



# **SCHOOL OF NURSING**

## **FALL 2014 – SUMMER 2015**

### **GRADUATE STUDENT HANDBOOK FOR MASTER OF SCIENCE IN NURSING TRACKS**

SON Website: <http://www.oakland.edu/nursing>



Like us on Facebook, search for Oakland University School of Nursing.

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Revised August 1, 2014

## GLOSSARY

AACN	American Association of Colleges of Nursing
ACE	Alliance for Clinical Experience
ACLS	Advanced Cardiac Life Support
AGNP	Adult Gerontological Nurse Practitioner
ANA	American Nurses Association
APA	American Psychological Association
APRN	Advanced Practice Registered Nurse
ASD	Accelerated Second Degree
ATI	Assessment Technologies Institute
BLS	Basic Life Support
BSN	Bachelors of Science in Nursing
CCNE	Commission on Collegiate Nursing Education
CITI	Collaborative Institutional Training Initiative
CNP	Certified Nurse Practitioner
CNS	Clinical Nurse Specialist
COA	Council on Accreditation
CRNA	Certified Registered Nurse Anesthetist
DNP	Doctor of Nursing Practice
FNP	Family Nurse Practitioner
FOR	Faculty of Record
IRB	Institutional Review Board
MACN	Michigan Association of Colleges of Nursing
MAE	Medication Administration Examination
MARC	Medication Administration Remediation Course
MSN	Master of Science in Nursing
NCLEX	National Council Licensure Examination
OU	Oakland University
OUCA	Oakland University Computer Account
POS	Plan of Study
RN	Registered Nurse
RN-BSN	BSN Degree Completion Sequence for Registered Nurses
SON	School of Nursing
USCIS	United States Citizenship and Immigration Services

Each year the Oakland University School of Nursing (SON) publishes an updated graduate student handbook. The academic requirements, policies, and procedures described in this handbook are in effect from Fall semester 2014 through Summer semester 2015 for students who have been admitted to the SON graduate program.

This handbook reflects information available at the time of publication. OU/the SON reserve the right to revise this publication at their discretion and to make reasonable changes in requirements to academic and non-academic programs.



Dear Student:

Welcome to the School of Nursing! We are delighted that you have chosen the Oakland University School of Nursing. You and your classmates are a select group of well-qualified students.

Our academic tracks will prepare you for the nursing profession now and in the future. Faculty is experts in their fields and you will receive an outstanding education.

We have developed this handbook so that you will have easy access to School of Nursing policies that may affect you during your graduate track. Please feel free to meet with track advisers or faculty in the School of Nursing for assistance with academic planning or matters outlined in this handbook.

Best wishes for a satisfying and challenging academic experience at the School of Nursing.

Sincerely,

A handwritten signature in black ink that reads "Gary Moore".

Gary Moore, Ph.D., RN  
Interim Dean and Associate Professor

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# OVERVIEW OF THE SCHOOL OF NURSING

*Approved by School of Nursing Faculty Assembly on April 28, 2011*

## PHILOSOPHY OF NURSING EDUCATION

The Philosophy of Nursing Education at Oakland University (OU) is informed by insights into the empirical, aesthetic, ethical, and personal knowledge that informs nursing as a practice discipline, the position that nursing holds in society, and the relationship that exists between the School of Nursing (SON) and OU.

Nursing's disciplinary domain has both a scientific and professional practice component. Nursing science discovers, develops, synthesizes, validates, and brings order to the theoretical and practical knowledge that informs the professional practice of nursing. Professional nursing care of individuals, families, and communities is a social mandate that carries with it the responsibility to educate nurses qualified to fulfill the professional role and uphold standards of the profession.

The faculty of the SON believe that nursing education:

- Requires innovative approaches in order to meet the societal demand, now and in the future, for professional nurses prepared to meet the nursing care requirements of individuals, families, and communities.
- Has a foundation in the arts and sciences of liberal education which is needed to ground nursing in the complexity of the human experience.
- Prepares students to recognize, understand, and work with nursing phenomena and to understand the results of these efforts in relation to human values including life, justice, personal freedom, health, and well-being.
- Prepares students to use empirical knowledge as a guide for judgment and decision-making in professional practice.
- Prepares student nurses to learn, work, and live productively in ever changing national and international societies.

The faculty of the SON also believe that:

- Students learn best when challenged by educational experiences that relate to real-life situations and problems.
- Diversity among faculty, students, and members of national and international societies enriches the educational experience.
- A commitment to life-long learning is essential to the professional development of nurses, the health of national and international societies, and the growth of the discipline.
- Faculty members are responsible for determining what is to be learned and how that learning can be assessed, evaluated, and enhanced.

## **GRADUATE PROGRAM OBJECTIVES**

*Approved by School of Nursing Faculty Assembly February 16, 2012*

The SON, Master's degree graduates achieve the following student learning outcomes:

Building on the foundation of the BSN, the MSN program will prepare the graduate student for advanced nursing practice. The MSN graduate will:

1. Integrate theories and research findings from nursing and the related sciences to translate evidence into practice.
2. Integrate professional practice standards and guidelines in the provision of nursing practice in the student's specialty area.
3. Demonstrate the foundational competencies necessary for successful completion of the certification examination in the student's specialty area.
4. Demonstrate the foundational competencies necessary for continued study at the doctoral level.

