



MSN ONLINE
STUDENT HANDBOOK
2020-2021



CARSON-NEWMAN
DEPARTMENT OF NURSING

TABLE OF CONTENTS

INTRODUCTION.....	1
PHILOSOPHY	2
GENERAL INFORMATION.....	4
NURSING MAJORS.....	4
ADMISSION REQUIREMENTS: MSN.....	4
ADMISSION REQUIREMENTS: POST-MASTER’S CERTIFICATE	5
CATEGORIES OF ADMISSION	6
READMISSION.....	6
TRANSFER CREDIT	6
EXAMINATION INFORMATION	6
PROGRESSION THROUGH NURSING PROGRAM	7
SATISFACTORY PROGRESS.....	7
RESIDENCY REQUIREMENT.....	7
GRADING SYSTEM.....	7
TEMPORARY GRADES	8
PROBATION/SUSPENSION.....	8
WITHDRAWAL	8
GRADUATION.....	8
CLINICAL INFORMATION.....	9
NURSING PRACTICUM	9
CLINICAL REQUIREMENTS	9
STUDENT CLINICAL DRESS CODE	10
PRACTICUM GUIDELINES	11
PRECEPTOR AGREEMENT AND EVALUATION FORMS	12
STUDENT MEMBERSHIP ON COMMITTEES.....	23
GRADUATE STUDENT AWARDS.....	24
SIGMA THETA TAU, INTERNATIONAL – RHO MU-at-LARGE CHAPTER.....	24
RIGHTS AND RESPONSIBILITIES	25
ABSENTEE POLICY	25
CLINICAL EXPECTATION POLICY	25
CELL PHONE POLICY	25
MAKEUP TESTS.....	25
ACADEMIC HONESTY IN NURSING.....	25
NEW POLICIES.....	27
GRIEVANCE PROCEDURE	27
STUDENTS WITH DISABILITIES.....	28
PRACTICE OF PROFESSIONAL NURSING.....	28
GUIDELINES TO AVOID UNPROFESSIONAL CONDUCT	29
PROFESSIONAL STANDARDS FOR NURSING	31
POLICY ON BACKGROUND CHECKS	35
POLICY ON DRUG USAGE	35
SOCIAL MEDIA POLICY	38
INFECTIOUS DISEASE POLICY	40
COVID-19 POLICY.....	41
RESEARCH PROJECTS.....	42
THESIS	42
ADVANCED PRACTICE PROJECT	43
COLLABORATIVE RESEARCH PROJECT	43
POLICY ON RESEARCH REVIEW.....	44

COMPREHENSIVE EXAMINATION GUIDELINES	46
OBJECTIVES/OUTCOMES FAMILY NURSE PRACTITIONER	48

INTRODUCTION

The overall goal of the Master of Science in Nursing program is to prepare the registered nurse for an advanced practice role in nursing within the context of Christian beliefs, values, and behaviors. All specialty tracks meet the necessary requirements of eligibility for the graduate of the MSN program to write the national certification examination as appropriate.

MSN ONLINE STUDENT HANDBOOK

Approved: 9/18

Reviewed: 4/19, 8/20

PHILOSOPHY

The philosophy of the Department of Nursing at Carson-Newman University affirms the institutional mission to prepare, through its bachelor's and master's degree programs, educated men and women as servant leaders and world citizens. As an institution, Carson-Newman emphasizes academic excellence and Christian commitment within a caring community. The faculty affirms the liberal arts foundation with its emphasis on the intrinsic value of each person, Christian caring in human relationships, logical understanding of life, appreciation of truth and beauty, and practical solutions for human problems.

This philosophy characterizes the faculty's beliefs about nursing education and practice as understood through the nursing metaparadigm of person, environment, health, and nursing. Each person is a unique being created by God. Each person possesses intrinsic value, worth, dignity, and freedom of choice as an individual and as a member of the local and world-wide community. The environment in which the individual develops is both ever-changing and often unpredictable. This environment is both collectively experienced and individually perceived and interpreted according to the person's cultural experiences. Health is a dynamic state that is uniquely perceived and defined. Health is influenced by physical, psychosocial, emotional, and spiritual factors within the individual and by factors within the greater economic, social, and physical environment. Health is facilitated by the caring interaction between two or more individuals.

Nursing is a learned discipline whose focus is the promotion and maintenance of the health of individuals, families, communities, and populations. Nursing practice is an ongoing humanistic process utilizing critical thinking and decision-making skills. Nursing is sensitive to each person's culture, values, and perceptions of health. Nursing, as a profession, is grounded in the domains of education, research, and practice. The scope and diversity of nursing necessitate the synthesis of concepts from nursing, the psychosocial and biophysical sciences, and the liberal arts. This knowledge, supported by nursing theories and research findings, constitutes the foundation for evidence-based nursing practice and empowers the profession to apply nursing ethics as it advocates for social justice and health care reforms.

The baccalaureate level of nursing education has been defined as the entry level to professional nursing practice. The baccalaureate nurse provides direct and indirect care; designs, coordinates and manages care; and functions as a member of the profession. The graduate level of nursing education prepares an advanced practice nurse with the substantive knowledge, competence, and skills needed to practice in an area of specialization. An integral part of graduate nursing education is the development of scholarly investigation and leadership skills that contribute to the discipline of nursing and improvement of health care.

Learners at both undergraduate and graduate level are responsible for their own learning. Learners bring their unique potential for growth and development to the learning environment. Faculty act as catalysts to facilitate learning in a caring relationship. Faculty encourage independent thinking and a sense of inquiry. Faculty model professional behaviors which reflect a commitment to ethical and legal standards of practice.

Reviewed, revised and approved: 8/16/95, 1/27/97, 8/17/11, 4/3/13
Reviewed and revised: 10/24/95, Approved: 10/27/95
Revised and approved: 5/8/96, 7/8/96
Reviewed, 1/25/99, 8/16/06, 8/11/15, 3/14/17, 4/10/18, 2/11/20

GENERAL INFORMATION

Nursing Majors

All nursing majors are assigned a graduate advisor who will closely follow the student's academic progress. Students are required to contact their advisor each semester during the posted preregistration and registration times. Transfer students from other schools must have their previous work evaluated before being admitted to the program. Transcripts of students with prior university credit will be evaluated on an individual basis. Final approval of transfer credit for required nursing courses must be signed by the program director or designated representative.

Admission Requirements

MSN Degree

- A bachelor's degree in nursing from a NLN or CCNE accredited nursing degree program.
- Grade point average of 3.0 or higher on a 4.0-point scale for undergraduate work.
 - Graduate Record Examination taken within 10 years of application if GPA is below 3.0. Combined score must be greater than or equal to 290.
- One official transcript from all previous undergraduate and graduate universities or university course work.
- A recommendation form regarding each of the following areas: academic (if graduated within the last three years), employment, and character.
- Current active unencumbered registered nurse licensure.
- Completion of criminal background check within 45 days of first day of class.
- Letter of personal goals and aspirations.
- Completion of drug screen prior to first day of class in NURS 507.

Post-Master's Certificate Program

The post-master's certificate programs require an individual course of study to be designed to meet the needs of the student. Upon successful completion of the required course and clinical practicum, the student will receive the appropriate certificate of completion from the Board of Trustees.

Admission Requirements Post-Master's Certificate Program

- A master's degree in nursing from a NLN or CCNE accredited program.
- Grade point average of 3.0 or higher on a 4.0 point scale in the previous master's program.
- One official transcript from all previous graduate universities or university course work.
- A recommendation form regarding each of the following areas: academic, employment, and character.
- Current active unencumbered registered nurse licensure.
- Completion of criminal background check within 45 days of first day of class.
- Letter of personal goals and aspirations.
- Completion of drug screen prior to first day of class in NURS 507.

Categories of Admission

1. Admitted – Degree Seeking Student - This category means that the candidate has met all the specified requirements for admission into the degree program and that the candidate may take all the course work leading to the degree program to which he/she was admitted.
2. Not Admitted - This category means that the Graduate Admissions and Appeals Board has reviewed the completed application and has found reason to deny admission. The applicant will be notified in writing of the Board's decision and the reason(s) for the decision.

Readmission

Students accepted into Master of Science in Nursing program must begin course work during the semester of acceptance or apply for readmission to the program. Students withdrawing from the program must apply for readmission before being allowed to continue their course of study. Application for readmission can be found online or requested from the department of nursing office or the office of graduate admissions.

