Governors State University

Department of Nursing

Student Nursing Handbook

Master of Nursing & Post Graduate FNP Certificate 2022 T0 2023

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INTRODUCTION

Congratulations!   You have taken the first step toward earning your graduate degree or post-graduate FNP certificate in nursing. Learning is life-long process, and we are pleased that you have chosen the nursing   program at Governors State University (GSU) as the place to continue your education. GSU has been a leader in quality affordable nursing education for over 40 years. GSU graduates are found in a variety of   health care settings and are making significant contributions throughout the state of Illinois and beyond.

Please consult the most recent Governors State University Catalog for additional information regarding the university, its programs, courses, and faculty. Also, you should obtain a copy of the Student Handbook. It is available from the Admissions or Student Development Offices, or   online at www.govst.edu/handbook.

The right is reserved to change tuition and fees, to add or delete courses, to revise instructional assignments, or to change regulations, requirements, or procedures where such changes are thought to be in the best interests of the university.

GOVERNORS STATE UNIVERSITY

History

Governors State University (GSU) was chartered by the General Assembly of the State of Illinois in 1969. It is designed to serve undergraduate students, transfer students and those seeking masters and doctoral degrees.

The university's main campus is located in University Park, thirty-five miles south of Chicago and easily accessible by car or commuter train. The campus is located on 750 acres of wooded landscape with several lakes and nature trails and includes the nationally renowned Nathan Manilow Sculpture Park.

The curricula of the university are offered through four colleges: the College of Arts and Sciences, the College of Business, the College of Education, and the College of Health and Human Services.

Role and Mission

GSU's primary mission is to offer an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a model of diversity and responsible citizenship. It provides an affordable and accessible undergraduate and graduate education to its culturally and economically diverse lifelong learners. The liberal arts and sciences are the foundation of the university's academic programs, which generally emphasize professional preparation.

GSU has a strong commitment to cultural diversity in every facet of university life. The university values its multicultural community of students, faculty, and staff as they learn together throughout their lives. It addresses the needs of the traditional and nontraditional learners through the breadth of its curriculum, through flexible teaching strategies, and through advanced instructional technologies. GSU is an active partner in the economic and social development of the surrounding regions, preparing informed and concerned citizens and providing them a global perspective in an interdependent world.

Accreditation

GSU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The university is also a member of the Illinois Council of Baccalaureate and Higher Degree Programs, and many programs are accredited by their respective professional accrediting agencies.

The baccalaureate and master's and doctoral degree programs in nursing are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Governance

A seven-member board appointed by the Governor of Illinois governs this university. One student serves as a member of the Board of Trustees. The president of the university is responsible to the Board of Trustees for the operation and general welfare of the university. The provost/academic vice president has general responsibility in the areas of academic personnel and programs. Governors State University's four colleges are directly administered by their respective deans.

Faculty, civil service, and students participate in university affairs through membership on the Faculty Senate, Civil Service Senate, Student Senate, and academic and administrative committees. These groups consider and recommend policies and procedures to the president.

Refer to the university's current catalog and Student Handbook for further information.

SECTION I

Introduction
to the
Department of Nursing

THE DEPARTMENT OF NURSING

The mission statement, philosophy, conceptual framework, and goals of the Nursing Program provide the framework for the baccalaureate, master's, post-master's certificate, and doctoral curricula.

Mission Statement

To provide an accessible, quality professional nursing education which will: Foster the acquisition of professional knowledge, values, and skills; facilitate the development of leadership, professional vision, and advocacy to promote quality in health care for diverse and underserved populations; and prepare nursing professionals to practice evidence-based nursing in a dynamic healthcare environment.

Philosophy

The faculty of the Department of Nursing, in accordance with the mission statement of Governors State University, accepts responsibility and accountability for the preparation of students for the first professional degree of baccalaureate, the master's, and the terminal professional practice degree, Doctor of Nursing Practice (DNP). The faculty contributes to the profession, and to meeting the educational needs of the university's service region and the State of Illinois through teaching, research, and service.

The nursing faculty supports values and beliefs about humankind, society, health, nursing, nursing education, nursing practice, and the teaching/learning process. The following statements present the beliefs, which have been the basis of the program's development.

Humans are biological, psychological, social, cultural, and spiritual beings who are open, living systems and exist in a dynamic relationship with an ever-changing environment, and have the potential for continued personal development, behavioral change, and self-direction throughout the life span. Furthermore, human beings are open, living systems using innate and acquired adaptive mechanisms to attain and maintain stability of health and well-being.

Society is characterized by philosophical, cultural, economic, scientific, and political diversity, and encompasses all those dynamic forces that affect the quality of a person's life and health. Society also creates change and stress to which one must respond. The faculty believes that society exists for the benefit of humankind: that is for individuals, families, groups, communities, and nations.

Health is a dynamic state of being reflective of the individual family and community level of function, environmental factors, as well as by actions taken (or not taken) to achieve one's own maximum potential for wellness. Health exists on a continuum from wellness to illness, and is a response to the interrelationships of biological, psychological, social, economic, cultural, environmental, and spiritual factors. The levels of prevention of illness and disease are primary, secondary, and tertiary. In order to promote wellness and facilitate health, nursing care may become necessary at any point on the wellness-illness continuum. In the same regard, because the services needed to maintain health are the basic right of every person, entry into the health care system may occur at any point on the wellness-illness continuum.

Nursing is a practice discipline, having its own body of knowledge drawing from the humanities, social sciences, and the natural sciences. Nursing practice interfaces with human systems processes as they

Inter-relate in a complex hierarchy of individuals, families, groups, organizations, communities, and societies. The purpose of nursing is the promotion, restoration, and maintenance of the maximum level of health. Health promotion involves the prevention of disease and injury, the promotion of positive adaptation in living, the care of the ill, the facilitation of optimal levels of health, and to assisting people to face death with dignity.

Nursing is an independent and interdependent discipline, interacting with the total health care delivery system. Independence is fostered through the framework of the nursing process. This process consists of assessment, diagnosis, planning, implementation, and evaluation. Competency in the use of this process is dependent upon a knowledge base that guides the nurse's judgment and decisions for the care of individuals and groups in a variety of settings. Interdependence is fostered through the process of collaboration.