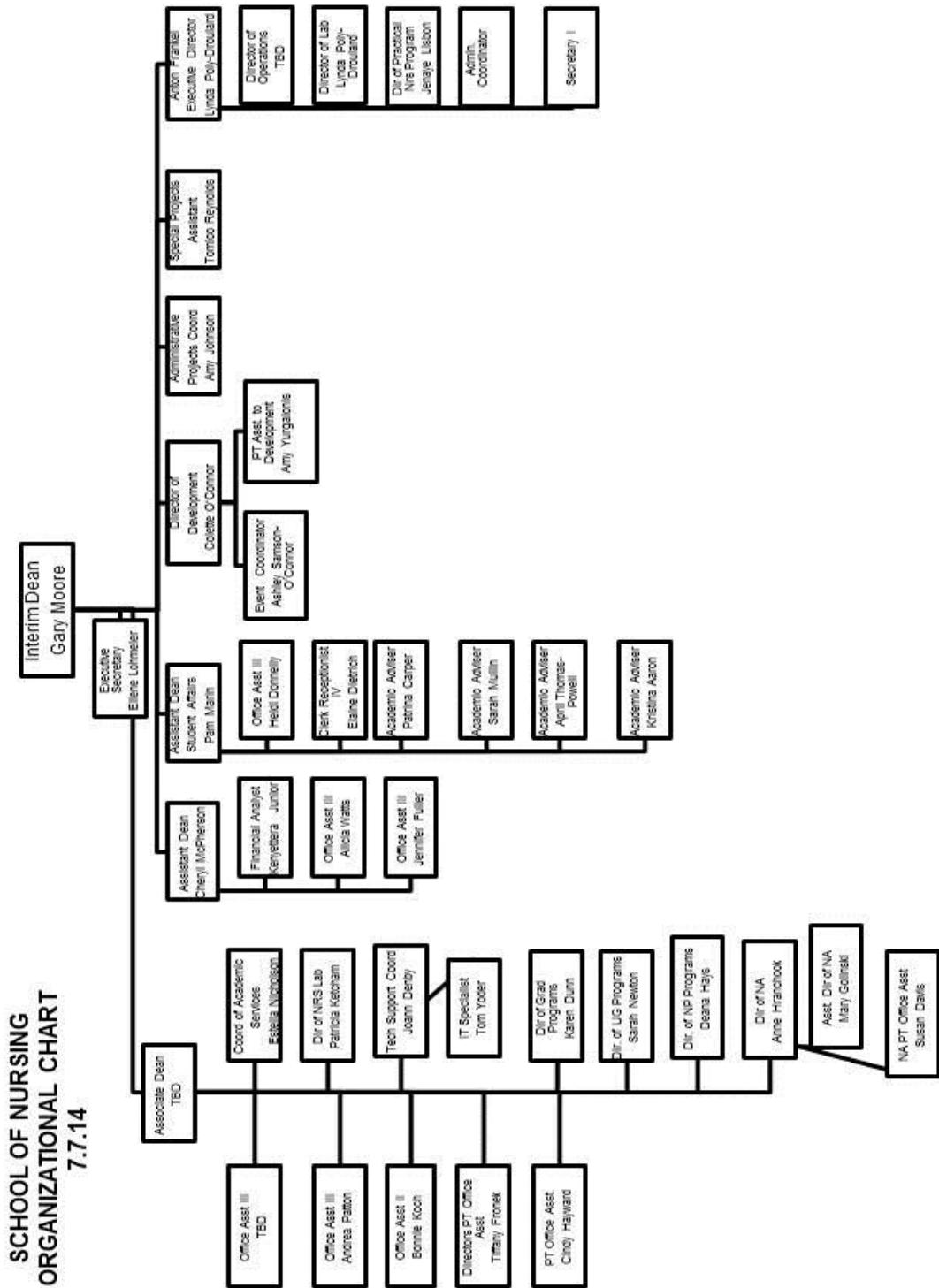
## **ACCREDITATIONS**

The OU SON Graduate Program is fully accredited by the Commission on Collegiate Nursing Education (CCNE) (American Association of Colleges of Nursing, One DuPont Circle, NW Ste. 530, Washington DC 20036) through 2022.

## **ADMINISTRATIVE STRUCTURE**

The SON is one of eight Schools and a College at Oakland University. Each School/College is governed by a Dean who is responsible to the Senior Vice President of Academic Affairs and Provost.

## SCHOOL OF NURSING ORGANIZATIONAL CHART



## **STUDENT REPRESENTATION IN THE SCHOOL OF NURSING**

Student representatives are appointed in September to selected standing SON Committees by the Dean upon recommendation from the appropriate student group. Students are non-voting members of the committees.

## **PROFESSIONAL ORGANIZATION**

### **Sigma Theta Tau International**

Sigma Theta Tau International, the Honor Society of Nursing, was chartered at OU in April 1986. Each year nursing students who are academically eligible are invited to become members. Candidates for membership are selected solely on the basis of superior scholastic achievement.

## **COMMUNICATION MECHANISMS**

### **OU E-mail Account**

Students are expected to communicate with SON faculty and staff using their OU E-mail account. Students are responsible for checking their OU E-mail on a regular basis. Notices, such as scholarship information and program information, are communicated to students via E-mail.

### **Course Websites**

Information about courses, including course syllabi and clinical placements, are posted on course websites in MOODLE.

### **SON Website**

The SON website is an important source of information regarding academic and non-academic issues affecting students. SON documents, such as student health requirements and the graduate program student handbook, are available on the SON website: <http://www.oakland.edu/nursing/>

### **Student Name and Address Changes**

It is the responsibility of each student to inform the Office of the Registrar <http://www.oakland.edu/registrar> of any changes in name, mailing address, and/or telephone number as soon as the change is known.

## **SCHOOL OF NURSING RESOURCES**

### **School of Nursing Academic Advising Office** [3027 Human Health Building, (248) 370-4253]

Academic Advisers are available by appointment to assist students with program planning, course scheduling, petitions of exception, transfer equivalencies, etc. You will be assigned a professional Academic Adviser for the duration of the nursing program.

**School of Nursing Faculty** can be reached during scheduled office hours, by appointment, or E-mail and voicemail to assist students with questions/concerns related to nursing courses, clinical experiences, grades, professional nursing goals, etc. Information regarding SON Faculty can be found on the SON website: <http://www.oakland.edu/nursing/>

A **Graduate Assistantship** is awarded to the SON through the Office of the Vice Provost for Research and Graduate Study. Assistantships are a form of support for regularly admitted students in graduate degree programs. They carry a cash stipend and usually include a tuition scholarship. The recipient of the assistantship is expected to render service to the university in teaching and/or research under the direction of a designated faculty member. In addition, the student carries a minimum academic load of 8 credit hours of graduate study per semester. The assistantship and program of study constitute a full-

time commitment; therefore, the recipient may not undertake additional employment without the written permission of the Associate Dean.