Transfer Credit

Nine semester hours of graduate credit from a recognized nationally accredited nursing program at a regionally accredited college or university may be transferred to Carson-Newman University for advanced statistics, nursing theory, or advanced pharmacology. Clinical courses will not be accepted for transfer credit. Any transfer course must have been completed with a grade of A or B within three years prior to the semester of enrollment. No correspondence courses will be transferred. If a student wishes to transfer additional graduate hours, the course must be comparable to that offered at Carson-Newman University and will be assessed on an individual basis by the course faculty. Evaluation may include (but not be limited to) syllabi, written papers, examination. Written request for transfer credit after enrollment should be submitted to the chair of the Nursing Curriculum Committee. The request should include the university offering the course, course name, course number, and a catalog description.

Examination Information

Graduate Record Examination (GRE)

The Graduate Record Examination (GRE) is required to meet admission testing requirements for certain programs. Phone: 1-800-GRE-CALL for information and scheduling. The GRE code for Carson-Newman University is 1102.

PROGRESSION THROUGH THE PROGRAM

Satisfactory Progress

A minimum overall GPA of 3.00 is required to remain in academic good standing. A grade of C or better must be achieved in all courses applying to the Master's degree. A maximum of nine credit hours with C grades may be applied toward the Master of Science in Nursing.

Residency Requirement

All but nine semester hours of course work in the MSN degree must be taken at Carson-Newman University. Courses taken on the Carson-Newman University campus, independent studies, thesis, other research, and clinical practica meet residency requirements.

Grading System

<u>Grade</u>	<u>Performance</u>	<u>Grade Points Per Semester Hour of Credit</u>	<u>Department Grading Scale</u>
A	Superior	4	93-100
B	Good	3	85-92
C	Average	2	78-84
F	Failing	0	Below 78
WF	Withdraw Failing	0	
WP	Withdraw Passing	0	
AU	Audit	0	
*I	Incomplete	0	
*IP	In Progress	0	

* See Temporary Grades for explanation

Repetition of Courses: The grade from the most recent attempt, with no additional hours attempted, will be used in calculating grade averages. MSN students may not repeat courses with a failing grade. Any MSN student who receives a grade of "F" will be dismissed from the program. For MSN students who are placed on academic probation, a grade of "C" may be repeated once to regain academic good standing.

Temporary Grades:

I (Incomplete): The student has failed to complete the course in the allowed time due to illness or some justifiable delay. The **I** will carry no grade points and will not be included in the GPA computation. A grade of **F** will be assigned if the Incomplete is not removed by the deadline determined by the instructor, which can be no later than the end of the next semester regardless of whether or not the student is enrolled at Carson-Newman University (the deadline for removing an incomplete grade earned during any summer term is no later than the end of fall semester). No student can graduate with an **I** on their transcript.

IP (In Progress): To be used for graduate projects or practica that extend beyond one semester. An **IP** will carry no grade points, will remain on the final transcript, and will not be included in the GPA computation.

Probation/Suspension

When a student fails to maintain academic good standing (see Satisfactory Progress), he/she will be placed on academic probation. Written notification of probation will be sent to the student. While on probation, the student must work with his/her academic advisor to devise a plan to regain good standing.

Within Graduate Studies in Nursing, any student on academic probation has an opportunity to complete nine additional semester hours of graduate study in order to raise the student's cumulative GPA to 3.00. The student will be dismissed from the program if the cumulative GPA is not raised to 3.00 upon the completion of these nine graduate semester hours.

Withdrawal

Any graduate student voluntarily leaving the university before the close of the term must withdraw officially. The graduate student initiates the withdrawal procedure in the Office of Financial Aid.

Graduation

Graduate students are required to complete an application for graduation and submit it with a degree plan to the program director by the appropriate deadline. The application for graduation may be found on the Office of the Registrar website and the program evaluation may be completed through C-N Connect. **Deadlines are as follows:**

December graduation:	September 1
May graduation:	December 1

Commencement ceremonies are held in December and May. Students are expected to participate in the commencement ceremonies.

CLINICAL INFORMATION

Nursing Practicum

Each clinical course requires a supervised practicum with a program-approved preceptor under the direction of the course faculty. The student cannot be paid for participation in the practicum. Nurse malpractice insurance is purchased every semester and the amount of the insurance has been added to each clinical course as a fee.

Clinical Requirements

Prior to enrolling in clinical courses (including advanced health assessment), students must provide proof that the following criteria are valid throughout the semester of each clinical course. The criteria are:

- a. current malpractice insurance (minimum of \$1,000,000/3,000,000 required) purchased automatically through clinical course fees
- b. current American Heart Association CPR certification (infant and adult)
- c. yearly negative tuberculin test or, if positive, negative chest X-ray every three years
- d. two MMR vaccinations or MMR titer with immunity
- e. hepatitis B vaccine series or acceptable titer or waiver
- f. Tdap vaccination within the last ten years
- g. annual flu vaccine
- h. two varicella vaccinations or proof of immunity
- i. proof of medical insurance
- j. current unencumbered RN licensure
- k. completion of criminal background check
- l. completion of drug screen
- m. other requirements as specified by any clinical agency

STUDENT CLINICAL DRESS CODE

Clothing is to be appropriate for professional appearance. Scrubs may be worn in the clinical setting if requested to do so by the clinical preceptor. The following apparel will not be acceptable: jeans, sweatpants, shorts, T-shirts as outer garments, midriff tops. Dress length and pant length is always expected to present a professional image; comfortable shoes should be worn (remember you will be standing long hours). Shoes must be clean and kept in good repair (tennis shoes, crocks, open-toe or open heel shoes, etc., are not acceptable). Nails must be short and clean. Nail polish if worn should be free of chips, cracks, and peeling. No artificial nails are allowed. Nail decals and nail piercing are not acceptable. Mustaches and beards must be clean and neatly trimmed. Hair must be clean and neatly combed. If dyed, it must be a natural color. Extreme hairstyles are not acceptable. Perfumes, colognes, after shaves, tobacco smoke, or any strong scent are not permitted in the clinical area.

Appropriate jewelry includes nursing school pins, watch, wedding sets or a small ring (one per hand), one wrist bracelet, and one set of earrings. Large or multiple earrings, ear clips, or cuffs are not appropriate for the professional area. Piercings in other body parts must be covered by clothing or removed. Tattoos, if present, must be covered.

The following is required:

White lab coat with two (2) large pockets

Identification badges are required in the clinical setting. The Carson-Newman clinical ID badge is purchased from the Department of Safety and Security for around \$3.00 and uses the following format:

First name and last name, RN
MSN Student

Stethoscope – good quality model

Reflex Hammer

Mobile Electronic Device (student's choice) – with a minimum of 16 megabytes of memory – with required drug reference Epocrates+.

PRACTICUM GUIDELINES
RESPONSIBILITIES OF THE STUDENT

1. The student should contact faculty during the semester preceding the practicum if specific practicum locations are desired.
2. Prior to the first day of clinical, the student will:
 - a. discuss and receive faculty approval of clinical outcomes prior to meeting with the preceptor or attending clinical,
 - b. meet with the preceptor to arrange the practicum schedule which will remain in effect for the entire semester unless approved by the course faculty,
 - c. discuss clinical outcomes to be achieved by completion of the practicum experience,
 - d. provide the faculty member and preceptor with a copy of the practicum schedule, and
 - e. complete the preceptor/student agreement form.
3. Throughout the semester, the student will:
 - a. meet with the faculty for evaluation of clinical performance,
 - b. evaluate his/her own clinical outcomes and provide a copy to the faculty member, and
 - c. complete clinical hours weekly.

**PRACTICUM GUIDELINES
RESPONSIBILITIES OF THE PRECEPTOR**

1. The preceptor will meet with the student to arrange the practicum schedule and discuss clinical outcomes to be achieved by the student.
2. The preceptor will:
 - a. assist with orientation to the agency,
 - b. communicate with the student on a regular basis to discuss practicum performance and progress toward meeting the clinical outcomes,
 - c. provide feedback to the faculty member concerning the practicum experience when appropriate,
 - d. provide a written evaluation of the student to the faculty member during the middle and final weeks of the practicum,
 - e. meet with the faculty member to discuss practicum performance and attainment of clinical outcomes by the student, and
 - f. provide verification of completion of practicum requirements.

PRACTICUM GUIDELINES
RESPONSIBILITIES OF THE FACULTY MEMBER

1. The faculty member will be available the semester preceding the practicum to discuss possible practicum sites.
2. The faculty member will:
 - a. be available to the student to discuss, approve, and sign clinical outcomes developed by the student prior to clinical,
 - b. meet with the student to approve the practicum schedule,
 - c. act as a resource person to both the student and the preceptor,
 - d. provide feedback to the preceptor and student concerning the practicum experience when appropriate,
 - e. meet with the student to discuss practicum performance and attainment of clinical outcomes, and
 - f. meet with the preceptor to discuss the student's practicum performance and attainment of clinical outcomes.
3. Decisions regarding clinical performance will be based on student, preceptor, and faculty evaluations. The final decision regarding clinical evaluation will be made by the faculty member.