The impact of society, the health care system, and the profession itself have influenced the professional nurse to assume greater responsibility, accountability, and autonomy of practice. Members of the profession have the responsibility to use research findings in the nursing care of clients, to conduct scientific investigations to improve quality of health care, and to further develop and refine nursing theories.

As a leader resource person, the nurse is who facilitates individuals and groups to make informed health care decisions, and helps clients initiate their own entry into the health care delivery system. The nurse is responsible for defining and improvising standards and scope of nursing practice and its contribution to society.

Education is a dynamic lifelong process, which provides for the acquisition of knowledge and understanding, the powers of reasoning and discriminatory judgment. The aim of education is to prepare the person to fulfill personal and professional goals. Professional education is based upon liberal and specialized preparation, building on previous experience and learning. Professional education is necessary for the practice of nursing and is committed to the values of collegiality and continued growth toward expert practice.

Adult learners participate in the identification of the educational needs and goals, and the evaluation of progress in meeting their goals. Faculty serves as facilitators in identifying objectives, learning activities, and needed skills for personal and professional growth. The learning process is fostered in an environment which encourages self-direction, scientific investigation, conceptualization, and decision-making, as well as a free exchange between the teacher and the learner. The nursing faculty believes that every individual has the potential for learning, and that the principles of learning are the same for both the teacher and the learner. The learners experience a potential and/or actual change in behavior as a result of the active process of learning.

Graduate Program

Advanced Practice

Graduate education in nursing at Governors State University prepares students for advanced practice nursing as clinical nurse specialists in gerontological adult health and family nurse practitioners. In the role as advanced practice nurse the nurse critically and accurately assesses, plans, determines interventions, and evaluates the health and illness experiences of adults, their families, and communities, within the context of a global society. The graduate program prepares clinicians who are proficient at evaluating research studies, identifying problems within the clinical practice setting, assessing practice outcomes, and applying research as a basis for clinical decision making and the improvement of health care delivery. A strong foundation in health promotion, illness prevention, and maintenance of function with clients is an integral part of graduate education and is expanded throughout the advanced practice nursing core and specialty courses. The graduate of the Governors State University master's nursing program is prepared to assume responsibility and accountability for the health promotion and illness prevention, assessment and diagnosis, and the therapeutic management of client problems within the nursing specialty area throughout the lifespan. A minimum of 500 clinical hours are required for the CNS and FNP program in order to be eligible for the MSN degree and certification and licensure.

Nursing Executive-Innovative Leadership

In the role as nurse administrator, the nurse is prepared to assume roles in nurse executive positions in health care institutions. The graduate will be able to synthesize advanced knowledge of management within complex health care organizations; integrate research-based problem solving and decision making in designing integrated nursing care modalities; and use advanced management strategies to promote state of the art nursing. The graduate is prepared to seek national certification as a Nurse Executive once work or consultative requirements are met. A minimum of 135 clinical hours is required

Civility Policy/Statement

Civility Statement As outlined in its Mission Statement, "Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society." The faculty, staff, and students of Governors State University, as members of the university community, can expect to be treated with respect and consideration and are expected to treat others similarly.

All members of the community must treat other members with civility and respect while recognizing that disagreement and informed debate are valued in an academic community. Demeaning, intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the university community are unacceptable and violate Governors State University's standards for civility and respect.

Individuals covered by this statement include all members of the Governors State University community (*faculty, staff, and students*). Contractors and vendors of Governors State University, as well as visitors to the campus, are also expected to comply with the requirements of this statement.

Clinical Requirement

The completion and documentation of at least five hundred (500) clinical hours or more are required for completion of the Clinical Nurse Specialist, the Family Nurse Practitioner and the Family Nurse Practitioner Certificate programs. One hundred thirty-five clinical hours are required in the Nurse Executive – Innovative Leadership Program.

Certificate Programs

Family Nurse Practitioner Post Master's Certificate

The Family Nurse Practitioner certificate is a postmaster's certificate. It offers the nurse who has already attained a Clinical MSN degree an opportunity to meet the requirements for licensure as a Family Nurse Practitioner. The program of five courses is designed for nurses who have attained a master's or doctoral degree in a clinical specialty and who aspire to work as a Family Nurse Practitioner in an advanced practice setting. The certificate program requires 500 or more clinical practicum hours post masters in order to meet national standards for nurse practitioner practice and certification.

Conceptual Framework of the Nursing Program

The conceptual framework is used to organize, select, and sequence curriculum content.
The four major concepts of person, society, health, and nursing, described in the philosophy, become the foundation of the conceptual framework of the baccalaureate, masters and doctoral programs. General systems theory is delineated as a unifying theme for the conceptual framework.

**CONCEPTUAL   FRAMEWORK/MODEL
OF THE NURSING PROGRAM**

MAJOR CONCEPTS

SOCIETY

PERSON   NURSING   HEALTH

(environment)