In the SON, graduate assistants have been assigned to work in the Nursing Laboratory or to assist with faculty research. The assistantship may be shared by two individuals (i.e., one person for fall semester, another for winter).

## OTHER SOURCES OF INFORMATION

Academic Calendar available at <http://www.oakland.edu/important-dates>

Graduate Catalog available at <http://www.oakland.edu/grad> the graduate catalog is the listing of academic programs, degree requirements, policies, and related information; available on the graduate study web site or in print from 511 O'Dowd Hall.

Graduate Study and Lifelong Learning web site: <http://www.oakland.edu/gradstudy>

Oakland University-Beaumont Graduate Program of Nurse Anesthesia Student Handbook

OU website available at <http://www.oakland.edu>

Schedule of Classes available on the Oakland University website updated with the most current information at <http://www.oakland.edu/?id=12183&sid=256>

## OVERVIEW OF THE MASTER'S CURRICULUM

The professional nursing standards and guidelines used by the SON include those delineated by the American Association of Colleges of Nursing (AACN); *The Essentials of Master's Education in Nursing* (2011). Use of the AACN Essentials help to guide program and curricular development, and allows the SON to ensure that the three academic levels of the curriculum build upon one another. Other professional standards and guidelines used by the SON include: *Nursing: Scope and Standards of Practice* (American Nurses Association, 2010), *Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education, 2012), *Nurse Practitioner Core Competencies* (the National Organization of Nurse Practitioner Faculty (2012), *Standards for Accreditation of Nurse Anesthesia Educational Programs* (Council on Accreditation of Nurse Anesthesia Programs, 2014), and *Scope and Standards for Nurse Anesthesia Practice* (American Association of Nurse Anesthetists, 2014). The SON's continued accreditation since its inception is evidence of the SON's compliance with professional nursing standards and guidelines used in the preparation of nursing professionals at all levels of the nursing educational spectrum.

The OU SON offers a Master's of Science in Nursing in Adult/Gerontology Nurse Practitioner, Family Nurse Practitioner and Nurse Anesthesia. Students are referred to <http://www.oakland.edu/grad> for the OU Graduate Catalog's description of these tracks.

Post Master's Certificates in Adult/Gerontology Nurse Practitioner, Family Nurse Practitioner and Nurse Anesthesia are available to nurses who already have a master's degree in nursing.

## **COMPONENTS OF THE MSN CURRICULUM**

### **Foundation Courses**

The SON offers the five foundation courses for the MSN tracks online.

Foundation courses address critical content needed by all graduate nursing students. These courses include content on nursing theory, diversity, research, ethics, health policy, and roles of advanced practice nursing.

Online courses at Oakland are delivered using e-learning software that resides on a server, allowing students to access it via a web browser Firefox. Students can access the course information 24 hours a day, 7 days a week from any computer with Internet access anywhere in the world. For a complete orientation to e-learning at OU, go to <http://www2.oakland.edu/elis>. After completing this online orientation, students are given the opportunity to enroll in a live orientation session on campus. For more information, send a Support Request Form located at <http://www2.oakland.edu/elis/help.cfm>.

### **Clinical Core Courses**

The clinical core courses provide graduate students with advanced clinical knowledge and skills in pharmacology, advanced health assessment, pathophysiology and advanced nursing interventions.

### **Specialty Courses**

The specialty courses are comprised of didactic and clinical courses that prepare students for the advanced practice specialties of Adult/Gerontology Nurse Practitioner, Family Nurse Practitioner and Nurse Anesthesia. The specialty courses build upon nursing knowledge and skills learned at the undergraduate level and during foundation and clinical core courses.

See the OU Graduate Catalog for course names, credit allocations, and course descriptions as well as Plans of Study for each Master's track and complete descriptions of track requirements.

### **Teaching Strategies**

OU SON uses a variety of teaching formats for its graduate tracks. All required MSN Foundation courses are offered via distance learning technology. The MSN Clinical Core and Specialty courses may be taught entirely using distance learning technology, use a combination of distance learning technology and classroom formats, or be entirely classroom-based. Distance learning courses at OU may require up to three face-to-face sessions during a semester. For students unable to attend any course's required face-to-face sessions, every effort will be made to arrange alternate teaching methods.

## **COURSE SEQUENCING**

Each MSN student is provided a Plan of Study (POS). The POS reflects the order in which courses should be completed to maximize a student's potential for successful completion of the nursing track. The POS is the student's contract with the SON. Students should consult their Track Director for any emergencies that require a change in the POS.

## **LEAVE OF ABSENCE POLICY**

Students who are considering a Leave of Absence must seek immediate guidance from the track director. Whenever possible, the request should be made in advance of the anticipated leave or as soon as possible after commencement of an emergency leave. A letter of explanation detailing the circumstances surrounding the request must be submitted to the track director along with notification. The curriculum builds upon didactic and clinical experiences in a sequential manner. Students who are

absent beyond the end of an approved Leave of Absence are not guaranteed re-entry. Return to the track is contingent upon availability of space.

It is the student's responsibility to ensure that the proposed leave is compatible with the regulations of any granting agency from which funding would normally be received during the leave period and that such agencies are informed of the proposed leave. Student on student loan or financial aid programs should determine the consequences that such a leave may have on their repayment status.

A student granted a Leave of Absence will have his or her time-to-completion of degree extended by the amount of time granted in the leave of absence. Leave of Absence Request forms are available through Graduate Study and Lifelong Learning <http://www.oakland.edu/gradstudy/manualpolicyform>.

## **CLINICAL REQUIREMENTS**

### **Clinical Placements**

Graduate students function with increasing autonomy at their clinical practice sites. Consistent with this increasing autonomy, clinical educators serve as on-site resource persons to the student in designing and implementing experiences commensurate with the goals of specific advanced practice nursing courses and the student's own goals and objectives. University faculty are ultimately responsible for evaluation of student experiences, and will make site visits to affiliating agencies during clinical courses. In addition, nurse anesthesia faculty visit each clinical site annually, and participate in evaluating students in the clinical area.