PRECEPTOR/STUDENT AGREEMENT FORM

Name of Agency _____

Agency Address _____

Telephone: _____ (Cell) _____

Practicum Requested: _____

Name of Preceptor(s): _____

Practicum Dates: (From) _____ (To) _____

Hours/Week: _____

Graduate Course Title and Course Number: _____

Name of Student: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

The above student meets the following criteria:

- Liability Insurance
- CPR Certification
- Negative PPD or documentation of appropriate follow-up
- Rubella Immunity or MMR
- Hepatitis B series or waiver
- Annual Flu Vaccination
- Varicella Vaccination, or immunity
- Medical Insurance
- Current unencumbered RN licensure
- Complete criminal background check
- Completion of a drug screen

The agency has agreed to accept the above-named graduate student and provide adequate supervision to facilitate the completion of his/her practicum. The practicum guidelines are attached.

PRECEPTOR

DATE

CARSON-NEWMAN UNIVERSITY
GRADUATE STUDENT

DATE

**CARSON-NEWMAN UNIVERSITY
DEPARTMENT OF NURSING
STUDENT EVALUATION OF PRECEPTOR SITE**

AGENCY/PRECEPTOR NAME _____

COURSE NUMBER AND TITLE _____

FACULTY _____

SEMESTER/YEAR _____

Carefully read each statement and circle that response which indicates whether you strongly agree (SA), agree (A), disagree (D), or strongly disagree (SD). Circle NA if you find the statement does not apply or if you find that you have insufficient data to make a reasoned judgment.

- | | | | | | | |
|----|---|----|---|---|----|----|
| 1. | The agency climate is supportive of the student's learning needs. | SA | A | D | SD | NA |
| 2. | The preceptor is willing to communicate in regard to desired learning experiences. | SA | A | D | SD | NA |
| 3. | The preceptor provides constructive feedback in regard to student performance. | SA | A | D | SD | NA |
| 4. | The preceptor was readily available for consultation with the student. | SA | A | D | SD | NA |
| 5. | The preceptor demonstrated expertise in his/her practice. | SA | A | D | SD | NA |
| 6. | The experience provided the opportunity to increase my knowledge base. | SA | A | D | SD | NA |
| 7. | The experience provided the opportunity to increase and improve classroom or clinical skills. | SA | A | D | SD | NA |

COMMENTS:

**CARSON-NEWMAN UNIVERSITY
GRADUATE STUDIES IN NURSING
PRECEPTOR/FACULTY EVALUATION
FAMILY NURSE PRACTITIONER
MIDTERM**

Student Name: _____

Course Number and Title: _____ Semester, Year: _____

Please complete the evaluation of the nurse practitioner student you have precepted. Your input is valuable in the evaluation process. Thank you for your assistance.

Please use the following rating scale to assess understanding and performance:

U – unsatisfactory; NI – needs improvement; S – satisfactory
You may add a plus (+) or a minus (-) behind any of the above descriptors.

The student demonstrates the following competencies of advanced practice:	Midterm
1. obtain a complete history	
2. complete the necessary physical examination	
3. report data elicited	
4. recognize normal/abnormal findings and values	
5. analyze the problem accurately	
6. develop a plan of care	
7. evaluate outcomes	
8. provide appropriate patient education	
9. communicate effectively	
10. document appropriately	
11. establish rapport with the client and staff	
12. exhibits Christian leadership in teaching	
13. consults appropriately	

Comments:

PRECEPTOR/AGENCY

DATE

STUDENT

DATE

FACULTY

DATE

**CARSON-NEWMAN UNIVERSITY
GRADUATE STUDIES IN NURSING
PRECEPTOR/FACULTY EVALUATION
FAMILY NURSE PRACTITIONER
FINAL**

Student Name: _____

Course Number and Title: _____ Semester, Year: _____

Please complete the evaluation of the nurse practitioner student you have precepted. Your input is valuable in the evaluation process. Thank you for your assistance.

Please use the following rating scale to assess understanding and performance:

U – unsatisfactory; NI – needs improvement; S – satisfactory
You may add a plus (+) or a minus (-) behind any of the above descriptors.

The student demonstrates the following competencies of advanced practice:	Final
1. obtain a complete history	
2. complete the necessary physical examination	
3. report data elicited	
4. recognize normal/abnormal findings and values	
5. analyze the problem accurately	
6. develop a plan of care	
7. evaluate outcomes	
8. provide appropriate patient education	
9. communicate effectively	
10. documents appropriately	
11. establish rapport with the client and staff	
12. exhibits Christian leadership in teaching	
13. consults appropriately	

Comments:

PRECEPTOR/AGENCY

DATE

STUDENT

DATE

FACULTY

DATE

Total number of completed student hours _____

**CARSON-NEWMAN UNIVERSITY
DEPARTMENT OF GRADUATE STUDIES
PROGRAM EVALUATION BY PRECEPTORS**

PRECEPTOR NAME _____ DATE _____

AGENCY _____

Please complete the following evaluation regarding your experience with Carson-Newman University. Your input is valuable in the evaluation process of our students, faculty, and program. Thank you for your assistance.

Please use the following rating scale:

(1) very poor (2) poor (3) average (4) very good (5) excellent

- | | |
|--|-----------|
| 1. Students demonstrate competence in the following areas: | |
| a. Client education | 1 2 3 4 5 |
| b. Consultation/collaboration | 1 2 3 4 5 |
| c. Current knowledge base | 1 2 3 4 5 |
| d. Students function in a moral, ethical manner | 1 2 3 4 5 |
| e. Critical thinking skills | 1 2 3 4 5 |
| f. Assessment | 1 2 3 4 5 |
| g. Diagnosis | 1 2 3 4 5 |
| h. Management of clients | 1 2 3 4 5 |
| 2. Faculty are available and supportive of students | 1 2 3 4 5 |
| 3. Faculty are available and supportive to you | 1 2 3 4 5 |

Program strengths:

Areas for program improvement:

Other:

Thank you for your assistance. Responses should be addressed to:

Kimberly S. Bolton, PhD, RN, WHNP-BC
Director, MSN Program
Carson-Newman University
C-N Box 71883
Jefferson City, TN. 37760

**CARSON-NEWMAN UNIVERSITY
GRADUATE STUDIES IN NURSING
MID-PROGRAM EVALUATION FORM**

What factors made you select Carson-Newman University? Check all that apply.

- reputation
- scheduling
- location
- quality of teaching
- cost
- size of school
- philosophy of school
- alumnus

How did you learn about Carson-Newman University?

- newsletter
- mailing
- flyer from work
- C-N student
- employer
- college fair
- internet or web site

List your most positive experiences at Carson-Newman University.

List your concerns as you continue in the program.

Check ways you are financing your education.

- personal funds
- parent(s)
- employer reimbursement
- loan(s)
- scholarship(s)

Have you found financial aid from a source(s) other students could use? Yes No

If yes, please list source(s) _____

Would you recommend Carson-Newman University to a friend? Yes No

Please explain your answer to the above question.

**CARSON-NEWMAN UNIVERSITY
DEPARTMENT OF NURSING
GRADUATE STUDIES OF NURSING
STUDENT INFORMATION/EXIT INTERVIEW**

Name _____
 Last First Middle Maiden Nickname

Date of Birth _____ Sex _____

Permanent Address _____

Phone _____ Cell Phone _____

E-mail (non C-N) _____ Other _____

It is important for us to stay in touch with you. Please help by giving us additional information.

Anticipated name change _____

When do you anticipate you will take the certification exam? _____

Which certification exam? _____

I have accepted a position at _____

Would you be interested in being a preceptor for our graduate program?

Long-term goals (5 years)?

**CARSON-NEWMAN UNIVERSITY
GRADUATE STUDIES IN NURSING
PROGRAM EVALUATION FOR MASTER OF SCIENCE IN NURSING
EXIT INTERVIEW – FAMILY NURSE PRACTITIONER**

Carefully consider each of the following statements and rate your answer according to the following scale: 1 – Poor, 2 – Fair, 3 – Good, 4 – Very good, 5 – Excellent, N/A – Not Applicable

The program provided me with the ability to:	1	2	3	4	5	N/A
1. Implement advanced nursing practice skills to promote and maintain the health of individuals and populations within existing or emerging healthcare systems.						
2. Demonstrate independent decision-making and critical thinking skills in the provision of evidence-based, culturally appropriate healthcare.						
3. Demonstrate leadership and interdisciplinary collaboration in developing, assessing, and improving healthcare delivery for individuals and/or populations.						
4. Apply knowledge from research and scholarly activity to evaluate and improve healthcare practice and client outcomes.						
5. Analyze the impact of economics, health policy, and technological advancements on patient safety and healthcare quality.						
6. Demonstrate Christian values and ethical conduct in advanced nursing practice, and professional leadership as a patient advocate and life-long learner.						