UNIFYING CONCEPTS

GENERAL SYSTEMS THEORY

Systems Maintenance

Self Regulation
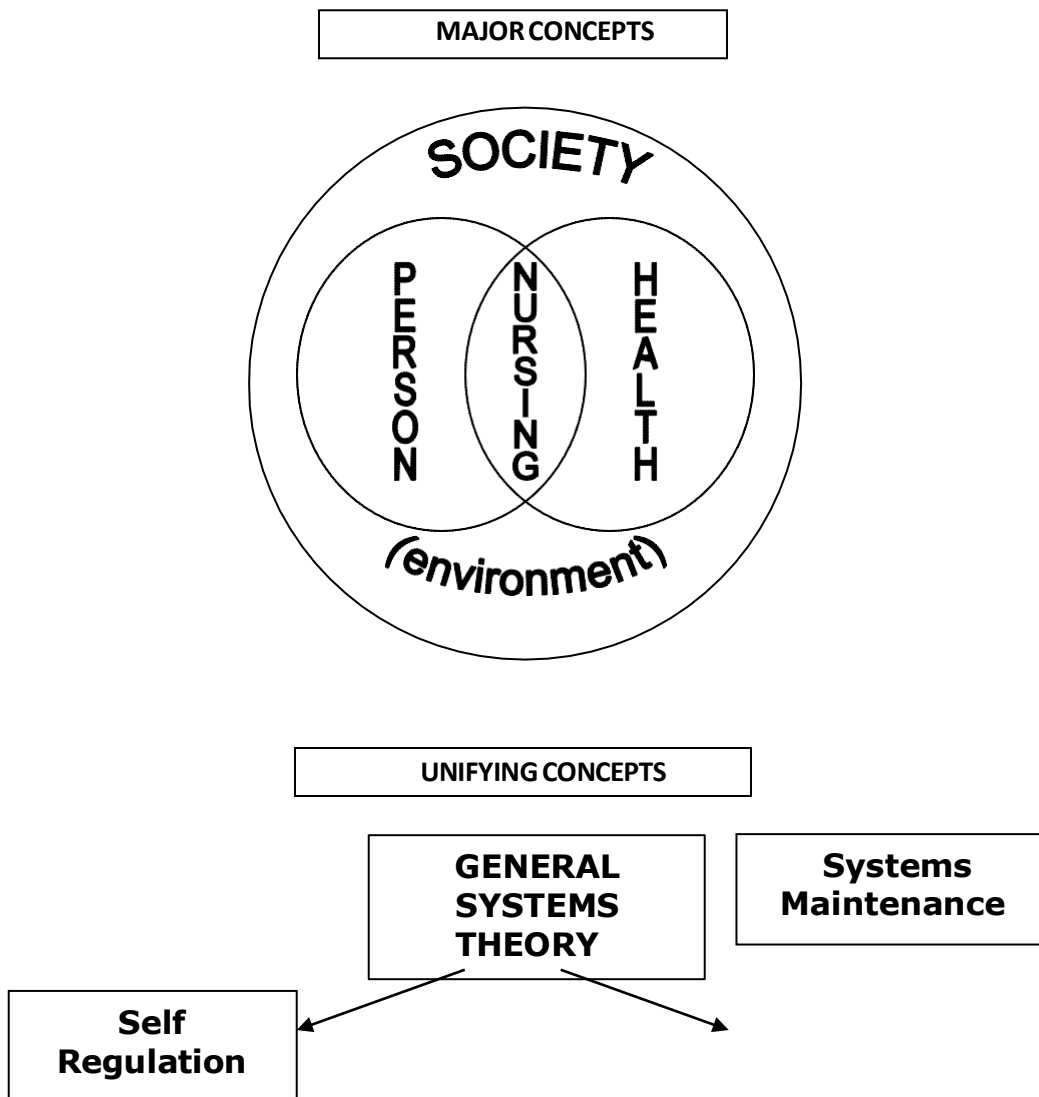
Humans as biological, psychological, social, cultural, and spiritual beings are open, living systems that exist in a dynamic interrelationship with the environment. This environment encompasses all those dynamic forces that affect the quality of a human being's life and health. Humans and their environment are constantly interacting and exchanging energy. Human personal, group, and environmental resources respond to life stresses, while maintaining integrity. Health, therefore, exists on a continuum from wellness to illness, a response to the interrelationships of biological, psychological, social, cultural, environmental, and spiritual factors. Nursing as a practice discipline interacts with human processes in a complex system of individuals, families, groups, organizations, communities, and societies.

The sub-concepts, which underlie the development of all curricula are 1) facilitation of self-regulation, and 2) systems maintenance. The concept of self-regulation encompasses 1) goal seeking; 2) organizing, coding, storing, and retrieving information; and 3) decision making. In concert with self-regulation is the concept of systems maintenance which encompasses 1) human/social organizations (hierarchy, rules, principles, customs, and norms); 2) change processes; and 3) health promotion, health restoration, and health maintenance.

Graduate Programs

Clinical Nurse Specialist in Adult/Gerontological Health

General systems theory brings together knowledge from many disciplines which permit inference and the generation of new nursing modalities and intervention with adult/gerontology clients. Systematic examination of theories and concepts provides the basis for advanced nursing knowledge. Utilizing a conceptual scheme drawn from the study of the theories and concepts, the nurse derives the basis for description, explanation, and prediction for nursing practice.

Advanced clinical preparation in acute and chronic care nursing focuses on the support of adult/gerontology clients with a variety of health problems and wellness goals. The goal of nursing is to attain the optimum level of functioning for individuals/families/communities through health promotion, restoration, and maintenance, utilizing management and decision-making processes. The Clinical Nurse Specialist achieves this goal as nurses engage in research and scholarly pursuits that generate a scientific base for administering regimens, ensuring quality, and standard of care practices. Nurses collaborate with others in matters of health policy and decision-making through dynamic, political, and organizational processes. Through the functional role of clinical specialist, the nurse influences nursing practice, improves delivery of h e a l t h care, and contributes to the development of beneficial health policy using leadership, creativity, and collaboration.

Family Nurse Practitioner OR Post Master's FNP Certificate

The Family Nurse Practitioner utilizes general systems theory as well as the Shuler Nurse Practitioner Model, as a basis for role, knowledge, and skills needed to provide acute, episodic and chronic care to select clients throughout the lifespan. Critical thinking and reasoning are used to collect data through assessment, differential diagnoses and to plan and execute primary, and specialty care.

Nurse Executive-Innovative Leadership

General systems theory brings together knowledge from many disciplines which permit inference and the generation of new nursing modalities management of nursing services. Systematic examination of theories and concepts drawn for nursing management and healthcare management disciplines provides the basis for advanced nursing leadership. Utilizing a conceptual scheme drawn from the study of the theories and concepts, the nurse derives the basis for description, explanation, and prediction for nursing leadership.

The advanced practice preparation in the Nursing Executive-Innovative Leadership focuses on management of patient care services within complex health care organizations. The goal of Nursing Executive-Innovative Leadership is to provide a professional environment and structure in which the goal of nursing is to attain the optimum level of functioning for individuals/families/communities through health promotion, restoration, and maintenance, utilizing management and decision-making processes. The goal is achieved as nurse leaders foster the engagement in research and scholarly pursuits that generate a scientific base for administering regimens, ensuring quality, and evidenced-based practices. Nurse leaders collaborate with health care leaders, regulatory agencies, professional organizations and government in matters of health care policy and decision-making through dynamic, political and organizational processes. Through the functional role of nurse administrator, the nurse directs and influences nursing practice; improves the delivery of health care; and contributes to the development of beneficial health policy using leadership, creativity and collaboration. The Nurse Executive focus provides skills that are essential for the effective nursing leader, such as decision-making, strategic planning, risk management, finance, and human resources.

