables):	List types, unit costs, and number of each: _____	_____
Equipment:	List types, unit costs, and number of each: _____	_____
Printing/Duplicating/Postage:	Not to include preparation of the text of the final product.	_____
Travel:	List purpose, destinations, and frequency. Only for 30 or more miles from MCO or designated full-time fieldwork site and not to present research or meet with an Advisor. (Refer to the <i>Graduate Student Handbook</i> for presentation travel support.)	_____
Other:	Provide detail: _____	_____
TOTAL:	May be greater or less than \$300, but maximum funding is limited to \$300	_____

Return this form and one copy of your carefully typewritten or word processed research proposal to: Patricia Hogue, M.S., PA-C, Chairperson, SAH/SON Research Support Award Committee, School of Allied Health, Collier Building, Room 4403.

10/04



**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>			
1. Language used in the Consent Form is non-coercive.			
2. Language used in the Consent Form is understandable to someone without a high school education.			
3. Statement that the study involves research.			
4. An understandable explanation of research purpose/reason for selection.			
5. Expected duration of subject's participation.			
6. Understandable description of procedures.			
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.			
8. Description of reasonable foreseeable risks or discomforts.			
9. Indication that treatment or procedure may involve risks that are currently unforeseeable.			
10. Description of anticipated benefits to subject or others.			
11. Description of how confidentiality will be maintained.			

<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</b> (See <a href="#">RGA 301</a> for submission requirements)	<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



MEDICAL  
UNIVERSITY  
OF OHIO

Graduate School

**ACCEPTANCE OF SCHOLARLY PROJECT FOR PRESENTATION  
For the Degree of Master of Science in Nursing**

**Candidate:** \_\_\_\_\_

**Concentration:** \_\_\_\_\_

**Title:** \_\_\_\_\_

It is the Advisory Committee's judgment that this Scholarly Project is acceptable for presentation.

Advisory Committee

Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE**

This form must be presented to the Graduate School Office three weeks prior to presentation.

**Presentation Scheduled: Day of Week:** \_\_\_\_\_

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

Time: \_\_\_\_\_

Room: \_\_\_\_\_

Bldg: \_\_\_\_\_



**FINAL APPROVAL OF SCHOLARLY PROJECT**  
**Master of Science in Nursing**

**Title of Scholarly Project**

**Submitted By**

**Name of Student**

**In partial fulfillment of the requirements for the degree of  
Master of Science in Nursing**

**Academic Advisory Committee**

**Signature**

(Major Advisor)

\_\_\_\_\_

Committee Member Name

\_\_\_\_\_

**Associate Dean, Graduate Program**  
Deborah R. Garrison, PhD, RN

\_\_\_\_\_

**Dean, School of Nursing**  
Jeri Ann Milstead, Ph.D., R.N., FAAN

\_\_\_\_\_

**Dean, Graduate School**

\_\_\_\_\_

*Keith K. Schlender. Ph.D.*

Date of Presentation: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

**SAMPLE**



ACCEPTANCE OF THESIS/DISSERTATION FOR DEFENSE

For the Degree of:

- checkbox Master of Science in Biomedical Sciences
checkbox Master of Science in Nursing
checkbox Master of Science in Occupational Health
checkbox Doctor of Philosophy in Medical Science

Candidate: \_\_\_\_\_

Concentration: \_\_\_\_\_

Thesis/Dissertation Title: \_\_\_\_\_

I hereby certify that this thesis/dissertation does not contain any Copyrighted material, or that I have obtained permission from the publisher(s) to include any Copyrighted material.

\_\_\_\_\_  
Candidate's Signature

We certify that we have read the thesis/dissertation and it is our judgment that it is a contribution to knowledge of importance sufficient to qualify it for defense, but does not constitute final approval of the thesis/dissertation.

Examination Committee

(Major Advisor)

SAMPLE

Signature

Dean, College of Nursing, or
Dean, School of Allied Health

A copy of the above thesis/dissertation, this acceptance (signed by the entire committee), and the completed bottom portion of this acceptance must be returned to the office of the Graduate School not less than 4 weeks before the date of the scheduled defense.