### **Requirements to Participate in Graduate level Clinical Experiences**

Students are referred to the SON web page <http://www.oakland.edu/nursing> under "Advising," "Important Forms" for clinical requirements. Graduate students should see "Clinical/Health Requirements for Graduate Students. Failure to submit these requirements by the due date can result in administrative disenrollment from the course. Students in nurse anesthesia are required to comply with the requirements of each clinical or enrichment site they are assigned to.

### **Admission Health Requirements**

1. Submission of a completed health assessment, including inoculation for tetanus (T-dap); skin testing for tuberculosis (possible chest x-ray); proof of immunity to Rubella, Rubeola, Mumps (MMR), Varicella and Hepatitis B.
2. Documented completion of an approved CPR course (*BLS through American Heart Association required for all MSN students. In addition, CRNA students are required to be ACLS certified through American Heart Association*).
3. Documented completion of Flu immunization (required after October 1st of each year). Proof must be submitted to School of Nursing).

The following are required by clinical agencies where students are placed for clinical courses:

1. State of Michigan Criminal background check
2. Urine drug screen (testing for illicit drugs)
3. Valid RN licensure for the state in which the clinical agency is located.

PLEASE NOTE: Background checks and drug screens must be done within 45 days of the deadline date. Drug Screens and Background Checks will be done through American Databank. Student must contact American Databank at [oaklandunivcompliance.com](http://oaklandunivcompliance.com) or click on the link, and follow directions provided. A receipt that a drug screen and background check were performed must be included in your packet, so be sure to allow adequate time for this.

Students starting classes in the SON must submit proof of all the above requirements according to the published deadlines (see below). Complete packets must be submitted via trackable mail or courier service only. Trackable (*certified, registered or priority mail*) mail includes the US Postal Service, United Parcel Service (UPS) or Fed-Ex. **Faxes, walk-ins, and incomplete packets will not be accepted.** Packets must contain an updated clinical requirement Submission checklist as the first page. To be completed and signed by the student.

### **Requirements Submission Process**

1. Student gathers acceptable proofs that requirements are met. Student should keep original documents and submit copies of documents including student signature, Grizzly ID #, and statement "*This is a true copy of the original*" on each document. Note: Please do not attempt to complete health requirements (background check and drug screen) more than 45 days prior to the deadline.
2. Student completes Student Health Requirements Satisfied Form by entering the dates in the appropriate locations and attaching documents as proof requirements are met. Fill out this section completely, including phone, Oakland email, G#, and student. Health care provider must sign Student Clinical Experience Clearance Form. **(DO NOT SUBMIT PACKET UNTIL ALL REQUIREMENTS ARE INCLUDED)**
3. Student sends documents and signed Clearance Form to Andrea Patton at the Oakland University School of Nursing, 3016 Human Health Building, Rochester, MI 48309) by Trackable US mail. FAX COPIES, walk-ins or incomplete packets will not be accepted.
4. Questions regarding clinical requirements are to be directed to Andrea Patton at [patton@oakland.edu](mailto:patton@oakland.edu) (preferred method of contact) or (248) 364-8706 (emergencies only). *Please do not call or email to inquire if the school has received your packet. Communication regarding your health requirements will always be done through Oakland email only.*

### **CPR Course**

American Heart Association BLS + ACLS (only CRNA required) are offered through hospitals on a frequent basis. Call these agencies to schedule a class, and remember to start your search early to ensure this will be done by deadline date.

### **Health Assessment**

Health assessments may be obtained through your own health care provider or at OU's Graham Health Center. Health assessments may be scheduled at Graham Health Center by calling (248) 370-2341. Health Center hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. Be sure to identify yourself as a nursing student when you make the appointment. Take the Health Requirements Satisfied Form and Clearance From with you to your appointment. (Know which vaccinations you have had and, if available, bring documentation with you.) These forms are available on the SON website (under Important Forms) <http://www.oakland.edu/nursing>.

Students must maintain their own health insurance for illness or injury. Student health insurance is available at [affordablecareact.com](http://affordablecareact.com). Clinical agencies are not required to provide free treatment for students and will bill individuals for use of their emergency or employee health services. OU does not cover any costs associated with student accidents at clinical.

These forms are available on the SON OU website (under Important Forms): Hepatitis B Vaccine Refusal and Health Screening Questionnaire for History of Positive TB and Hepatitis B Vaccine Refusal and Acknowledgement of Risk & Release (for those students not having a completed Hep B series). Some Clinical sites may require proof of Hepatitis B immunization and a Flu shot in order to place students.

**Urine Drug Screen and Criminal Background Check**

Student should visit the website of American Databank, [oaklandunivcompliance.com](http://oaklandunivcompliance.com) and arrange to complete the process of obtaining a drug screen and criminal background check. Receipt of this process will need to be included in your health requirement packet submission.

**Clinical Preceptors for Nurse Practitioner Students**

Students are responsible for finding appropriate clinical preceptors. Preceptors may be Certified Nurse Practitioners or Board Certified Physicians (MD or DO) in the state of Michigan. Students should have at least one nurse practitioner preceptor prior to graduation. Potential preceptors should be able to commit to providing access to patients as well as the time and willingness to teach the student during the clinical experience. When considering a preceptor, students are required to visit the practice site and shadow the preceptor for a half-day. During this time the student should evaluate the site for adequacy of patient volume, and unique learning opportunities (i.e. diagnostic testing, suturing, casting, EKG interpretation). The visit should also provide students the necessary insight to determine if there is a match between your learning needs, preceptor attributes, and clinical site variables.

**Procedure for NP Program Clinical Rotations**

Please read the following procedure for Clinical Rotations. Any violation in the procedure or incomplete information could result in delay or denial of a clinical rotation.