MSN/PMC End of Program Student Learning Outcomes:

1. Integrate information from humanities and other disciplines as a basis for advanced nursing practice
2. Demonstrate leadership abilities in all areas of nursing practice
3. Create a culture of quality and improvement in health care delivery
4. Compare nursing literature in translating research into practice
5. Evaluate clinical and decision support information systems in the nursing service organization
6. Develop familiarity in the legislative and policy processes
7. Collaborate effectively across disciplines within a healthcare organization
8. Display professional leadership skills exhibiting ethical, moral, and legal behavior
9. Plan health promotion and illness prevention activities for patient

SECTION II

Academic Information

ACADEMIC ADVISING

Each student is assigned to the Graduate Nursing Program Advisor upon admission to the graduate nursing program.

Roles and Responsibilities

Department Nursing Advisor

- Meet with new advisees after admission to the nursing program to initiate the Student Study Plan (SSP)
- Develop deficiency resolution action plan and monitor compliance if necessary.
- Monitor advisees' academic progress and discuss as needed.
- Assist with revisions of student study plan as needed.
- Address any policy or procedure issue pertinent to the advisees' progress in the program.

Advisees

- Initiate contact with the advisor by email to schedule an appointment with the advisor upon acceptance into the nursing program, as a mandatory meeting either on-campus or via computer/telephone with the academic advisor to complete the Student Study Plan.
- Initiate a mandatory meeting with advisor at least once per year, more often if necessary.
- Obtain approval from the advisor for any deviation from the Student Study Plan. The Student Study Plans are used to plan course offerings. Failure to follow an approved study plan may result in courses being unavailable during the semester the student wishes to matriculate.
- Seek advisor's assistance, as needed, regarding progress in meeting program requirements.
- Consult the advisor about any issues relative to your progression in the program.
- Use the Nursing Student Handbook, the GSU Student Handbook, the University Catalog and other current printed or online materials as reference solutions.

Students entering any nursing program option are not allowed to register for classes until they have met with their advisor and completed the Department of Nursing Student Study Plan (SSP). Any identified admission deficits are to be resolved at this time. Students who need to deviate from their study plan must have approval from their advisor. Students may not sign up for classes in different sequence, or in any way deviate from the study plan without the prior approval of the advisor. Prior to registering for a clinical course, students must have a clinical site and preceptor, and all of their mandatory Castlebranch items uploaded. If any of these requirements are missing, a registration hold will be activated, and the student will not be allowed to register. Contact the Director of Clinical Education for information regarding clinical requirements (tchairse2@govst.edu).

Students are responsible for adhering to their (SSP). Students are to familiarize themselves with course pre-requisite and co-requisites. Because many courses have pre and co-requisites, deviation from the SSP, without prior discussion with the academic advisor, may lead to mandatory removal from a course or impede student's graduation date. It is essential to clear all changes, prior to making them, with the academic advisor to ensure that you are in compliance with the courses in which you desire to register. Faculty and the academic advisor cannot assume responsibility for consequences a student experiences as a result of deviating from the SSP.

Master of Science in Nursing (MSN)

The graduate major in Nursing provides a master's degree program as a clinical specialist in adult/gerontological health, a family nurse practitioner, and a nurse executive for nurses who have a baccalaureate degree in nursing. A post master's certificate in family nurse practitioner is available for those students who have a clinical masters. The program is configured for part-time enrollment and requires a minimum of seven semesters or four semesters for the post master's certificate. Students must also have completed an undergraduate statistics course, an undergraduate nursing research methods course, and an introductory health assessment course.

Admission Requirements

GPA Requirement for Admission
Admission to the graduate program in nursing requires a cumulative Grade Point Average (GPA) of 2.50 or higher in all undergraduate courses and a GPA of 3.0 or higher with a grade of "C" or better in all upper-division nursing courses (FNP students must have an overall GPA of 3.0, 2 years of professional nursing experience and pre-requisites no older than 7 years). Students who do not meet one or both GPA requirements may be admitted conditionally for nine (or more) * credit hours. If the student achieves a GPA of 3.0 or higher for the first nine (or more) credit hours taken, the condition will be removed. If the GPA is below 3.0, the student must petition the faculty via letter, to continue in the graduate nursing program.

If the student completes nine credit hours during a semester that raises the total number of hours completed to more than nine, the GPA requirements will apply to the total number of hours completed. Students seeking the FNP option are required to have two years of clinical nursing experience before beginning the first practicum.

Admission Deficit Policy

Upon entry to the graduate program in nursing, those students who do not meet admission requirements must agree with and sign a deficiency resolution action plan (provided by the Academic Advisor) and resolve any deficiencies within the prescribed time frame. License, malpractice insurance, and proof of a prior bachelor's degree in nursing must be given to the department before the student may take any nursing courses. Graduate students must resolve any deficits in undergraduate statistics, health assessment, and/or nursing research before they will be allowed to take any nursing course except the first one. Certificate students must resolve any outstanding requirements also.

Transfer Credit for Nursing Courses

Transfer credit for nursing courses will be granted within the limits defined in the university catalog and only for courses that are equivalent to a Governors State University nursing course. In accordance with university policy, potential students should review transfer credit before admission to the university to avoid duplication of course work. The review of transfer credit must be completed before the student registers to take a comparable nursing course to ensure prerequisites are met. This may include a recent syllabus of the course. It is the student's responsibility to obtain and present the syllabus from the previous course(s) to the academic advisor at the time the Student Study Plan is initiated. The Academic Advisor will seek approval from the Nursing Department Chairperson. If a syllabus is unavailable, a letter from the faculty teaching the course or the director of the Nursing Program detailing the course content may be substituted. The academic advisor will notify the student whether

the transfer credit was accepted, or the study plan must be revised.