The strengths of the Master of Science in Nursing program at Carson-Newman University were:

The limitations of the Master of Science in Nursing program at Carson-Newman University were:

Comments:

STUDENT MEMBERSHIP ON COMMITTEES

Students are asked to nominate class representatives for departmental committees. Acceptance of students on departmental committees rests with each committee.

The Nursing Curriculum Committee and Nursing Student Affairs Committee shall each have representatives from the undergraduate and graduate programs. The representatives in the fall will include one accelerated sophomore, one traditional junior, one accelerated senior, one traditional senior and two graduate students. The representatives in the spring will be one traditional sophomore, one accelerated junior, one traditional junior, one accelerated senior, one traditional senior, and two graduate students. Student representatives may serve more than one semester. Sophomore students will be non-voting members. All other students will have one half a vote.

Nursing Curriculum Committee Functions:

1. Formulate, review, and revise the outcomes, purposes, and organization of the curriculum in keeping with the philosophy of the university and of the programs of nursing
2. Establish, review, and recommend format for course syllabus
3. Approve all new course proposals
4. Formulate, review, and revise the methods and forms for evaluation of student progress and performance
5. Implement program evaluation as outlined in the Systematic Plan of Evaluation
6. Perform other functions as determined by the department chair or program faculty

Nursing Student Affairs Committee Functions:

1. Coordinate recruitment efforts for the undergraduate and graduate programs with those of the university recruitment office and Office of Admissions
2. Work collaboratively with the Office of Admissions, Office of Financial Assistance, and Office of the Registrar
3. Review and recommend revisions of the undergraduate and graduate university catalogs
4. Plan and implement Celebration of Excellence and other activities recommended by department chair, program faculty, or students
5. Maintain a current Undergraduate and Graduate Student Handbook
6. Provide for periodic student-faculty information/discussion sessions
7. Perform other functions as determined by the department chair, program faculty, or students

GRADUATE STUDENT AWARDS

MSN Achievement Award: Family Nurse Practitioner

This award is presented by graduate nursing program faculty to the graduate student showing consistently high-quality clinical performance in all clinical areas. The student must have a minimum cumulative GPA of 3.25. The award represents high achievement in nursing and is presented at the annual Celebration of Excellence Ceremony.

Contribution to Nursing Science Award

This award is given yearly to a graduate student to recognize work that has made a significant contribution to the science of nursing. The recipient of the award will be selected by the graduate nursing program faculty based on the following criteria:

1. The finished thesis/project has the potential to make a significant improvement to patient outcome.
2. The thesis/project is scholarly, focusing on a nursing concept or problem.
3. The student is able to articulate an understanding of the significance of the thesis/project, findings from the work done on the thesis/project, and implications of the thesis/project findings.
4. The student has a plan for dissemination of the knowledge.

The award, consisting of a plaque, will be awarded at the annual Celebration of Excellence ceremony.

SIGMA THETA TAU, INTERNATIONAL – RHO MU-AT-LARGE CHAPTER

The Carson-Newman University Honor Society of Nursing was established in 1998 to recognize and further the scholarship of Carson-Newman nursing students, alumni, and appropriate community nursing leaders. The Rho Mu Chapter of Sigma Theta Tau, International at Carson-Newman University was established in April, 2002. In November 2006, Rho Mu Chapter at Carson-Newman University and the Nursing Honor Society at Tennessee Wesleyan University united to form Rho Mu-at-Large Chapter.

The purpose of this honor society shall be to:

1. Recognize superior achievement
2. Recognize the development of leadership qualities
3. Foster high professional standards
4. Encourage creative work
5. Strengthen commitment to the ideals and purposes of the profession.

Invitations to join Sigma Theta Tau, International will be extended to master's students who have a cumulative GPA of 3.5 on a 4.0 scale and have completed one-fourth of the program of study. The membership committee recommends potential candidates to the full membership of the organization for a decision.

RIGHTS AND RESPONSIBILITIES

Absentee Policy

There are no free absences within the department of nursing for either classroom or clinical instruction. All clinical absences will require a make-up day. The student will be responsible for making up any work missed during the classroom instruction. The following guidelines will be used for determining what constitutes an absence:

1. Not attending class or clinical

Students who are absent from a class two times the number of times that class meets in a two-week period will receive a full letter grade reduction of the student's final grade.

Absences related to documented unforeseen circumstances such as prolonged illnesses, hospitalizations, or family crises will be evaluated on an individual basis by the course instructors.

The amount of clinical absences that will result in a clinical failure for the semester will be up to the individual course coordinator.

Clinical Expectation Policy

Students will not be allowed to participate in Carson-Newman University clinical experiences if they have been awake and participated in any activity the six hours immediately preceding the clinical experience. Participation in such activities places a patient at risk for unsafe nursing practice and healthcare related errors.

This will be documented as an unexcused clinical absence.

Cell Phone Policy

NO CELL PHONES are NOT permitted in the clinical area for texting, phone calls, social media, or surfing the web. Use of the cell phone in the clinical area is limited to the use of Epocrates+ only. The cell phone must be silent.

Make Up Exams

Make up exams will be made on a case by case basis by the course coordinator(s).

Academic Honesty in Nursing

The profession of Nursing requires a high level of personal integrity and ethical behaviors. At Carson-Newman University, the nursing faculty believe that the values of personal integrity and ethical behavior are consistent with the Christian worldview.

Academic honesty is an integral part of personal integrity and ethical behaviors and is an expectation of all students completing professional nursing education at Carson-Newman University. Faculty, students, and staff share the responsibility for ensuring that personal integrity and ethical behaviors are not compromised.

The following are examples of compromised academic integrity. The list is not all inclusive.

1. Cheating
 - a. Giving or receiving aid on tests, assignments, or book reviews
 - b. Removing and/or copying test questions
 - c. Unauthorized collaboration with other students on any academic work
2. Fabrication
 - a. Inventing or falsifying information, data, or citations
 - b. Altering documents that are a part of academic records
 - c. Falsifying or altering clinical documentation
3. Plagiarism
 - a. Literal repetition of another author's or person's work without acknowledgement of that author or person
 - b. Borrowing another's ideas and representing them as your ideas
 - c. Using another person or organization to prepare your academic work

Violation of academic honesty will be addressed by the course faculty. After hearing the student and considering all of the evidence, sanctions will be assessed if guilt is determined. These sanctions are as follows:

1. First offense
 - a. A grade of **F** on just the suspect course work **or**
 - b. A grade of **F** in the course **or**
 - c. Dismissal from the program
2. Second offense
 - a. Dismissal from the program **and**
 - b. Ineligibility for readmission

Any finding of violation of academic honesty and the sanction applied or recommended shall be reported to the Office of the Provost who shall assess any sanction more severe than loss of credit for the course. A student may appeal a finding, and/or a sanction assessed to the Student Success Center as directed in the MSN Online Student Handbook (see Grievance Procedure). Otherwise, no appeal shall be allowed. A note regarding the charge and the sanction will be placed in the student's academic file.

New Policies

New policies and changes in policies will be published annually in the MSN Online Student Handbook. Students are responsible for knowledge of and compliance with policies published in the MSN Online Student Handbook, Eagle Student Handbook, and C-N Adult and Graduate Catalog. All three documents may be accessed from the Carson-Newman website (www.cn.edu). Students will receive notification of any policies approved between issues of the MSN Online Student Handbook. Students will sign a form stating that they are aware of the location and the significance of the MSN Online Student Handbook. This form will be placed in the student's folder.

GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to protect the student's rights in academic and other matters if the student feels that he/she have been treated unfairly. Grievances related to policies must pertain to the implementation of policies and may not contest the substance of these policies.

If the incident is non-academic, then the student should follow the procedure outlined in the current Eagle Student Handbook.

Any student with an academic-related incident, who feels that he/she have been treated unfairly, should follow the steps listed below:

1. Notify the appropriate faculty person (person named in the grievance) and submit a letter describing the formal complaint (an incident of unfairness and/or how the policy implementation was inappropriate) within five working days of the incidence.
 - a. After the formal complaint has been received by the appropriate faculty person, a conference will be scheduled with the student, his/her advisor (unless the advisor is named in the grievance), and the faculty person named in the grievance. If the student's advisor is named in the grievance, the student may select an available faculty member of his/her choice to attend the meeting.
 - b. A record of the conference will be written by faculty person with whom the grievance was against. A copy will be placed in the student file, and a copy will be given to the student.
2. If the grievance was not rectified by the conference between the student and the faculty member, then
 - a. The student must send a formal letter to the appropriate Program Director and Chair of the Department of Nursing describing the complaint and the result of the meeting between in the student and the faculty member.