Defense Scheduled: Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Room: \_\_\_\_\_ Building: \_\_\_\_\_



Graduate School

**REPORT OF THESIS EXAMINATION  
Master of Science in Nursing**

**Name of Candidate Examined**

FIELD (Fname) FIELD (Lname)

**Title of Thesis**

FIELD (Title of Thesis)

**Area of Concentration:**

Field (Cooperation)

**Results of Examination:**

Pass  Fail

**SAMPLE**

**Examination Committee**

**Signature**

FIELD (Major Advisor)  
(Major Advisor)

\_\_\_\_\_

FIELD (Advisor 2)

\_\_\_\_\_

FIELD (Advisor3)

\_\_\_\_\_

**Graduate School Representative:**

FIELD (GS Rep)

\_\_\_\_\_

**Date of Defense:** ((FIELD (Defense Date))

If a failure is recorded, does the examining committee recommend permission to take a second examination? Yes  No



Graduate School

**FINAL APPROVAL OF THESIS  
Master of Science in Nursing**

**FIELD (Title of Thesis)**

**Submitted by**

**FIELD (Fname) FIELD (Lname)**

In partial fulfillment of the requirements for the degree of  
Master of Science in Nursing

**SAMPLE**

Examination Committee:

Signature

**FIELD (Major Advisor)**  
(Major Advisor)

\_\_\_\_\_

**FIELD (Advisor 2)**

\_\_\_\_\_

**FIELD (Advisor 3)**

\_\_\_\_\_

**Dean, College of Nursing**  
**Jeri Milstead, Ph.D., R.N., F.A.A.N.**

\_\_\_\_\_

**Dean of the Graduate School**  
**Keith K. Schlender, Ph.D.**

\_\_\_\_\_

**Date of Defense: ((FIELD (Defense Date))**

# Pre-Licensure Information (GEMINI Students)

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 Manager



# Pre-Licensure Information (GEMINI Students)

ODHS 1313 (Rev. 2/97)

## CHILD DAY CARE CONVICTIONS STATEMENT (Centers and Type A Homes) Crimes Involving Child Abuse or Other Crimes of Violence

This statement must be signed by every owner, administrator, and employee of a child day care center or type A home; and all persons eighteen years of age and older who reside in a type A home. This statement must be kept on file at the center or type A home (see rules 5101:2-12-07, 5101:2-13-07, and 5101:2-17-051 of the Administrative Code).

I, (please print or type) \_\_\_\_\_, hereby attest that I have never been convicted of or pleaded guilty to child abuse or other crimes of violence set forth in Section 5104.09 of the Revised Code and that no child has been removed from my home pursuant to section 2151.353 of the Revised Code.

Signature	Date
Street Address	
City, State, and Zip Code	Telephone Number

In addition to the above, the licensee of a type A home must sign the following statement: I hereby attest that no one who resides in my home and who is under the age eighteen has been adjudicated a delinquent child for committing a violation of any offense listed in section 5104.09 of the Ohio Revised Code.	
Signature	Date

Anyone who withholds information from, or falsifies information on, this statement is guilty of a misdemeanor of the first degree. If the offender is an owner of a center or a licensee of a type A home, the conviction constitutes grounds for denial, revocation, or refusal to renew a child day care license application. If the offender is an employee of a center or type A home, or is a person eighteen years of age or older who reside in a type A home, and if the owner or licensee had knowledge of, and acquiesced in, the commission of the offense, the conviction constitutes grounds for denial, revocation, or refusal to renew a child day care license application.

<b>CRIMINAL RECORDS CHECK REQUEST</b>	
A criminal records check on the above-named individual was requested on	
Signature of Administrator	

Note: This is a prescribed form which must be used to meet the requirements of section 5104.09 of the Revised Code. Failure to complete the form shall preclude issuance of the child day care license or certificate.

# Pre-Licensure Information (GEMINI Students)

## NATIONAL COUNCIL LICENSURE EXAM – REGISTERED NURSE (NCLEX-RN)

Detailed application instructions will be provided during the senior year.