Progression Requirements

Continuing Student Status

A continuing student at Governors State University is defined as any degree or non-degree seeking student whose continuous enrollment at GSU is not interrupted for more than 2 years (6 consecutive semesters) Policy 32. After the sixth consecutive semester term of non-enrollment, the student must reapply for Admissions (Policy 32).

Challenge Exams for Prerequisite Courses

For graduate students whose undergraduate Nursing Research and/or Health Assessment course work is not discernible on transcripts, a course challenge must be completed to obtain credit. If the challenge is unsuccessful, the student must complete the required course to satisfy admission criteria.

To challenge Nursing Research and/or Health Assessment, the following procedures must be followed:

- After completion of the Student Study Plan, discuss with the advisor if the student is qualified to challenge prerequisite courses.
- If the student is qualified, the advisor will write a note to the course instructor that the student is authorized to challenge the course.
- Register for the course.
- The student must contact the professor of the course to be challenged and negotiate with the professor to satisfy the challenge requirements.
- Research Students must demonstrate the ability to write an acceptable research critique.
- Physical Assessment students must complete the history and physical assessment assignment, the midterm, and final examinations. The two exams must be passed with a grade of C or better.
- Complete challenge requirements within the first week of classes.
- A course grade will be issued.
- If a failing grade is received, the student must complete the normal required course work to satisfy the deficit.
- If a passing grade is received, a student will receive a letter grade and not be required to complete the course.

Grading Policy

All graduate students shall maintain a 3.0 GPA as established in the university grading policy (Policy 26). No grade of incomplete is given in a nursing course except in extreme circumstances. Students will not progress to their clinical or role residency courses with a grade of incomplete in any of the previous nursing courses. Please refer to the university catalog for the policy governing a grade of incomplete.

A student may repeat only one nursing course in which a grade of 'C' or below is received. A second grade of 'C' or below in any nursing course **will** result in dismissal from the nursing program. However, in no case will a "D" or "F" be acceptable toward meeting degree requirements (Policy 16). All clinical courses must be completed with a grade of 'B'.

Independent Study

Independent study enables the graduate student in the nursing program to engage in individual reading and research in a specific area of interest, under faculty supervision. In accordance with university Policy 17, a written proposal for an independent study, planned and developed by the student, must be approved by the program director in consultation with the faculty sponsor. Independent study may be used to meet elective credit only. A student may enroll for a maximum of three credit hours of independent study in any one semester. A maximum of 9 hours of undergraduate independent study and 6 hours of independent graduate study may be applied to the requirement.

Students planning to perform clinical course work as part of the independent study are subject to the program requirements for clinical study.

- The student develops a proposal and negotiates this with a selected faculty member. Revisions are made, and the proposal is forwarded to the program director for review and approval.
- Three or more meetings between the student and faculty are required throughout the semester.
- If no clinical work is involved, one credit hour = 15 contact hours.
- If clinical work is involved, one credit hour=45 clinical

Evaluation method may include, but not be limited to:

- o formal paper
- o oral presentation
- o program development
- o article for publication
- o clinical experiences/clinical log book
- o literature review
- o self-evaluation
- o poster presentation

Grading Scale for the Nursing Department

At the end of each semester, you will be given a grade for the quality and quantity of your work in a given class. A student's academic standing is determined by the number of credits (classes) completed and his or her GPA. A student's GPA is calculated by multiplying the number of units (credits) attempted in each course by the grade points earned per course. All grade point totals are

added together. This sum is divided by the total number of credits, creating a final mean value.

The 4.0 Grading System

Grade	Grade points per unit	Numeric grade	Definition
A	4.0	96.00 or above	Outstanding
A-	3.7	93.00-95.99	Extremely good work
B+	3.3	88.50-92.99	Very good work
B	3.0	85.01-88.49	Expected level of performance for graduate students
B-	2.7	84.01-85.00	Minimum accepted performance for graduate students
C+	2.3	79.51-84.00	Needs improvement
C	2.0	75.01-79.50	Not good
C-	1.7	74.01-75.00	Unsatisfactory
D+	1.3	69.51-74.00	Failure
D	1.0	65.01-69.50	Failure
D-	0.7	64.01-65.00	Failure
F	0.00	<64.00	Failure

*This grading scale is absolute. No rounding of numbers will be done.

Graduation

Graduation is not automatic upon completion of all degree requirements. Students must apply for graduation at the beginning of the term in which they anticipate completion of their degree. If anticipating a summer graduation term, applications for graduation are due the first week of the spring term. This procedure is detailed in the University Catalog. Please check the Academic Calendar and your university email for specific deadlines as notices are sent out from the Registrar's Office regarding graduation. Submit the completed graduation application to the Registrar's Office by the due date specified in the Academic Calendar. *Late applications will not be accepted. It is the student's responsibility to submit graduate applications on time to the Registrar's Office.*

Students completing a certificate must complete/submit the *Award of Certification* application to their advisor the first week of the semester in which they plan to complete the certificate.

Student Feedback and Exit Surveys

Student feedback is important and can impact the future direction of the nursing program. In addition to course evaluations at the end of each semester, students are encouraged to provide feedback, comments, and suggestions regarding the program. Students are encouraged to provide feedback by attending the monthly faculty and town hall meetings. Student representation is strongly recommended. Notification of dates and time of meeting will be sent to students via email.

During the last semester before graduation, students may be asked to complete a graduate exit survey. The survey provides an opportunity to give feedback on various aspects of the program. Alumni and employer surveys will be sent to students and employers after graduation. The results of these surveys are used in the evaluation of the program and may lead to program changes.

SECTION III

General
Information

Scholarship Availability

A number of scholarships are available to students. The scholarships range from one-time awards of set amounts to full tuition. Please contact Financial Aid for further assistance at faid@govst.edu 708-534-4480.

Student Responsibilities

It is the responsibility of students to know and observe all policies and procedures related to the graduate nursing program, as well as those of Governors State University. In no case will a policy be waived, or an exception granted because students plead ignorance of, or contend that they were not informed of, the policies or procedures. Questions on policies and their interpretation pertaining to studies at the graduate level should be addressed to the academic advisor or appropriate university office.