- b. This must be completed with 48 hours of the conclusion of the conference.
 - c. The Program Coordinator/Director and Department Chair will review all of the documents and will either send a written response to the student or schedule a conference with the student within five working days.
 - d. A copy of the formal complaint and the written response will be placed in the student's file.
 - e. If a meeting was scheduled, then a record of the conference will be placed in the student file, and a copy will be given to the student.
3. If the student is not satisfied with results at this point, then
- a. A formal letter describing the incident should be sent to the Provost of the University if the matter is related to academics.
 - b. The Provost will review all documents related to the incident and schedule a conference with the student.

STUDENTS WITH DISABILITIES

Any student with a special documented disability (learning, sight, hearing, mobility, etc.) which may affect class activities should contact Mr. David Humphrey, dhumphrey@cn.edu or 865-471-3268, Kathleen Manley Wellness Center. Students will be required to provide appropriate documentation of disability.

PRACTICE OF PROFESSIONAL NURSING

Carson-Newman University graduate students are enrolled in a nursing program approved by the Tennessee Board of Nursing and therefore may practice professional nursing at the graduate level only while under the supervision of the nursing faculty.

"Professional Nursing" is defined as the practice of professional nursing meaning the performance for compensation of any act requiring substantial specialized judgment and skill based on knowledge of the natural, behavioral, and nursing sciences, and the humanities as the basis for application of the nursing process in wellness and illness care.

Professional nursing includes:

- (1) responsible supervision of a patient requiring skills and observation of symptoms and reactions and accurate recording of the facts;
- (2) promotion, restoration, and maintenance of health or prevention of illness of others;
- (3) counseling, managing, supervising, and teaching of others;

- (4) administration of medications and treatments as prescribed by a licensed physician, dentist, podiatrist, or nurse authorized to prescribe;
- (5) application of such nursing procedures as involve understanding of cause and effect; and
- (6) nursing management of illness, injury, or infirmity including identification of patient problems.

GUIDELINES TO AVOID UNPROFESSIONAL CONDUCT

Students are expected to conduct themselves in a manner appropriate to the nursing profession. Therefore, they are expected to avoid behaviors identified in the Guidelines for Unprofessional Conduct as identified by the Tennessee Board of Nursing. A copy follows. Documentation of any of these behaviors can result in course failure.

Unprofessional conduct, unfitness, or incompetency by reasons of negligence, habits or other causes, as those terms are used in the statute, is defined as, but not limited to, the following:

- a. Intentionally or negligently causing physical or emotional injury to a patient;
- b. Failure to maintain a record for each patient which accurately reflects the nursing problems and interventions for the patient and/or failure to maintain a record for each patient which accurately reflects the name and title of the nurse providing care;
- c. Abandoning or neglecting a patient requiring nursing care;
- d. Making false or materially incorrect, inconsistent, or unintelligible entries in any patient records or in the records of any health care facility, school, institution, or other workplace location pertaining to the obtaining, possessing or administration of any controlled substances as defined in the Federal Controlled Substances Act;
- e. Unauthorized use or removal of narcotics, drugs, supplies, or equipment from any health care facility, school, institution or other workplace location;
- f. The use of any intoxicating beverage or the illegal use of any narcotic or dangerous drug while on duty in any health care facility, school, institution or other workplace location;
- g. Being under the influence of alcoholic beverages, or under the influence of drugs which impair judgment while on duty in any health care facility, school, institution or other workplace location;
- h. Impersonating another licensed practitioner;
- i. Permitting or allowing another person to use his or her license for the purpose of nursing the sick or afflicted for compensation;

- j. Revocation, suspension, probation, or other discipline of a license to practice nursing by another state or territory of the United States for any act or omission which would constitute grounds for the revocation, suspension, probation, or other discipline of a license in this state;
- k. Practicing professional nursing in this state on a lapsed (state) license or beyond the period of a valid temporary permit;
- l. Assigning unqualified persons to perform functions of licensed persons or delegating nursing care functions and tasks and/or responsibilities to others contrary to the Nurse Practice Act or rules and regulations to the detriment of patient safety;
- m. Failing to supervise persons to whom nursing functions are delegated or assigned;
- n. Aiding, abetting, assisting or hiring an individual to violate or circumvent any law or duly promulgated rule intended to guide the conduct of a nurse or any other licensed health care provider;
- o. Exercising undue influence on the patient including the promotion or sale of services, goods, appliances, or drugs in such a manner as to exploit the patient for financial gain of the nurse or of a third party;
- p. Discriminating in the rendering of nursing services as it relates to race, age, sex, religion, national origin, or the condition of the patient;
- q. Violating confidentiality of information or knowledge concerning the patient, except when required to do so by a court of law;
- r. Failing to take appropriate action in safeguarding the patient from incompetent health care practices;
- s. Failing to report, through proper channels, facts known to the individual regarding incompetent, unethical or illegal practice of any health care provider;
- t. Over-prescribing, or prescribing in a manner inconsistent with 1000-4-.08 and 1000-4-.09 Rules of Tennessee Board of Nursing (or the state board of nursing where the student practices);
- u. Practicing professional nursing in a manner inconsistent with T.C.A. § 63-7-103 (or the state board of nursing rules and regulations where the student practices);
- v. Performing nursing techniques or procedures without proper education and practice;
- w. Engaging in acts of dishonesty which relate to the practice of nursing.

PROFESSIONAL STANDARDS FOR NURSING

The profession of nursing requires a high level of personal integrity and ethical behaviors. At Carson-Newman University, the undergraduate and graduate departments of nursing believe that the values of personal integrity and ethical behaviors are consistent with the Christian worldview. Professionalism is the consistent demonstration of these values and behaviors in all interactions and includes the individual's accountability for the actions.

HONESTY/INTEGRITY

	Inappropriate – Too Little	Appropriate	Inappropriate – Too Much
Truthfulness	Untruthful; misrepresents position/status; misuses resources; falsifies data, cheats, plagiarizes	Exhibits forthrightness and truthfulness; trustworthy; identifies status/position appropriately; displays honesty at all times	Truthful to the point of blatant insensitivity; tactless
Adherence to ethical principles	Engages in unethical behavior (e.g., acceptance of inappropriate gifts, violating professional boundaries, theft, fraud, plagiarizes)	Models ethical behavior	Sanctimonious; intolerant
Adherence to standards of practice	Unaware of resources, requirements or position/status of professional nurse	Functions within the scope and standards of practice for nursing	Inflexible; overly dependent on rules

RESPONSIBILITY/RELIABILITY/DEPENDABILITY

	Inappropriate – Too Little	Appropriate	Inappropriate – Too Much
Punctuality	Exhibits a consistent lack of punctuality (comes late or leaves early); does not adhere to deadlines	Punctual; meets deadlines	Values timeliness over quality
Compliance	Does not comply with policies, rules, regulations and/or laws; does not attend required classes/clinical	Complies with policies, rules, regulations and laws; attends required classes/clinical	Inflexible; overly reliant on rules; rule-bound to the point of obstructionism
Prioritization	Personal affairs take priority over professional activities	Shows appropriate balance between personal and professional life	Professional activities compromise personal and/or family life

Accountability	Overlooks inappropriate behaviors; avoids responsibility and work	Confront or reports inappropriate behaviors; assumes responsibility for own actions	“Above the law”; not accountable to anyone; controlling; excessive fault-finding; self-righteous; self-aggrandizing
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ALTRUISM: CONCERN FOR THE WELFARE AND WELL-BEING OF OTHERS

	Inappropriate – Too Little	Appropriate	Inappropriate – Too Much
Concern for others	Concern for self supersedes concern for others; self-centered; selfish; unwilling to extend self	Shows appropriate concern for others; goes the extra mile without thought of reward; able to listen therapeutically	Selfless to the point of taking needless risks; overextends self to own detriment

RESPECT FOR OTHERS (peers, faculty, hospital and administrative staff)

	Inappropriate – Too Little	Appropriate	Inappropriate – Too Much
Appearance	Poor hygiene; sloppy/dirty clothing	Appropriately groomed and clean	Extremes of dress; provocative
Interactions/attitudes	Arrogant; overcritical of others; demeans those in subordinate roles	Respects authority and other professionals	Obsequious; goes overboard to please
Teamwork	Non-participatory; not adequately contributing to teams	Works well with others and team members	Dominant and authoritarian; uncooperative; overbearing