**Deadlines to Submit Preceptor Information:**

**Summer Rotations Due By March 1st**

**Fall Rotations Due By June 1<sup>st</sup>**

**Winter Rotations Due By Sept 1st**

You will need to submit your preceptor agreement form and contact the NP clinical coordinator (Nicole Clark) with the following information regarding your clinical preceptor:

Student's Name

Student's email address

Course #

Preceptor's Name

Preceptor's Title

Location(s)

Days you are scheduled to be in clinic

Is the preceptor employed by a health system and if so which one?

If your preceptor is employed by a health system, the rotation will need to go into the ACE database.

This database is a requirement by most health systems in Southeast MI in order to approve sites within that health system. All students completing their clinical with an employed preceptor (such as St. John, Beaumont, Oakwood, etc.,) must contact the NP clinical coordinator to request ACE approval and obtain an ACE-Mapp account. All ACE documents at least 20 working days before the rotation begins.

If the preceptor is employed by Henry Ford, the ACE approval must be obtained at least 30 working days before the rotation begins and complete all ACE modules at least 20 working days before the rotation begins. **All other ACE modules must be completed by April 14th for Summer rotations, Aug 4th for Fall rotations & Dec 12th for Winter rotations.**

An ACE clinical approval request will not be submitted if the student's health requirements are not up to date in Typhon. It is also the student's responsibility to submit their health requirements on time to Andrea Patton at [patton@oakland.edu](mailto:patton@oakland.edu).

### **Transportation**

Cooperating clinical agencies are located throughout the metropolitan Detroit area. Students are responsible for providing their own transportation for all clinical experiences. For nurse anesthesia, there are clinical sites throughout Michigan and outside of the State of Michigan.

### **Use of Agency Resources**

Fulfillment of course requirements includes compliance with clinical agency rules and regulations regarding the use of the agency resources and materials. Failure to return books or materials to an agency may result in a "hold" being placed on future registrations at OU.

### **Dress Code**

Graduate students are expected to meet the dress code requirements of the affiliating agency in each clinical course.

### **Responsibilities of Nurse Practitioner Clinical Preceptors, Graduate Students and Faculty**

See Nurse Practitioner Preceptor packet at <http://www.oakland.edu/nursing/forms> .

## **RECOMMENDED SAFETY GUIDELINES FOR CLINICAL EXPERIENCES**

*Approved by Faculty Assembly on January 22, 2009*

These guidelines have been developed for the safety of students in clinical experiences and are not intended to be all inclusive:

1. Maintain car in good condition.
2. Carry and learn to use a map and/or street guide, a computer search for directions or a GPS navigation system to obtain directions to clinical locations.
3. Know the location of gas stations within the neighborhood where you are working.
4. It is recommended students have a cell phone available; however, cell phones should be turned off during clinical experiences.
5. When making home visits or visiting alternate agencies, leave schedule and agency information with instructor and notify the instructor of any changes in schedule. Call the instructor if you have any suspicions that community site is unsafe.
6. Carry phone numbers to call the agency and/or faculty member in case of difficulty.
7. Keep car doors locked at all times.
8. All valuables should be left in a safe place or preferably not carried at all during clinical rotations.
9. All field visits or other learning activities are to be scheduled during designated days and hours unless approved by the clinical instructor in advance.
10. A visible and unobstructed OU name badge is to be worn at all times by every student.
11. Any concerns that the student has about safety, security or client assignment should be discussed with the faculty member.
12. At no time shall a student transport clients and/or family members in their personal vehicle.
13. All absences and/or anticipated tardiness are to be reported to the clinical faculty personally in a timely manner.
14. Clothing accessories (e.g., ties), jewelry (earrings) etc. should not be of the type that can be utilized by clients to cause injury to the client or student.
15. When arriving or leaving a clinical site, be alert and aware of your surroundings.
16. Be familiar with the agency safety policies where you are working.

## ACADEMIC PROGRAM POLICIES

### BOUNDARY VIOLATIONS

Divulging information of any sort about patients/and or their families on the Internet or any other social medium is considered unethical and unprofessional behavior, and may result in sanctions. For further information, refer to the boundary violation web link from the ANA and National Council of State Boards of Nursing at: [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf).

### UNIVERSITY GRADUATE TRANSFER CREDIT POLICY

Students who are in good standing (not probationary or conditional) in a Master's degree track and wish to transfer credits from other accredited colleges or universities must have such credit approved by the SON Graduate Committee on Instruction and the Dean of Graduate Study. The credit must be earned at the graduate level with a grade of at least 3.0 (or B), it must be applicable to the student's track and may not have been previously used to satisfy degree requirements at OU or another institution. Applications for transfer credit should be filed after the first semester is completed at OU and, in any event, not later than the first week of the semester in which the student expects to graduate. It will be necessary to have official transcripts of the course work on file in the Office of Graduate Study. *Applications for Graduate Transfer Credit* are available on the Graduate Study web page at <http://www.oakland.edu/?id=13790&sid=174>

Or pick up the form from the SON academic advising office.

It is university policy that a maximum of nine semester hours of transfer credit is acceptable toward a graduate degree. Approved transfer credit will appear on the student's official transcript in the Office of the Registrar. Transfer credit earned more than six years before the degree is awarded will not be applied toward master's degree requirements.

#### **School of Nursing Procedure for Establishing Transfer Course Equivalency**

Prior to submitting the application for graduate transfer credit, it is recommended that graduate students in the SON submit a worksheet for determining course equivalency form.

Request the worksheet from the faculty secretary at (248) 370-4085 or you can contact the graduate student academic Adviser at (248) 370-4083). When requesting the worksheet, make sure that you indicate the OU course number (ex. NRS 500) for which you are seeking transfer course equivalency.

Please read and follow directions on the worksheet for determining course equivalency form.

Complete the worksheet, attach the transfer course syllabus and return to the School of Nursing, Academic Advising, 3027 Human Health Building, Oakland University, Rochester, MI 48309.

The course review process will take 4-6 weeks. You will be notified when the decision is final.