Academic Honesty

University policy on academic honesty states that students are expected to fulfill academic requirements in an ethical and honest manner. This expectation pertains to the following: Use and acknowledgement of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations. These ethical considerations are not intended to discourage people from studying together or from engaging in group projects. Full text of the policy on academic honesty appears in the appendix of the University Catalog, under Academic Regulations.

Incomplete Grades

Incomplete grades are given only when the student has experienced an extreme situation which interferes with the timely completion of course work. It is up to the instructor to decide if an incomplete grade can be given. Students must request an incomplete grade in writing no less than two weeks prior to the last day of class. See University Catalog for official policy statement on Incomplete Course Work under Academic Regulations.

Timely Submittal of Work

All student assignments are to be submitted in the appropriate format on the date and time stated by the professor of a given course. If a student has a problem, they are to notify the course instructor prior to the due date. It is solely the instructor's decision only whether or not an extension will be granted. Points may be deducted from the late assignment at the instructor's discretion.

Student Issues/Grievances/Complaints

Student issues that are not appropriate for a grievance under university policy are referred to the Admissions/Progression Committee of the Department of Nursing for resolution. The Governors State University policy regarding the grievance procedure may be found in the Student Handbook (Policy 5).

Department Of Nursing Communications

In an effort to remain informed of changes and requirements in the nursing program, students are encouraged to access the Nursing Facebook page on a regular basis for broadcast announcements on Facebook at (20+) Governors State University | Facebook

University Services

University Library

The University Library provides reference and information services at the circulation and reference desks. For more information about library services, check out the current university catalog or visit the website: www.govst.edu/library.

The Writing Center

 The Writing Center is located in the Learning Commons/Academic Resource Center, B1215. Visit the office or call 708-534-4090 to make an appointment for a one-on-one consultation. Writing consultants are also located in the university library for help on research papers. The consultants answer questions, but do not review papers. The online Writing Center offers help with papers at gsgrowl@govst.edu . Writing center consultation are stationed behind the library information desk at various times during the week.

SECTION IV

Policies

Core Performance Standards

As a practice discipline, nursing requires cognitive, sensory, affective, and psychomotor performance. Students must meet both academic and performance to remain in the nursing program. Academic requirements can be found in this handbook, the university catalog, and the university student handbook. In accordance with the practice of nursing, a student must additionally, with or without reasonable accommodations, satisfy these performance standards. The examples noted demonstrate some necessary activities but are not all-inclusive.

1. Critical/Analytical Thinking – Critical thinking ability sufficient for clinical judgment. Examples – Identify cause-effect relationships in clinical situations, develop nursing care plans, prioritize tasks, process information, and problem solve.

2. Interpersonal Skills – Interpersonal abilities sufficient to interact professionally with individuals, families, and groups from a variety of social, psychological, cultural, and intellectual backgrounds. Examples – Establish rapport with clients and colleagues.

3. Communication Skills – Communication abilities sufficient for interaction with others in both verbal and written English. Examples – Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.

4. Mobility, Physical Strength, and Endurance – Physical abilities sufficient to move from room to room and maneuver in small spaces. Physical stamina to perform client care activities for entire length of work role. Physical strength to perform full range of client care activities. Examples – move about in patient rooms, workspaces and treatment areas, administer CPR, and stand for periods of time.

5. Motor Skills – Gross and fine motor abilities sufficient to provide safe and effective nursing care. Examples – calibrate and use equipment, position clients, and reach above shoulders.

6. Hearing – Auditory ability sufficient for observation and assessment necessary in nursing care. Examples – Auscultatory sounds, faint body sounds (B/P), cries for help, and able to hear without seeing lips (masked).

7. Smell – Olfactory ability sufficient to detect environmental and client odors. Examples – detect odors from clients, smoke, gases, or noxious smells.

8. Visual – Visual ability sufficient for observation and assessment necessary in nursing care. Examples – observe client responses, see markings on IV bottles, and distinguish color.

9. Tactile – Tactile ability sufficient for physical assessment. Examples – perform palpation, functions of physical examination and/or those related to therapeutic intervention (insertion of a catheter, administration of medication).

10. Emotional Stability – Emotional stability sufficient to assume responsibility and accountability for actions. Examples – provide client with emotional support, adapt to changing environment (stress), deal with unexpected (crisis), and monitor own emotions.

11. <u>Reading and Arithmetic</u> – Reading ability sufficient to comprehend the written word adequately for appropriate nursing practice. Arithmetic ability sufficient to do computations. Examples – read and understand documents, read graphic printouts and digital displays, count rates, compute fractions (medication doses), and use a calculator.

Students who perceive they will have difficulty with any of the above performance standards are encouraged to consult with their advisor and the Academic Resource Center, regarding possible accommodations that may be available to assist the student. Reasonable accommodations can be made for an individual, providing they do not compromise the essential functions required by the nursing program or necessitate a modification of an academic standard.

Students With Disabilities

Governors State University and the Department of Nursing comply with the Americans with Disabilities Act of 1992 and with Section 504 of the Rehabilitation Act of 1973 and other federal and state legislation. Inquiries about assistance to meet special needs should be directed to the Academic Resource Center, through which appropriate academic and service areas will be notified. Provision of such assistance will be based upon the individual student's need to have equal access to the learning environment. If r e q u e s t s for auxiliary aids, academic adjustments, or other special services necessitate a modification of a c a d e m i c standards or   create undue hardship on the university or the Department of Nursing, the requests may be denied.

Students, who have a disability or special needs and require accommodation in order to have equal access to the course, must register with the designated Director/staff member in Disability Services 708-235-3968 or 3-mail ASSD@govst.edu . The room is located in the Student Success Commons B1215.
.
Students will be required to pr o v i de documentation of any disability when an accommodation is requested.

Student Requirements

In order to be enrolled in the nursing program, students must fulfill the requirements of the university, the nursing program and the agencies used for clinical within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file in order to register for any course in the nursing program. Documentation of requirements are to be uploaded in CastleBranch Clinical Tracker. Students are required to keep CPR-BLS Certification, Tu b er c ul o s i s Skin Testing, Personal Professional Liability Insurance, Health Insurance and RN License c o v er a ge active. Students **MUST** upload to CastleBranch Clinical Tracker: a photocopy of renewed RN license and malpractice insurance coverage on the anniversary of the date that coverage expires, showing inclusive dates. Students must also upload their COVID status. Failure to have all requirements on file may impact the st u de nt' s ability to continue in the program. Students are responsible for all costs related to these r e q u i r e m e n t s.