RESPECT FOR PATIENTS

	Inappropriate – Too Little	Appropriate	Inappropriate – Too Much
Relationships	Disrespectful to patients and/or families; insensitive to their beliefs, opinions, gender, race, culture, religion, sexual orientation, and/or status	Demonstrates sensitivity to patients’ beliefs, opinions, gender, race, culture, religion, sexual preference, and status	Accepting of all patient and family members’ behaviors regardless of their effect
Autonomy	Disregard for patient autonomy, i.e. patient’s right to choose	Respects patients’ autonomy and right to choose	Unable to provide for patients’ choice

Confidentiality	Disregards patient confidentiality	Demonstrates and maintains sensitivity to confidential patient information	Inappropriately upholds patients right to confidentiality, thereby putting them and others at risk for adverse consequences (e.g., suicide, sexual assault, child abuse)
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COMMITMENT TO COMPETENCE AND EXCELLENCE

	Inappropriate – Too Little	Appropriate	Inappropriate – Too Much
Compassion	Emotionally unresponsive; exhibits little compassion for others; at times appears cold, indifferent, and “heartless”	Is empathetic and sensitive to others; perceptive; can put self “in others’ shoes”; maintains objectivity	Objectivity is clouded by desire to help others; emotionally over-responsive and unduly empathetic, resulting in inability to be objective or effective; gives misleading information in effort to console
Goal setting	Aimless; educationally adrift	Sets and achieves realistic goals; reflective	Set unachievable goals
Motivation and drive	Has low standards of achievement in class and for clinical; satisfied to ‘pass’ or “make do”; aspires to minimum standards	Routinely seeks to develop additional knowledge and skills; conscientious; strives for excellence	Overly competitive; perfectionist; answers for others when others are questioned
Preparation	Is not prepared for class and/or clinical; does not have a plan for success as a nursing student	Attains knowledge and competent skills prior to class/clinical	Overly driven to obtain knowledge and skills to the exclusion of classmates

SELF ASSESSMENT/SELF IMPROVEMENT

	Inappropriate – Too Little	Appropriate	Inappropriate – Too Much
Responsibility	Makes excuses; displaces blame	Admits errors; accepts responsibility for actions	Afraid to act for fear of making errors; assumes blame inappropriately; overly obsessive
Feedback	Resists feedback- positive or negative; defensive	Seeks feedback; implements change	Requires constant reassurance and feedback

Self-confidence	Always insecure; unable to act independently	Appropriately confident; asks for help when necessary	Overconfident; does not recognize own limitations
Professional practice	Does not engage in following guidelines; statutes, rules and regulations	Evaluates own practice in relation to guidelines, statutes, rules and regulations	Overly obsessive in following guidelines, statutes, rules and regulations

Adapted from: American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author; American Nurses Association. (2004). *Nursing: Scope and standards of practice*. Silver Spring, MD: Nursebooks.org; and, American Nurses Association. (2001). *Code of ethics for nurses with interpretive statements*. Silver Spring, MD: Nursesbooks.org.

POLICY ON BACKGROUND CHECKS

Purpose

The graduate nursing faculty of Carson-Newman University believe that client safety is of the utmost importance, and that clients should have confidence that any individual providing health care does not have a criminal history of mistreatment, neglect, violence, or defrauding the public in any manner.

All students in the MSN program at Carson-Newman University are required to have a background check completed prior to or within 45 days of first day of class. Instructions for the background check will be provided to students during the admissions process.

POLICY ON DRUG USAGE

Purpose

Carson-Newman University is concerned with the safety of its students and wants to provide an atmosphere that allows every student to be as productive and safe as possible. Additionally, patients have the right to safe and competent care. A nursing student in a clinical assignment who is under the influence of alcohol or drugs that impair judgment, poses a threat to the safety of patients. For these reasons, evidence of use of these substances, documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the nursing course or program. In the event of an appeal, Carson-Newman University will make every effort to expedite the appeals process and assure the student of fundamental fairness.

According to the student Eagle Handbook, Carson-Newman University prohibits the possession, use, distribution or manufacture of alcohol or illicit drugs or drug paraphernalia, and the misuse or abuse of prescription medications, over-the-counter medications, and synthetic drugs on its property or as part of any of its activities, including but not limited to off campus activities sponsored by the university.

This policy applies to all students in the MSN program at Carson-Newman University.

Pre-clinical drug screening

1. All students must submit a drug test prior to the first clinical course.
2. Students will pay for this screening through Verified Credentials and will be advised of the procedure to follow to complete the urine drug screen.
3. Students receiving negative drug screens or positive drug screens due to permissible prescription drugs will be permitted to begin clinical experiences. In the latter case, medical review and documentation will be required.
4. Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the nursing program.

“For cause” testing

1. This procedure refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution, or other work location as a representative of Carson-Newman University undergraduate nursing program.
2. The student will be asked to submit to an alcohol and drug screening immediately (on-site) if the nursing faculty, clinical instructor, preceptor, staff, family member, or patient at a clinical facility where the student is assigned:
 - a. Have reasonable cause to suspect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
 - b. Perceives the odor of alcohol or observes physical signs and/or behaviors including but not limited to slurred speech, drowsiness, behavior change, inability to pay attention, pupil dilation, erratic behavior, confusion, or unsteady gait
3. Students will have a urine specimen and a breathalyzer test collected according to the following procedures:
 - a. The clinical or classroom faculty or preceptor will notify Tennessee Drug and Alcohol to come to the site to conduct the testing.
 - b. Students will be responsible for the cost of testing – must be cash only
 - c. If student is unable to pay at the time of testing, then Tennessee Drug and Alcohol will bill the Department of Nursing and the student will reimburse the department.
4. The student will be removed from clinical, pending results of the test(s).
5. The student must arrange for a responsible adult or taxi service for the ride home.
6. Test results will be sent to the Chair of the Department of Nursing or designee.

Positive screening test

1. If the results of the drug screening test are positive and the student provides documentation of a prescription for the substance, the Chair of the Department of Nursing and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
2. If the results indicate a positive drug screen for alcohol, illegal substances or medications not prescribed for that individual, the student will be dismissed from the program for a period of one year and will be referred to the TnPAP program if students reside and practice in TN or the appropriate impaired nurse program for the state in which the student practices.
3. After a one-year absence from the nursing program or course, the student may apply for readmission according to the guidelines below:

- a. Must meet the current requirements related to registration and admission to the nursing program. Readmission for returning students is contingent on space available in the class.
 - b. Must provide evidence of rehabilitation related to the alcohol/drug illness to include all of the following:
 - i. Documentation of satisfactory continuance with the appropriate impaired nurse program.
 - ii. Documentation of satisfactory completion of recognized substance abuse treatment program.
 - iii. Evidence of after-care attendance upon completion of the treatment program
 - iv. Weekly attendance at a 12-step or other mutually agreed upon support group. Attendance will be documented by the student and submitted to the Chair of the Department of Nursing by the last day of each month.
 - v. Letter or other acceptable documentation from the appropriate impaired nurse program stating that the student would be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
 - c. Students requesting readmission must have a repeat screening for alcohol and/or drugs immediately prior to readmission.
4. Following readmission to the nursing program, the student will be required to submit to periodic drug screening at the student's expense.
 5. Following readmission to the nursing program, the student who has been evaluated as having an addiction must continue participation in a 12-step or other mutually agreed upon support group. Documentation must be submitted to the Chair of the Department of Nursing by the last day of each month or the student will be permanently dismissed without the opportunity for readmission.
 6. If a student, after being readmitted to the nursing program has positive results on subsequent alcohol or drug screening, then the student will be permanently dismissed from the nursing program without opportunity for readmission.

Negative screening test

1. If the results of the tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Chair of the Department of Nursing within two working days of the results to discuss the circumstances surrounding the impaired clinical or classroom behavior.
2. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of the substance that may have caused the alcohol-like odor, before being allowed to return to the clinical or classroom setting.
3. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation,

- with a report provided to the Chair of the Department of Nursing may be requested.
4. Based on the information presented in the meeting (see above) and a medical report if required, the Chair of the Department of Nursing will make a decision regarding return to the classroom or clinical setting.
 5. If readmitted, the student must make up clinical absences incurred for testing.

Confidentiality

All test results will be sent to the Chair of the Department of Nursing or designee. All results will be kept separate from the students' regular files and will be handled in accordance with the Family Education Rights and Privacy Act (FERPA). The Chair of the Department of Nursing or designee may consult with University officials, nursing faculty, and others for appropriate action/follow-up.

Refusal to submit to a screening

If a student refuses to be tested at the time of the incident or does not follow-up with the testing if readmitted, then the student will be dismissed from the program without the opportunity to apply for readmission. If the student refuses the referral or quits participation with appropriate impaired nurse program program, then the student will be dismissed from the program without the opportunity to apply for readmission.