**1. Applications:**

Candidates for the nurse licensure examination in Ohio need to file two applications and two fees:

- a) One with the Board of Nursing in the state where the student wishes to be licensed.
- b) One with the national testing service
- c) Both application forms are distributed to graduating seniors from the MUOT College of Nursing Office.

**2. Out-of-State Licensure Exams:**

Candidates desiring to take the licensure exams in another state must contact the Board of Nursing in the respective state. Addresses and individual state requirements are usually available at each "State" Board of Nursing website.

## REQUEST FOR ACCOMODATIONS TO THE NCLEX® EXAMINATION PROCEDURES

To allow sufficient time to secure the required documentation of a disability, it is recommended that the applicant notify the Board, in writing, six months prior to the date the applicant wishes to test, but no later than at the time the licensure application is submitted to the Board. Documentation required must include the following letters/documentation:

1. **A letter from the applicant**, which includes the type of disability involved, and the **specific accommodations** desired. The accommodations requested must be appropriate to the specific disability. The letter must include the applicant's full name, address, telephone number, name and location of the nursing education program, and the preferred test date and test center.
2. **A letter from the Director/Designee of the nursing education program in which the applicant is enrolled or has completed** submitted **directly** to the board stating whether or not the instructional staff of the program recognized a need for accommodations in testing procedures. This letter must further state what, if any, accommodations were actually provided for the student while enrolled in the program.
3. **Documentation from an appropriate professional practitioner** submitted **directly** to the Board which must be on the practitioner's letterhead, typed, dated, signed, and otherwise legible. The name, title, and professional credentials of the evaluator, including information about licensure or certification as well as the area of specialization must be clearly stated in the documentation. This letter must confirm the **specific diagnosis** of the disability and detail each diagnostic test administered, if applicable, with the test results. This letter must state the **specific activities affected** by the disability and the **impact** the disability has upon the applicant's ability to take the NCLEX® examination. **Testing must have been administered within the last three years.**

**Please note that accommodations will not be granted if you have taken the NCLEX® examination without accommodations initially. You must request them prior to taking the examination for the first time.**

If you have questions about accommodations, please contact the Board at 614-466-3947 or [licensure@nur.state.oh.us](mailto:licensure@nur.state.oh.us).

# Pre-Licensure Information (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)

# Pre-Licensure Information (GEMINI Students)

## CRIMINAL RECORDS CHECK/FELONY PRECLUSION BILL

On April 8, 2002, the Governor signed HB 327, a bill that, in part, amends the Nurse Practice Act to require applicants to submit to a criminal records check conducted by the Bureau of Criminal Identification and Investigation (BCII) before initial licensure or certification as a nurse or dialysis technician in Ohio. The results of the criminal records checks will be made available to the Board by BCII. The bill also allows the Board to automatically preclude from initial licensure or certification anyone who has previously been convicted of, pleaded guilty to, or had a judicial finding of guilt for an egregious felony in Ohio or other jurisdiction. The egregious felonies triggering automatic preclusion are: (1) aggravated murder; (2) murder; (3) voluntary manslaughter; (4) felonious assault; (5) kidnapping; (6) rape; (7) sexual battery; (8) gross sexual imposition; (9) aggravated arson; (10) aggravated robbery; and (11) aggravated burglary. For all other misdemeanors or felonies, the Board will be required to continue its practice of conducting a full adjudication as set forth in Chapter 119 of the Ohio Revised Code.

The bill will become effective in mid-July of 2002 for endorsement candidates. However, there is a grandfathering provision for exam candidates (i.e. students) which states that the bill is effective for exam candidates who enter a prelicensure nursing education program on or after June 1, 2003. Criminal records checks will be initiated by the applicant for licensure or certification by submitting a completed fingerprint card, supplied by the Board, to BCII. The type of check required by this new law (state and federal check) can take up to six months. Development may shorten the turnaround time for results in the future. The approximate fee for the criminal records check is \$39 and will be paid by the applicant when the fingerprint card is submitted to BCII.

For future students, this law change will require the submission of a fingerprint card to BCII during the last year of schooling, in order to make sure results are received by the Board before licensure. For endorsement candidates, the temporary permit period has been extended from four months to six months to allow for criminal records check results to be processed. For dialysis technicians, a criminal records check is required before an OCDT is issued. The applicant will need to submit a fingerprint card to BCII before or during his or her TC1 period in order to allow time for the check to be completed before the issuance of an OCDT.