Immunizations/Health Form Policy

An integral part of nursing education is practice in clinical areas. Visits to clinical sites may increase exposure to communicable disease, therefore up-to-date immunization is required by the university and the Department of Nursing to protect both students and clients. Prior to the onset of any nursing program course work, students must complete all clinical immunization and health requirements with concomitant paperwork on file in the nursing office. A Student Health form along with all other required forms are available online under nursing student resources. Students may not be allowed to continue in the program without satisfying clinical health requirements. Students are also to provide documentation of yearly follow-up on TB requirements. These services are free to enrolled students at the Counseling and Wellness Center at:

https://www.govst.edu/wellness/

Remember *to keep a copy of all the required forms as you may be asked by your preceptor and/or instructor to demonstrate that you have met all the requirements*.

The following information must be provided:

Immunity to Rubeola, Rubella, Mumps, and Varicella

Immunity may be demonstrated by:

Measles (Rubeola)	Positive antibody titer (copy of lab report) or evidence of vaccine.
Rubella	Positive antibody titer (copy of lab report) or evidence of vaccine.
Varicella (Chicken Pox)	Positive antibody titer (copy of lab report) or evidence of vaccine.
Mumps	Positive antibody titer (copy of lab report) or evidence of vaccine.
Tetanus	Record of administration within last 10 years

Hepatitis B Vaccination

There must be a complete series of three injections over a six-month period. Dates of each injection and identification of the agency or health care professional administering the vaccination must be noted. Documentation of a positive antibody titer (copy of lab report) will also be accepted. If the student declines to receive the HBV vaccine, a *Statement of Refusal of Hepatitis B Vaccine* form must be signed.

Tuberculosis Screening

A Non-Reactive Two-Step Tuberculin Skin Test must be dated and contain identifying information on the agency administering the test. This test requires that the student receive two separate Mantoux skin tests. The first test must be read within 72 hours and, if negative, the second test is done from 1-3 weeks later and also must be read within 72 hours. Newly positive skin test reactors must submit documentation of a positive skin test and results of a chest film done within the past year, which shows no evidence of disease. Chronic positive TB skin test reactors must provide medical verification of no evidence of disease.

*Immunization records are also required by the University (www.govst.edu/immunizations/)

Annual Follow-up

Following an initial negative 2-step tuberculin skin test, a single tuberculin skin test (PPD) must be obtained, or Mantoux or Quantiferon Blood Test, and documentation must be provided in order to remain enrolled. After a positive skin test, a chest x-ray is not required after an initial chest x-ray if no symptoms are present. A yearly symptom assessment from a private health care provider must be provided that indicates that a student has been assessed for symptoms of tuberculosis and that a chest x-ray is not currently warranted.

Insurance Coverage

Student Health Insurance Coverage

The Department of Nursing supports health promotion and as such, believes that all students must have personal access to health care. All students enrolled in the nursing program must carry health insurance, either through employment, spouse, or personal purchase throughout enrollment in the nursing program. Evidence of current health insurance must be uploaded in the CastleBranch. Failure to have health insurance uploaded in Castle Branch may impact the students' ability to continue in the program. COVID vaccination status may be required at some clinical sites.

Personal Professional Liability Insurance

All nursing students must acquire and maintain personal professional liability insurance in the amount of at least **$1,000,000 per claim and $6,000,000 aggregate**. *FNP students must be insured by an FNP student policy*. Coverage obtained through a place of employment will not satisfy this requirement. Evidence of personal professional liability insurance (students need to upload into Castle Branch showing **dates of coverage)** must be presented to the Department of Nursing Office upon admission and at renewal.
Failure to have personal professional liability insurance uploaded to Castle Branch may impact a student's ability to continue in the program.

Universal Precautions Training

To eliminate or minimize occupational exposure to all blood borne pathogens, all nursing students are required to follow universal precautions by Federal Law: Occupational Safety and Health Administration (OSHA) Part 1910:1030. All students enrolled in the Nursing Program are required to complete an educational program on blood borne pathogens and universal precautions yearly. Documentation on completion of this requirement must be uploaded in CastleBranch annually**. See CastleBranch information.**

Communicable Disease Policy

The Department of Nursing seeks to minimize the risk of occupational exposure to communicable diseases, including Hepatitis (HBV) and the human immunodeficiency virus (HIV), for its students, faculty, and patients/clients. The Department of Nursing provides the following information regarding the possibility of occupational exposure to communicable diseases, including HBV and HIV, to students enrolled in the program.

The Department of Nursing will not request an individual's HIV status during the admissions process. If a student informs the program that he/she is HIV positive, reasonable academic adjustments will be made if needed .A student who knows that he/she is HIV positive or believes he/she is a "high risk" for HIV transmission is ethically responsible to consider the risk of transmitting HIV to the patient/client during invasive procedures. The same is true for exposure to COVID-19, see GSU's response to COVID-19 here: https://www.govst.edu/COVID-19/.

Upon admission, the student will be required to sign a form acknowledging that he/she has been informed of, and understands, the risk of exposure to communicable diseases in the clinical setting. Any student who refuses to sign the acknowledgement form may be terminated from the nursing program. All students are expected to care for any patient/client regardless of HBV and/or HIV status. A student who Refuses to care for a patient/client who is known to be HIV positive and/or HBV positive may be terminated from the nursing program.

Students who have a diagnosed immunosuppressed condition, open wounds, or who are pregnant, will be exempted from caring for patients who are known to be HIV positive and/or HBV positive. Some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions.

Student Exposure to Blood-Borne Pathogens

While needle stick is the most obvious incident, any specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials is considered an exposure incident and should be reported. When an exposure incident occurs, students must follow specific Occupational Safety and Health Administration (OSHA) standards. In the clinical setting, all students will practice Universal Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines and will adhere to the policies of the clinical site as well. If a student is exposed to blood or other body fluids of a patient/client, an incident report for both the clinical site and Governors State University Department of Nursing must be completed.