**PLEASE NOTE:** Transfer credit for required nursing courses must be earned prior to admission to the MSN program.

## **INDEPENDENT STUDY OPTION**

Independent study (NRS 650 - 1 to 12 credits) is available to students with consent of the Associate Dean. Options include:

1. Independent study of a nursing issue, exploration of a topic or trend in practice.
2. Participation in a preceptorship experience (includes clinical experience in a health care agency under the supervision of a faculty member).
3. Nursing Laboratory assistantship.
4. Advanced exploration of a topic in nursing administration or practice.

## **COURSE MATERIALS**

Textbooks and syllabi are available in the University Book Center or the online course website. Arrangements can be made through the Book Center to mail these materials to students. Some printed materials not individually distributed are available on reserve in Kresge Library. Each student is responsible for obtaining and/or reviewing these materials, as assigned.

## **PETITION OF EXCEPTION**

Graduate academic policies and requirements have been formulated by the Graduate Council and University Senate with the goal of ensuring academic quality. It is the responsibility of each graduate student to be familiar with the information published in the Graduate Catalog and to know and observe all policies, requirements and procedures related to their graduate track. The OU Graduate Catalog contains official information about degree programs, policies, procedures, and resources. The OU Graduate Catalog may be found on the Graduate Study web site.

Graduate academic policies and requirements are to be equitably and uniformly enforced. Circumstances occasionally occur that warrant individual consideration. A graduate student, who believes that there are compelling reasons for a specific policy or requirement be waived or modified, should submit a written petition.

Petitions of Exception forms are available on the Graduate Study web site and in the SON Advising Office. Decisions regarding petitions are made by the Graduate Committee on Instruction of the SON and Office of Graduate Study and Lifelong Learning. Petitions are reviewed during the Fall and Winter semesters only and should be submitted to the student's academic adviser one week prior to the date of the committee meeting. Check with your Academic Adviser for a specific deadline date for submitting this form.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 pertain to confidential student educational records. This legislation allows students the right to view their own confidential educational records upon request and defines the use of these records by others. The OU dean of students is the university compliance officer for the FERPA. OU is subject to the provisions of the FERPA. Accordingly, student grades may not be publicly posted in any form that violates the confidentiality of student records.

# **STUDENT NURSE PROFESSIONALISM EXPECTATIONS**

## **GRADUATE**

The American Nurses' Association (ANA) Scope & Standards of Practice provide the foundation for the graduate student expectations. The Standards identify sixteen areas of professional performance that are expected of every nurse. As part of the graduate nursing student's development, it is imperative that this professional conduct be demonstrated in all health care and academic settings. Each standard is followed by competencies for the registered nurse and additional competences for the graduate-level prepared specialty nurse and the APRN.

*Reference: American Nurses Association. (2010). Nursing: scope and standards of practice (2<sup>nd</sup> ed.). Silver Spring, MD: Author*

## **BULLYING**

If you are a student in the SON and you believe that you have been a victim of lateral violence or "Bullying" in any setting, please communicate it to the SON as soon as possible. The SON has a process for communicating your concerns. If the incident(s) occurred during a clinical experience, the communication process is as follows:

1. Discuss the matter with your clinical faculty,
2. If the matter is not resolved to your satisfaction, next discuss the matter with the course Faculty of Record (FOR),
3. If the matter is not resolved to your satisfaction, next discuss the matter with the SON Director of Graduate Program,
4. If the matter is not resolved to your satisfaction, next discuss the matter with the SON Associate Dean, and
5. If the matter is not resolved to your satisfaction, next discuss the matter with the SON Dean.

If the incident(s) has occurred in any other academic setting, begin the communication process with #2, the course FOR.

Further, if you experience an incident or are in any academic setting that makes you feel unsafe, call the agency's security immediately and have them come to the department/unit, walk you to your car, contact OU/local police, etc.

## **POLICIES AND PROCEDURES FOR PROGRESSION, RETENTION AND DISMISSAL IN THE SCHOOL OF NURSING**

*Approved by the School of Nursing Faculty Assembly, April 30, 2009*

### **MIMIMUM REQUIREMENTS FOR CONTINUING IN THE GRADUATE PROGRAMS OF THE SCHOOL OF NURSING**

Once admitted to the SON, graduate nursing students are required to earn a minimum grade of 3.0 or higher in each course. In courses graded satisfactory/unsatisfactory progress, students are required to earn a course grade of "satisfactory progress" (SP) to progress in program. SON courses may be repeated only one time. Nurse Anesthesia students should refer to the OU-Beaumont Graduate Program of Nurse Anesthesia Student Handbook for information related to grading, probation, progression and dismissal.

SON graduate students who do not meet these standards will be placed on probation with conditions imposed for retention in the program or they may be dismissed from the program.

**Probation:** An OU SON graduate student will be placed on probation if the student receives one (1) nursing course grade below 3.0 or a grade of Unsatisfactory progress (NP). Upon written receipt of notification of placement on probation, the student will also be notified of the conditions necessary for him/her to continue in the graduate nursing program by the Associate Dean with a copy of the notice placed in the student's file.

At a minimum the conditions of probation will include: the student must repeat the same OU SON course in which a grade less than 3.0 or unsatisfactory progress was received. An independent study course or a competency exam cannot be used as a substitute for a failed course.

The student must also develop a written plan for success in meeting the conditions of probation and a copy will be placed in the student's file.

**Dismissal:** A graduate student will be dismissed from the SON if he/she:

1. receives two graduate nursing course grades below 3.0 or Unsatisfactory progress (NP)
2. fails to fulfill the conditions of probation, or
3. exhibits unsafe, unethical or unprofessional behavior in any academic or clinical setting.

## RESOLUTION OF AN ISSUE WITH THE EVALUATION/GRAADING PROCESS

Faculty are expected to evaluate student work according to academic standards. It is faculty prerogative to assign student grades utilizing his/her academic/professional judgment. The only person who can change a grade is the faculty member who initially assigns the grade. Grades cannot be grieved, only the process by which they were assigned.

If an OU SON student believes he/she has been graded in an arbitrary or capricious manner, or not afforded due process, he/she may discuss the issue with the faculty who assigned the grade.