# Pre-Licensure Information (GEMINI Students)

## CRIMINAL BACKGROUND CHECK INSTRUCTIONS Ohio Board of Nursing

You must have a criminal background check in order to complete the processing of your application for licensure or certification. You may do it one of two ways:

- Use of the enclosed cards *or*
- Electronic Fingerprinting from National Background Check Inc.

### Using Fingerprint Cards:

- Use **BOTH** cards.
- Complete all of the information ABOVE the solid blue lines in BLACK INK on both cards.
- Be sure it is legible, as unreadable cards will be rejected.
- Under Witness Name and Signature, have a non-relative witness your signature by printing and signing name on back of card.
- Each card must have a **separate cashier's check or money order** (personal checks are **not** accepted) accompany the cards:
  - \$15 for the Civilian Background Check payable to Treasurer, State of Ohio
  - \$24 for the FBI Background Check payable to Treasurer, State of Ohio
- Further Instructions for FBI Card:
  - Under Employer and Address: **The Ohio Board of Nursing, 17 South High Street; Columbus, Ohio 43215**
  - Under Reason Fingerprinted: **Required for Licensing/permit ORC 4723.09**
  - Under Your No. OCA: **1AB002**
  - Under Race: **W** (White), **B** (Black), **A** (Asian), **I** (American Indian/Alaskan Native American), **U** (unknown)
  - Under Eyes: **BLK** (black), **BLU** (blue), **BRO** (brown), **GRN** (green), **GRY** (gray) or **XXX** (unknown)
  - Under Send to Teachers Cert: Check "**NO**"

**\*\*\*IMPORTANT\*\*\* Do not delay your processing by sending the cards and fees to the Ohio Board of Nursing.**

**SEND to:** Bureau of Criminal Identification and Investigation  
PO Box 365  
1560 State Route 56 SW  
London, OH 43140  
  
Phone: 740-845-2375



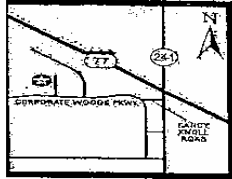
# National Background Check, Inc.

We are an electronic fingerprinting company that expedites the fingerprint background check process. Ohio BCI and FBI results are processed within two days and mailed directly to your location. Compare this with the 4-8 weeks it takes when using the ink and card method.

1-877-932-2435

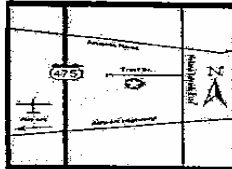
### Procedure for Electronic Fingerprinting

1. Visit us at [www.FastFingerprints.com](http://www.FastFingerprints.com) or call us at 1-877-932-2435 to schedule an appointment.
2. Arrive at the facility 5 minutes early to fill out a registration form.
3. You will need a valid state or federal identification card (drivers license) and a check, cash, or money order. BCI only \$35.00 - FBI only \$55.00 - BCI and FBI \$69.00. The results will be mailed from BCI to the location desired.



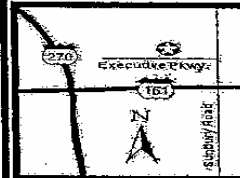
**Akron / Canton**  
 1505 Corporate Woods Parkway  
 Suite 100, Hondros College  
 Uniontown, Ohio 44695

South on I-77 - Exit at route 241. Take an immediate right (almost a U-turn) onto Sandy Knoll Rd. Drive past Arby's to Corporate Woods Pkwy. Take a right and follow the road to the end. Take a right into parking lot.



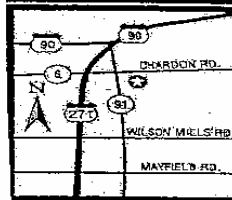
**Toledo**  
 Toledo Trust Company Bldg.  
 6135 Trust Drive  
 Suite #109, Hondros College  
 Holland, OH 43528

From I-475 Exit at Airport Hwy. east (exit 8A). Turn left on Holland-Sylvania Rd. Turn left onto Trust Dr. (first road on the left). First office building on the left.