This explanation is not intended to cover every circumstance that may arise in administering this program. The Department of Nursing reserves the right to modify any portion that seems reasonable without advance notice.

POLICY FOR THE USE OF SOCIAL MEDIA

Purpose

Carson-Newman Department of Nursing supports the use of social media as it relates to reaching current and prospective students and faculty/staff regarding school activities. However, the Department of Nursing is dedicated to keeping students and faculty aware of the considerations in the use of social media as it relates to professional behavior.

Social media has become a common mechanism of communication in our society. Examples of social media and social networking are Wikipedia, blogs, podcasts, Allnurses.com, Twitter, Facebook, MySpace, YouTube, LinkedIn, as well as many others. Social media is public information and can be tracked. Individuals posting on social media have very little control over the use of the information. Nurses must keep professional boundaries with patients served. However, social media crosses those traditional boundaries. Students have an obligation to maintain professional boundaries. In addition, the reputation of Carson-Newman and the Programs of Nursing must be protected.

Guidelines for Use of Social Media

Guidelines for the use of social media at Programs of Nursing are based upon the following documents. The student is expected to read them (links have been provided). Additionally, the student is expected to watch the video on the use of social media on the National Council of State Boards of Nursing website (www.ncsbn.org).

- [*A Nurse's Guide to the Use of Social Media*](#) from the National Council of State Boards of Nursing (June, 2018)
- [*White Paper: A Nurse's Guide to the Use of Social Media*](#) from the National Council of State boards of Nursing (August, 2011)
- *ANA's Principles for Social Networking and the Nurse* published by the American Nurses Association. (September, 2011)

Consequences

- Students are expected to conduct themselves in a manner appropriate to the nursing profession. In addition to following the guidelines above, students are expected to avoid behaviors identified in the Guidelines for Unprofessional Conduct as identified by the Tennessee Board of Nursing in the Rules and Regulations of Registered Nurses. Violating confidentiality of information or knowledge concerning the patient, except when required to do so by a court of law, is a violation of these guidelines. ***Violations of social media policy may result in course failure and/or dismissal from the program.***
- Each student is legally responsible for individual postings. Postings that are harassing, defamatory, or in violations of state and federal laws may lead to additional liability for the student.
- HIPPA regulatory consequences apply to violations of patient privacy with an electronic device.

INFECTIOUS DISEASE POLICY

Communicable disease information for the Carson-Newman University Department of Nursing Infectious Disease policy is based on current available information from the Centers for Disease Control (CDC) and the Tennessee Department of Health (TDH). The current assessment of the risk that infected health care workers will transmit an infectious disease to patients during invasive procedures does not justify mandatory testing of health care workers. Students diagnosed with an infectious disease will meet the current requirements for admission into the Department of Nursing and for progression in the major. If a student is unwilling or unable to comply with standard/universal precautions or has functional impairments that interfere with completion of course requirements, admission and progression decisions will be made on a case by case basis.

Standard/universal precautions are an approach to infection control in which all human blood and certain human body fluids are to be treated as if known to be infectious for HIV, HBV, and/or other blood-borne pathogens. The proper application of standard/universal precautions will minimize any risk of transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) from a health care worker to patient, patient to health care worker, or patient to patient.

The Department of Nursing requires all students to abide by the CDC Universal Precautions in all client contacts. The following measures for preventing infectious disease transmission in health care settings are recommended by the CDC:

1. Wear protective barriers appropriate for the procedure being performed when anticipating exposure to any body fluid.
2. Wear gloves and surgical masks for all invasive procedures. Wear eyewear and face shields when exposure to droplets, blood or body fluid splashing, or generation of bone chips is possible.
3. Remove glove if torn or a needle stick occurs and apply a new glove as promptly as patient safety permits.
4. Wash hands and other skin surfaces before and immediately after contact with body fluids.
5. Do not recap or manipulate needles or sharps in any way. Place immediately in puncture-resistant container after use.
6. Use available mouthpieces, resuscitation bags and other ventilation devices when resuscitation is needed for infection control.
7. Maintain equipment and handle specimens in accordance with hospital/institutional guidelines that reflect CDC recommendations.
8. Refrain from direct patient care and contact with patient care equipment if suffering from draining lesions or weeping dermatitis.
9. Exercise judgment at all times as it is impossible to specify the type of barrier needed for every clinical situation.

Students who experience a needle-stick or body fluid exposure incident must report this to their faculty immediately and follow the agency protocol for exposure/injury. Students are advised to contact their own personal health care provider or local health department

following the incident and are responsible for maintaining their own health care coverage.

Students have a fundamental responsibility to provide care to all patients assigned to them. Currently, only four medical conditions exist that exempt students from caring for known HIV-positive clients. These include the following health care provider conditions:

1. a known infection that can be transmitted to the client,
2. an immunosuppressed condition,
3. pregnancy, or
4. open lesions or weeping dermatitis.

Refusal to care for HIV positive clients is contrary to the ethical standards of the nursing profession. Faculty exemplify standards of ethical behavior and compassion and serve as positive role models when assigning HIV positive clients to students for care. Students who refuse to care for these clients will be counseled by their faculty in regard to HIV/AIDS transmission, personal fears, and use of universal precautions. If refusal persists, disciplinary action may be taken.

COVID-19 POLICY

COVID-19 has reached pandemic status within the United States. With the ever-changing situation, this policy is subject to change at any time without prior notice. The faculty of the Department of Nursing at Carson-Newman University are committed to decreasing the risk of spreading the virus among students and patients. While on campus nursing students will follow Carson-Newman University coronavirus guidelines which are located on the Carson-Newman University Homepage (www.cn.edu). In addition, nursing students will follow the instructions listed below if within close contact † to someone who is suspected or confirmed of having COVID-19.

1. Self-quarantine for 14 days from date of exposure (not date of test).
2. Notify all faculty of nursing courses for this semester.
3. Get tested for COVID-19.
4. If test results are:

Negative:

If student test results come back negative for COVID-19, after having a close contact, the student should continue their self-quarantine for the remainder of the 14 days. Once 14 days have elapsed the student may return if:

- 1) Asymptomatic and
- 2) Absent a fever (defined as a temperature 100.4° or greater) in the last 24 hours, with no fever-reducing medications used.

Positive:

If student tests positive for COVID-19, they should follow the directions of their healthcare provider.

- At a minimum, the student should begin isolation for a minimum of 10 days since symptoms first appeared. The student shall also not return to in-person class participation until they are free of fever (defined as a temperature 100.4° Fahrenheit or greater) in the last 24 consecutive hours, without antipyretic use and also have an improvement of symptoms for the last 24 hours.
4. Students testing positive for COVID-19 must also provide documentation to the nursing department secretary that they are cleared to return to school by their medical provider.
 5. Failure of the student(s) to report “close contact” with a person suspected of or having tested positive for COVID-19 is considered unprofessional behavior and may result in a clinical course failure of the student(s). Failure to self-quarantine could also result in a clinical course failure.

All nursing students in clinical will wear masks and face shields and will follow the COVID-19 guidelines set forth by the appropriate clinical facility.

†Close contact is::

- You were within 6 feet of someone who has COVID-19 \geq 10 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.tn.gov/health/cedep/ncov/educational-orgs.html>

RESEARCH PROJECTS

Prior to taking the research project courses within the Graduate Studies in Nursing, a student must have completed: NURS 510 - Advanced Statistics, NURS 513 - Theories of Nursing, and NURS 516 - Research Methods and Design in Nursing.

Students may choose between three different options for their research project: thesis, advanced practice project, and the collaborative research project. Regardless of the type of research project chosen by the student, comprehensive examinations will be required for all Master of Science in Nursing students.

Thesis Option

Prior to taking the courses in the thesis option within the Graduate Studies in Nursing, a student must have completed NURS 510 Advanced Statistics, NURS 513 Theories of Nursing, and NURS 516 Research Methods and Design in

Nursing. Before registering for NURS 660 Master's Thesis, a student must have selected an area for study and a doctorally prepared faculty member to chair the research. The thesis committee shall have three members. The chairperson and the second member of the thesis committee must be a full-time faculty member from the student's degree program. The third member may be selected from outside the student's degree program, if desired. The thesis committee approval form must be completed and submitted to the Graduate Program Director of Nursing prior to beginning NURS 660. A seminar presentation must be completed prior to grade assignment. Comprehensive Examination will be required for all Master of Science in Nursing students.