Capricious grading is defined as the following:

1. the assignment of a grade to a particular student on the basis of something other than performance in the course.
2. the assignment of a grade based on a substantial departure from the instructor's stated criteria as described in the course syllabus.

In order to attempt a resolution of the grading issue, the student must first meet in person with the faculty who assigned the grade. If the issue remains unresolved after meeting with the faculty who assigned the grade, the student may choose to meet with the Faculty of Record (FOR) for the course. If the student chooses not to meet with the course FOR, the grading issue is considered resolved and no further action is taken. If the student meets with the course FOR, and the issue is unresolved the student may request a Grievance Hearing.

## GRIEVANCE PROCEDURE

### **Grievance Process Step 1: Initial Notification of Intent to File a Grievance**

The Grievance procedure is to be initiated by the student within 2 business days of receipt of grade. Receipt of grade is defined as when grades are available for student viewing on the OU SAIL system. It is the student's responsibility to check her/his grades. In the case of partial semester courses, receipt of grade is defined as when the grade is reported to the student by the faculty member. A grievant's statement must be submitted in writing by the student through OU email to all of the following simultaneously; the faculty who assigned the grade, the course Faculty of Record, and the Associate Dean.

### **Grievant's Statement**

The *Grievant's Statement* must include the course name and number, the student's name, and faculty member(s) involved, and a summary stating the specific policies, procedures, or due process violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The *Grievant's Statement* must be kept to one typewritten page. Supplementary materials relevant to the complaint may be attached to support the grievance.

The student assumes the burden of proof in the grievance procedure.

A student who initiates the grievance process may continue with his/her POS assuming all prerequisites have been met until the process is resolved.

### **Faculty Advocate**

The student may request a School of Nursing faculty member act as an advocate to assist with understanding the grievance process and procedure. At the student's request the School of Nursing faculty member, acting as an advocate, may attend the Grievance Hearing meeting. The faculty advocate may make a statement on behalf of the student before the panel makes its final decision.

### **Grievance Process Step 2: Preparation for Grievance Hearing**

Submission of any supporting documentation for the grievance must be submitted to the Associate Dean's Office within two business days. The student's file with all materials associated with the grievance will be held in the Associate Dean's office for review by members of the *Grievance Panel*.

### **Grievance Process Step 3: Grievance Hearing**

The Grievance Panel will convene on the third assigned grievance day. The *Grievance Panel* will review all materials submitted by the grievant and faculty. The Panel will meet separately with the grievant and the faculty involved with the grievance.

### **Grievance Panel Statement**

The *Grievance Panel* will submit a written one page recommendation regarding the student's grievance to the Dean within two business days after completion of the hearings. The written recommendation will include the course name and number, the student and faculty member(s) involved, and a summary of the evidence and the policies and procedures upon which the Panel based its recommendation. Supplementary materials relevant to the recommendation may be attached.

### **Final Grievance Recommendation**

The Dean shall act upon the *Grievance Panel's* recommendation within 24 clock hours of receipt of the materials. The decision of the Dean is final. The student will be notified of the Dean's decision in writing via the student's OU email and by Certified Mail.

Faculty involved in the grievance will be notified of the Dean's decision by OU email.

### **Withdrawal of Grievance**

A student initiating the grievance procedure may withdraw the grievance at any time by writing the Associate Dean via OU email.

## **PROCEDURES TO SUPPORT STUDENT GRIEVANCE PROCESS**

### **Creation of Grievance Panel**

At the beginning of each academic year, the Associate Dean will appoint three faculty members who are currently teaching courses in the graduate programs (FNP, A/GNP, NA, DNP), who will serve as the *Grievance Panel* for the period of one academic year. The Associate Dean will appoint one

graduate student representative from each program who will serve as the *Grievance Panel* for the period of one academic year. Each *Grievance Panel* will consist of four voting members, three faculty and one student. For an individual grievance, a student representative from the same program as the grievant can serve as representative if possible. At no time will a faculty member or student serve on a *Grievance Panel* if they are the faculty of concern, the course FOR or in any way connected with the issue of concern or think it is inappropriate for them to serve on the panel.

## **NON-ACADEMIC GRIEVANCE**

The JUDICIAL HANDBOOK represents the essence of the judicial system at Oakland University. If you find yourself involved in an incident of a disciplinary nature, those defined as a non-academic violation of Oakland regulations and/or local, state, or federal laws, you will find this handbook useful in describing the judiciary process. Any questions may be directed to the Office of the Dean for Student Life. [144 Oakland Center, (248) 370-3352].

### **PROCEDURES FOR THE RESOLUTION OF A NON-ACADEMIC COMPLAINT**

***Initiation of the Complaint Procedure:***

1. Complaint procedure is to be initiated within five (5) working days of the situation of concern.
2. Cause for the complaint must be submitted in writing by the student to the employee of concern (administrator, faculty, or staff) with a copy to the Associate Dean and Dean.
3. The student must meet with the employee involved and attempt a resolution.
4. If the complaint cannot be resolved, the student may, within five (5) working days of the meeting with the involved employee, meet with the employee's supervisor.
5. If the complaint still cannot be resolved, the student may, within two (2) working days of the meeting with the employee's supervisor, meet with the Dean or the Dean's designee.
6. The Dean will make the final decision for all SON employees and will notify the student by certified mail with copies to the employee, the employee's supervisor, and the Associate Dean.

**Documentation of Complaint**

Documentation of all meetings between the student and persons involved with the complaint will be placed in the student's file.

**Withdrawal of Complaint**

At any point the student initiating the complaint may make his/her request in writing to the Associate Dean to discontinue the process.

## **GUIDELINES FOR COMPLETING THE GRADUATE RESEARCH SEQUENCE OVERVIEW OF THE PROCESS**

The OU SON Graduate Research Sequence consists of three (3) courses: NRS 500 (Theoretical Foundations of Advanced Nursing Practice), NRS 531 (Research in Advanced Nursing Practice), and NRS 687 (Graduate Research Project). In addition, all Advanced Practice Registered Nurse (APRN) students (e.g. Nurse Anesthesia, Nurse Practitioner) must have completed a minimum of (1) advanced practice clinical course prior to enrolling in NRS 687. APRN students are expected to develop a research project that examines a clinical phenomenon of importance to the APRN role for which they are preparing.