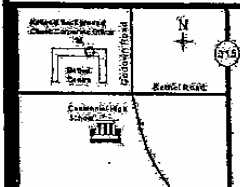
**Westerville**  
 4140 Executive Parkway  
 Westerville, Ohio 43081  
 Hondros College Building

From I-71 Exit at I-270 east. Exit at route 161 east. Exit at Sunbury Rd. north. Turn left (at McDonald's) onto Executive Parkway. Hondros College Building is 1/4 mile on right.



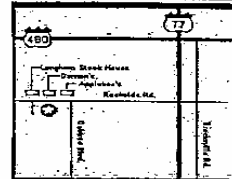
**Cleveland East**  
 35040 Chardon Road  
 Suite G-100, Hondros College  
 Willoughby Hills, Ohio 44094  
 Building VII

From I-271 - (Do not use express lanes). Exit at St. Rt. 91. Turn left on Som Center Rd (St. Rt. 91). Turn left on Chardon Rd. (St. Rt. 9). Take your 1st right into Chagrin North Office Complex. Our building is in the far back.



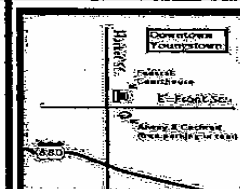
**Columbus / Corporate Office**  
 1486 Bethel Road  
 Columbus, Ohio 43220

From Rt 315 - Exit at Bethel Road and go west 1.3 miles. Turn right into The Bethel Centre and look for our blue and white sign.



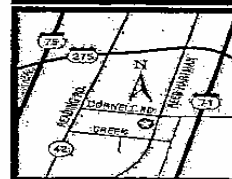
**Cleveland South**  
 Hondros College Facility  
 4100 Rockside Road, Second Floor  
 Independence, Ohio 44131

From Route 77: Exit West onto Rockside Rd. (Exit 155). Drive approximately 1/2 mile. Turn left just past Oaktree Blvd., into the driveway directly across from the Longhorn Steak House. We are located in the Indiana Wesleyan University building on the second floor. Go to the Hondros College front desk.

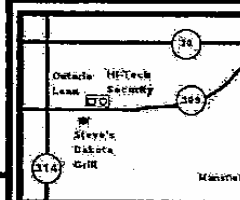


**Youngstown**  
 19 E. Front St.  
 Youngstown, Ohio 44503  
 Located inside of the office of Atway & Cochran, LLC

From I-680 - Exit at Market St (exit 6b) North towards downtown. Turn right on E. Front St. Look for sign on front of building "Atway & Cochran, LLC". Pull around back of building for free parking.

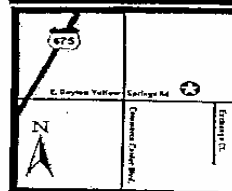


**Cincinnati**  
 One Corporate Plaza  
 Suite 175, Hondros College  
 4675 Cornell Road  
 Cincinnati, Ohio 45241  
 From 275 on the North End -Exit at Reed-Hartman Hwy. South. Turn right on Cornell Rd. Turn left into the office complex. Building is in the back.



**Mansfield / Ontario**  
 3100 Park Ave. West A  
 Ontario, Ohio 44906  
 Located inside of Hi-Tech Security

From I-71 -Exit at Rt. 30 West. Exit at Rt. 309 which becomes Park Ave. West. We are located on the north (right) side of the street. Look for Ontario Loan and Hi-Tech Security sign.



**Dayton**  
 Shops at Valle Greene  
 Hondros College Facility  
 1181 Dayton - Yellow Springs Rd.  
 Dayton, Ohio 45324

From 675 - Exit at Dayton-Yellow Springs Rd (exit 20). Turn east and drive 0.7 miles. Our facility is on the left next to the Dry Cleaner.



# Pre-Licensure Information (GEMINI Students)

## Criminal Record Checks For NCLEX-RN Examination Candidates

### Responsibilities of the Nursing Education Program

All nursing education NCLEX~ examination candidates (RN and LPN) who **entered** a pre-licensure nursing education program **on or after June 1, 2003** are required to submit fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) for a criminal record check. This is in accordance with Sections 4723.09(A)(2)(b) and 4723.28(N)(1) of the Ohio Revised Code.