Advanced Practice Project (Non-Thesis Option)

Prior to beginning the non-thesis option within the Graduate Studies in Nursing, a student must have completed NURS 510 Advanced Statistics, NURS 513 Theories of Nursing, and NURS 516 Research Methods and Design in Nursing. The advanced practice project requires a committee of two faculty members, both from the department of nursing. The project committee approval form must be completed and submitted to the Graduate Program Director of Nursing prior to beginning NURS 600. In addition, the student completes an additional 30 hours of clinical at a site that is congruent with the topic choice. The clinical hours may be completed prior to the beginning of the spring semester so as not to interfere with the clinical hours required in the final semester and to assist the student in completing the non-thesis option. Students will submit a scholarly article for publication and complete a seminar presentation prior to grade assignment. Comprehensive Examination will be required for all Master of Science in Nursing students.

Collaborative Research Project

Prior to taking the courses in the thesis option within the Graduate Studies in Nursing, a student must have completed NURS 510 Advanced Statistics, NURS 513 Theories of Nursing, and NURS 516 Research Methods and Design in Nursing. The collaborative research project is a written research project related to the program of study that meets institutional requirements for a thesis. This project is completed by two students working collaboratively. In addition to a completed and bound thesis, a scholarly article for publication is required at completion of project. Before registering for NURS 630 Collaborative Research Project, a student must have selected an area for study, a collaborating partner, and doctorally prepared faculty member to chair the research. The committee must have four members including the chair. The chairperson and the second member of the committee must be full-time faculty members from the student's program. The third and fourth members may be selected from outside the student's degree program if desired. The collaborative committee approval form must be completed and submitted to the Graduate Program Director of Nursing prior to beginning NURS 630. A seminar presentation must be completed prior to

grade assignment. Comprehensive Examination will be required for all Master of Science in Nursing students.

The thesis uses a combination of the Thesis Manual and APA Manual for writing style, formatting, and referencing. The Thesis/Advanced Practice Project Manual can be found on Graduate Nursing webpage (<https://www.cn.edu/adult-graduate-studies/programs/nursing-graduate>).

**CARSON-NEWMAN UNIVERSITY
UNDERGRADUATE AND GRADUATE STUDIES IN NURSING
POLICY ON RESEARCH REVIEW**

I. STUDENT RESEARCH

This pertains to all students currently enrolled at Carson-Newman University (C-N) in the Department of Nursing who are involved in research either in the undergraduate or graduate program.

- A. Before submitting completed Institutional Review Board (IRB) proposals to the Nursing Research Committee, the student will meet with the thesis chairperson or honors project advisor for help in developing the IRB proposal.
- B. After working with the chairperson or advisor, students will submit the completed proposal electronically to the chair of the Nursing Research Committee.
- C. Deadline for IRB proposal submission is as follows:
 - Fall Semester – 1st and 3rd Mondays in October and November, 1st Monday in December
 - Spring Semester – 1st and 3rd Mondays in January and FebruaryNo IRB proposals will be reviewed after the last day of class in any semester or over any holiday period.
- D. Please allow 2 weeks for review. The completed proposal will be reviewed by each Nursing Research Committee member.
- E. If the project/thesis chair is on the Nursing Research Committee, an additional nursing faculty member will be asked to review the student forms.
- F. The student will be notified in writing of approval, disapproval, or approval with modifications.
- G. If approved, the Nursing Research Committee chair will forward a message of committee approval and an electronic copy to the program director/department chair. The program director/department chair will then forward the electronic copy to the university IRB committee for review and approval. At this point the student must submit to the chair of the Nursing Research Committee a hard copy of a signed signature page.
- H. In order to facilitate information availability to all concerned in this process, the signature page will be kept separately in a central file in the program director/department chair's office until the final approval of the IRB proposal is received. The signature sheet will then be attached to the approved IRB

proposal (hard copy). The IRB Subcommittee Chairperson is responsible for maintaining completed IRBs.

- I. Research that is not approved or approved with changes should be resubmitted to the Nursing Research Committee after the deficiencies have been addressed.
 - J. Students will not be permitted to proceed with any part of their proposed study until final approval from the C-N IRB Subcommittee Chair is obtained.
 - K. Research conducted in another institution (hospital, university, or medical center) may require additional approval through that institution's IRB. Students are responsible for obtaining this approval.
- II. Research conducted on C-N Department of Nursing student population
- A. Proposals for research to be conducted with students currently enrolled in the Department of Nursing must be submitted, along with the IRB forms, to the Nursing Research Committee. Allow 4 weeks for review of the project.
 - B. The proposal and the IRB forms will be reviewed by each committee member.
 - C. The principle investigator will be notified in writing of approval, disapproval, or approval with modifications.
 - D. Once approved, a copy of the proposal and the Nursing Research Committee recommendation will be forwarded to the program director/department chair then to the chair of the IRB subcommittee of the Graduate Committee for final approval.
 - E. Research that is not approved or approved with modifications should be resubmitted to the Nursing Research Committee when the deficiencies have been corrected.

III. Review of Faculty Research

- A. Proposals for research from nursing faculty must be submitted to the Nursing Research Committee along with completed IRB forms for review. Allow 4 weeks for review.
- B. If the primary investigator is a member on the Nursing Research Committee, an alternate nursing faculty member will be asked to review the proposal.
- C. The faculty members will be notified in writing of approval, disapproval, or approval with modifications.
- D. Once approved, a copy of the proposal and the Nursing Research Committee recommendation will be forwarded to the program director/department chair then to the chair of the IRB subcommittee of the Graduate Committee for final approval.
- E. Research that is not approved or is approved with modifications should be resubmitted to the Nursing Research Committee after the deficiencies have been corrected.
- F. Additional approvals from other institutions where the study will be conducted, if applicable, will be responsibility of the investigator(s).

**CARSON-NEWMAN UNIVERSITY
DEPARTMENT OF NURSING
GRADUATE STUDIES IN NURSING
COMPREHENSIVE EXAM GUIDELINES**

General Guidelines

1. Comprehensive exams are schedule over a period of two days.
2. The exams will be given in 2 two-hour blocks each day.
3. There will be a thirty-minute break between each exam block.
4. Students will use a word processing program. Answers must be double spaced.
5. A health assessment book, a pathophysiology book, and a drug book will be provided for the students.
6. Students are allowed to bring a comprehensive exam book to the test (**see below for guidelines concerning the comprehensive exam book**).
7. Students will adhere to a strict time limit of 2 two-hour blocks.
8. Direct quotes must be referenced in the body of the paper utilizing the current APA manual; however, no reference list will be required.
9. Students are not permitted to communicate via any form with others during this exam.
10. Students are not allowed to use any other resources during the test except for PowerPoint lectures, lecture notes, handouts, tables, or algorithms from articles you were assigned to read.
11. A faculty member will distribute the test, clarify issues as needed, and serve as the official timekeeper.
12. Post-master's students will complete the clinical comprehensive questions only.

Scheduled dates for 2021 Comprehensive Examination:

March 25, 2021	Administration of Part I
March 26, 2021	Administration of Part II

Content for all MSN tracks

	FNP track	Post-master's
<u>Day One</u>	1) Adult health + theory	Adult health
	2) Accountability	Pediatrics
<u>Day Two</u>	1) Pediatrics or Women's Health	Women's Health
	2) Research	

Guidelines for grading comprehensive exams

1. All students will take a written comprehensive exam.
2. All parts of the examination will be graded satisfactory or unsatisfactory. No letter or numeric grade will be assigned.
3. If the answer to one or more question is deemed to be unsatisfactory, the student will be given the opportunity to further expand and/or clarify his/her answer in an oral examination.
4. Faculty members who are involved in the grading of the comprehensive examination will be present for the oral examination.
5. The oral examination will be conducted via ZOOM or Microsoft Teams.
6. Following the oral examination, the faculty members reach consensus concerning the final grade. The student will be immediately informed of the faculty decision.
7. If a student should fail the oral examination, the student will have a second written examination over only the failed content with no further oral examination.
8. If the second written exam is failed, the student will be allowed to repeat the course containing the content addressed in the failure.
9. Following repetition of the required course(s), the student will be allowed to take another comprehensive examination.
10. If the student fails the second comprehensive examination, the student will not be able to graduate from this program.

OBJECTIVES/OUTCOMES: FAMILY NURSE PRACTITIONER

1. Implement advanced nursing practice skills to promote and maintain the health of individuals and populations within existing or emerging healthcare systems.
2. Demonstrate independent decision-making and critical thinking skills in the provision of evidence-based, culturally appropriate healthcare.
3. Demonstrate leadership and interdisciplinary collaboration in developing, assessing, and improving healthcare delivery for individuals and/or populations.
4. Apply knowledge from research and scholarly activity to evaluate and improve healthcare practice and client outcomes.
5. Analyze the impact of economics, health policy, and technological advancements on patient safety and healthcare quality.
6. Demonstrate Christian values and ethical conduct in advanced nursing practice, and professional leadership as a patient advocate and life-long learner.