There are four (4) acceptable outcomes for the graduate research project (see below), all of which are completed under the guidance of a SON faculty member. A list of all SON faculty members and their area of expertise can be found at <http://www.oakland.edu/nursing>. The faculty adviser must be a

doctorally prepared registered nurse (e.g. PhD, DNP) for outcomes #3 and #4, and have a minimum of a master's degree in nursing for outcomes #1 and #2. For students who may be interested in pursuing further education at the doctoral level, a research study (outcome #3) or a thesis (outcome #4) are strongly advised. Students may work in a group to satisfy the NRS 687 requirements. The number of students permitted per group will be at the discretion of the faculty adviser.

### **RESEARCH OUTCOMES**

- | <b><u>RESEARCH OUTCOMES</u></b>   | <b><u>OPTIONS</u></b>  |
|---|--|
| 1. Evidence Based Practice Project  | <ul style="list-style-type: none"> <li>• paper <u>OR</u></li> <li>• literature review <u>OR</u></li> <li>• manuscript for publication <u>OR</u></li> <li>• presentation (oral or poster) at a local, regional, or national conference</li> </ul> |
| 2. Research Practicum (working with a SON faculty on his/her research)  | <ul style="list-style-type: none"> <li>• literature review <u>OR</u></li> <li>• data collection and analysis <u>OR</u></li> <li>• other negotiated outcome</li> </ul>  |
| 3. Research Study (student conducts an independent research project under the guidance of a SON faculty member) | <ul style="list-style-type: none"> <li>• paper <u>OR</u></li> <li>• manuscript for publication <u>OR</u></li> <li>• presentation (oral or poster) at a local, regional, or national conference</li> </ul>  |
| 4. Thesis   | <p style="text-align: center;"><a href="http://www.oakland.edu/gradstudy">Refer to thesis guidelines at:<br/><u>http://www.oakland.edu/gradstudy</u></a></p>   |

### **Writing Style**

The NRS 687 research project should follow the writing style outlined in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.) (2010). If the final version of the research project is a manuscript submitted for publication, then the manuscript should conform to the journal guidelines where the manuscript will be submitted.

Students are expected to complete the NRS 687 Graduate Research Project in one semester. If a student does not complete the research project in one semester, he/she must register for additional credits of NRS 687 Graduate Research Project until the project is completed.

The following table outlines the Student's and SON Faculty Adviser's responsibilities for the NRS 687 research project.

### **Student and Faculty Adviser Responsibilities for NRS 687**

Student	Faculty Adviser
1. Selects a Faculty Adviser from the approved list.	1. Agrees to work with student(s).
2. Negotiates outcome for NRS 687 research project with Faculty Adviser.	2. Negotiates outcome for NRS 687 research project with student(s).

3. Identifies process (including time frame) necessary to successfully complete NRS 687 research project.	3. Approves process necessary for student(s) to successfully complete NRS 687 research project.
4. Communicates regularly with and provides project drafts in a timely manner to Faculty Adviser.	4. Provides student(s) with timely feedback on drafts submitted for review.
5. Completes NRS 687 research project.	5. Verifies that student(s) completed NRS 687 research project satisfactorily.
	6. Submits student(s) grade(s).

### **Human Subjects**

Students who do a research project involving human subjects must secure approval for the proposed project from both the OU IRB and the health care agency where data will be collected.

### **Research Project Completion**

To receive a final course grade for NRS 687, students must submit their completed research project to their Faculty Adviser for signed approval (see Appendix C for Title page) and an electronic copy should be sent to the SON Director's Assistant (3001 Human Health Building). The final signed approved project must be submitted to the faculty adviser and the Director's Assistant by no later than the last day of classes of the semester in which the student completes the project.

## APPENDIX A

### CHECKLIST FOR DEVELOPMENT OF EVIDENCE-BASED PRACTICE PROJECT

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- (1) Identify a faculty adviser.
- (2) Make an appointment with the Faculty Adviser to discuss the research project and to negotiate the outcome.
- (3) Begin project under supervision of faculty adviser.
- (4) Complete evidence-based practice (EBP) project and secure Faculty Adviser's signature on the title page (See Appendix C for a Sample Title Page).
- (5) Submit electronic copies of the signed EBP project to:
  - (1) SON Director's Assistant,
  - (2) Faculty Research Adviser.

## APPENDIX B

### CHECKLIST FOR DEVELOPMENT OF RESEARCH PRACTICUM/STUDY

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- (1) Identify a faculty adviser.
- (2) Make an appointment with the Faculty Adviser to discuss the research practicum/study and negotiate the outcome.
- (3) Develop a research proposal, as needed.
- (4) Complete and submit the Oakland University IRB form Human Subjects Review Form for New or Periodic Review available at <https://www2.oakland.edu/secure/research/appmanager/login.cfm>. Students will also need to do the CITI training available at [www.citiprogram.org](http://www.citiprogram.org). If applicable, secure approval from the human subject's committee at the health care agency where data will be collected.
- (5) Collect data (if applicable).
- (6) Analyze data (if applicable).
- (7) Complete negotiated outcome and obtain Faculty Adviser's signature on the title page (See Appendix C).
- (8) Distribute electronic copies of the signed research project to:
  - (1) SON Director's Assistant, and
  - (2) Faculty Adviser.
- (9) Inform the Oakland University and health care agency (if applicable) IRB of the study's completion.

## APPENDIX C

### SAMPLE TITLE PAGE

(TITLE)

By

Student Name(s)

A (describe product - i.e. research study, literature review, evidence-based practice paper, poster presentation, manuscript for publication)

submitted in partial fulfillment

of the requirements for the

degree of

MASTERS OF SCIENCE IN NURSING

(year)

Oakland University  
School of Nursing  
Rochester, Michigan

APPROVED BY:

---

Faculty Adviser

Date