**Responsibilities of the NCLEX~ Examination Candidates (To Be Declared Eligible to Test! Note:** Candidates will be provided detailed information at the time they apply for licensure.

- **Each candidate must submit the Civilian and the FBI fingerprint cards to BCI&I with a payment** in the form of a money order, business check or cashier's check made payable to Treasurer, State of Ohio.
  - ✓ Personal checks, credit cards, and cash are not accepted.
  - ✓ The cost of the Civilian criminal record check is \$ 15.00.
  - ✓ The cost of the FBI criminal record check is \$24.00.
  - ✓ BCI&I address is P.O. Box 365, London, OH 43140.
- Fingerprint cards mailed directly to the Board by the candidate will not be accepted and will be returned to the candidate. **The cards must be mailed directly to BCI&I.**
- **BCI&I must mail the criminal record check reports directly to the Board.** Any reports mailed to the Board by the nursing education program or the candidate will not be accepted and will be returned.
- **No candidate will be made eligible to test without the required criminal record check being completed and in his or her file.**

### The Board of Nursing's Role

- Criminal record check reports are received and matched to the examination application and the nursing education program completion letter.
- If the Board receives an **unclassifiable print report**, the Board will mail the report, along with an instruction letter, to the candidate, if their address is known. If the nursing education program also receives a report, it would be helpful for the program to advise the candidate to reprint a second time. A re-printing under these circumstances is free. If prints continue to be unclassifiable, it is advised that the candidate contact BCI&I at 740845-2375 for assistance. The FBI may also assist the candidate by conducting a social security number criminal record check and providing the Board with a report.
- **Qualified candidates** who have registered with the test administrator, NCS Pearson, **will be made eligible to test once the Board is in receipt of:**
  - The Criminal Record Check Report;
  - The nursing education program completion letter; and
  - The NCLEX-RN examination application and fee.
- Criminal record check reports are "valid" and will be maintained for one year from the date they are received by the Board of Nursing. The Board of Nursing's "year" begins with the receipt date stamp.
- Criminal record check reports received with no application/fee will be held for one year and then destroyed. During that one-year period, if a candidate chooses to complete the application process, the criminal record check report on file with the Board will suffice.
- Criminal record check reports received and matched to a program letter, but without an application/fee will be destroyed one year after the date of program completion.
- If the candidate passes the NCLEX-RN examination and becomes licensed, the criminal record check reports, either positive and negative, along with the candidate's examination application, program letter, and NCLEX-RN results will be microfilmed for permanent retention.

# Pre-Licensure Information (GEMINI Students)

If the candidate does not pass the NCLEX-RN examination, the application, criminal record check report, program letter, and NCLEX-RN results are maintained as long as the candidate continues to retest.

If there has been no activity on an application for one year, the records will be destroyed.

**Candidates may contact the Board at 614-466-4357 or at [licensure@nur.state.oh.us](mailto:licensure@nur.state.oh.us) to inquire about their application.**

## **BCI&I Information**

Mailing of Reports: BCI&I criminal record check reports are mailed to the Board within approximately 30 days. FBI criminal record check reports are mailed to the Board within approximately four (4) to six (6) months.

It is recommended that students submit their prints at least six (6) to nine (9) months prior to completing their nursing education program. This will insure that their application to test can be processed in a timely manner, and that delays in making a candidate eligible to test will be minimized.

BCI&I criminal record check reports are mailed directly to the Board usually in batches through the state mail system (intra-office). The FBI and Civilian criminal record check reports are usually received separately.

**Fingerprints are maintained at BCI&I for twelve months and then destroyed, if there is no criminal history. BCI&I will permanently maintain fingerprints that show a criminal history.**

**The criminal record check report is valid for one year from the date the fingerprint card was processed.** If fingerprints were submitted to BCI&I during that one year time period, the candidate may request BCI&I to mail the criminal record check report directly to the Board (re-fingerprinting is not necessary). Copies of the Civilian and or FBI criminal record check report can be ordered directly from BCI&I and the cost is \$8.00 per report. (Also see next paragraph below.)

If, at the time of fingerprinting, a request for two criminal record check reports is made to BCI&I (e.g. one copy to the Board of Nursing and one copy to the nursing education program) then there is no additional cost.

Felonies may be expunged/sealed; however, BCI&I will divulge that information to the Board because of the Board's statutory requirements regarding egregious felonies.

**Candidates should wait 30 days after prints are mailed to BCI&I before contacting BCI&I (740-845-237S) to check on the status of their report.**

## **Fingerprinting Tips**

Fingerprinting may be arranged through local law enforcement agencies such as the local police department, the sheriff, or the highway patrol. The website [www.usacops.com](http://www.usacops.com) provides a list of sheriffs and police departments by state/county. It is the candidate's responsibility to make these arrangements. Fingerprint cards may be obtained along with the examination application by contacting the Board.

Candidates may use WebCheck (4.0 version); and request that the results be sent directly to the Board by BCI&I intra-office mail (they will not be accepted by the Board from the WebCheck site, the candidate, or the nursing education program). Information about WebCheck may be found at [www.webcheck.ag.state.oh.us](http://www.webcheck.ag.state.oh.us).

**CANDIDATES ARE RESPONSIBLE FOR INSURING THAT THE BOARD RECEIVES BOTH THE CIVILIAN AND THE FBI CRIMINAL RECORD CHECK REPORT.**



# Pre-Licensure Information (GEMINI Students)

## Ohio Board of Nursing

[www.state.oh.us/nur](http://www.state.oh.us/nur)

17 South High Street, Suite 400 • Columbus, Ohio 43215-3413 • (614) 466-3947

### CITIZENSHIP/IMMIGRATION STATUS

Federal Law [8 USC & 1621] PRWORA limits the issuance of professional licenses to United State citizens or qualified aliens. To comply with this Federal Law, please complete this form and return it along with your application to the Ohio Board of Nursing.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Social Security Number\*: \_\_\_\_\_

#### **Citizenship: Please check applicable box below.**

- United States
- Alien lawfully admitted for permanent residency in the United States  
(Attach a copy of the front and back of the alien registration card.)
- Other immigration status

\*Provision of your social security number is mandatory [RC 3123.50] and may be provided for child support enforcement purposes [RC 3123.50], reporting requirements to the Healthcare Integrity and Protection Data Bank [42 USC & 1320a-7e(b), 5 USC & 552a, and 45 CFR pt 61], and to law enforcement authorities for investigative/law enforcement purposes, and to process your license.

# Pre-Licensure Information (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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# Pre-Licensure Information (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.

# Pre-Licensure Information (GEMINI Students)

## D & S DIVERSIFIED TECHNOLOGIES

PO Box #418, FINDLAY, OH 45839-0418  
TOLL FREE 877-851-2355—LOCAL 419-420-1605—FAX 419-422-8328—www.hdmaster.com  
PROVIDING STNA TESTING SOLUTIONS THROUGHOUT OHIO.

D & S Diversified Technologies TESTING and REGISTRY APPLICATION Verification Form

A completed Form 1402 OH and Form 1101 OH MUST accompany this form.  
Please type or print.

### Certificate of Verification of Nursing Student Training

I verify that \_\_\_\_\_  
Is currently enrolled in a pre-licensure program of nursing education approved by the Ohio Board of Nursing, or by an agency of another state that regulates nursing education, and that this individual has successfully completed the courses that teach basic nursing skills including infection control, safety and emergency procedures, and personal care.

School of Nursing name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*\*\*\*COPY OF TRANSCRIPT MUST BE ATTACHED\*\*\*\*\*

### Certificate of Verification of Hospital Nurse Aide / Orderly Employment

I verify that \_\_\_\_\_  
Has the equivalent of twelve months or more of continuous full-time employment experience within the preceding five years as a hospital nurse aide or orderly.

This individual was employed as a full-time nurse aide/orderly from

\_\_\_\_\_ through \_\_\_\_\_

Hospital Name: \_\_\_\_\_

Address of Hospital: \_\_\_\_\_

Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Verifiers Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_