The student must immediately notify the faculty supervising the clinical experience and the clinical site. Faculty members shall notify the chair of the Department of Nursing and follow-up with the Infection Control nurse (or other appropriate personnel) at the clinical site, in any incidents involving a student.

The policies of the institution where the exposure occurred and/or the CDC Guidelines and OSHA Standards shall be consulted and followed. The student is strongly encouraged to immediately obtain HIV and HBV testing to establish zero-negativity. Testing should be repeated at six weeks, three months, six months, and one-year post-exposure. The nursing program or the institution will suggest follow-up counseling referrals for students exposed to blood or body fluids of a patient/client.

Clinical Practicum Policies

Agency Drug Testing

Some clinical agencies used by the Department of Nursing have policies regarding drug testing which allow these agencies to request drug testing of employees, volunteers, and students. In addition, the Department of Nursing fully supports the Governors State University Student Code of Conduct, which prohibits alcohol or drug abuse. [See Student Handbook]

In an effort to protect patients/clients and other students, the nursing program will request drug testing to meet agency requirements. These drug screens will be at the student's own expense. If a student has a positive drug test, there will be an immediate referral to the Dean of Students. The student will be unable to continue within the nursing program (clinical or course work) and criminal charges may be filed, as described in the Student Handbook. If a student refuses to participate in required agency drug screening, the student may be dismissed from the nursing program. Forms available through Caste Branch.

Agency Background Checks

All students are required to have criminal background checks prior to the start of their clinical practicum. Criminal background checks are done by a professional company. Information may be obtained from practicum faculty and Director of Clinical Education. Students are required to pay for the background check.

Influenza Immunizations

Some clinical sites may also require proof of influenza immunization.

Transportation

The nursing program seeks to provide optimal clinical practicum experiences. In providing clinical practicum experiences, it may be necessary to acquire clinical sites that are outside of the GSU immediate geographic area. Each student is responsible for providing reliable, personal transportation to and from clinical practicum experiences.

Student Attire

Student attire will be governed by the clinical setting. Faculty will inform students of any special requirements concerning attire, security badges, etc. In some situations students will wear a full-length white laboratory coat, bearing the GSU nursing patch on the left shoulder sleeve. The laboratory coat is worn over appropriate street clothes. No blue jeans, sweat pants, sweatshirts, scrub suits, sneakers, jogging shoes, or boots are allowed.

Nursing Patch

The Governors State University nursing patch is purchased by the student at the university bookstore. The patch is to be securely sewn to left shoulder sleeve of a full-length laboratory coat worn for clinical practicum.

Clinical Agency Requirements

Students are expected to comply with clinical agency requirements at the facility at which they do their practicum.

Clinical Site Safety Issues

The students may be required to visit clients or organizations in a variety of areas, and it is the responsibility of the student to review issues of street safety. All nursing students are required to follow the procedures and guidelines listed below when making community visits:

- Clinical hours are negotiated with the clinical site. Some agencies may require clinical activities that extend into the early morning/evening. Be aware of this need for flexibility in your clinical schedule and make adjustments as needed.
- Never take a client/patient anywhere in your personal car.
- Be sure you know where you are going before setting out; obtain a detailed map of the area and plan the route.
- Let the client know when to expect your visit, if appropriate.
- Do not wear expensive clothes or jewelry.
- Park near your destination and be aware of your surroundings.
- If there are concerns or issues with the site please notify your instructor.
- Additional issues and/or guidelines may be provided by the instructor.

Clinical Practicum Faculty

Faculty Member/Professor

The GSU nursing faculty member carries the responsibility for overall leadership, coordination, and supervision, and evaluation of the designated practicum. The primary functions of the faculty member/ professor are as follows:

- Along with the Director of Clinical Education select or assist the student to select the sites for graduate student clinical.
- Approve the clinical site.
- Select or assist the student to select the preceptor who will cooperate with the university.
- Interpret the practicum experience to the health care agency and/or the prospective adjunct clinical faculty.
- Coordinate and communicate schedules, deadlines, and other information in fulfilling the practicum goals.
- Supervise and evaluate the graduate student's development, progress, and overall performance.

- Arrange for periodic conferences with the graduate student and the preceptor (if applicable), as needed.
- Prepare evaluation criteria and provide the criteria to the students in writing.
- Provide feedback after observation of the student's performance of a clinical assignment.
- Serve as liaison during the practicum experience that involves a preceptor.
- Along with the Director of Clinical Education, assist students to obtain affiliation agreements between clinical agency and GSU.

In addition to university faculty, two categories of clinical agency personnel may be involved in student clinical learning experiences. These roles are preceptor/residency supervisor and clinical resource person. Following are the requirements, roles, and responsibilities ascribed to these positions.

Preceptor/ResidencySupervisor

Requirements:

- Registered Nurse – depending upon program/degree of the student, the preceptor/residency supervisor must have a Clinical Nursing Master's degree, a Family Nurse Practitioner Master's degree, Nursing Administrative Master's degree, or a MD/D.O.
- DNP students consult with the faculty for requirements for the residency supervisor.
- Excellence in specialty area chosen by student

Roles/Responsibilities:

- Meet with the graduate student prior to the beginning of the practicum.
- Discuss the graduate student's clinical objectives for the practicum.
- Plan the activities needed to meet the clinical objectives with the student.
- Orient the nursing staff to the graduate student's purpose and objectives for the clinical experience.
- Review appropriate materials with the student.
- Assist the student in developing and using self-evaluation techniques.
- Participate in three-way evaluative conference(s) attended by student, professor, and the adjunct clinical faculty regarding the student's progress.
- Notify course professor immediately of any concerns.

Clinical Resource Persons

Requirements:

- Registered Nurse, preferably with a B.S. or M.S. in nursing or an MD/ D.O.
- Competency in specialty area or leadership role or higher at clinical site.
- Competency in specialty area or leadership role

Roles and responsibilities:

- Meet with the student prior to the beginning of the practicum.
- Discuss the student's clinical objectives for the practicum experience.

- Orient the nursing staff to the student's purpose and objectives for the clinical experience.
- Participate in conferences with the student and the course professor as needed regarding student progress.
- Facilitate contacts with other appropriate resource people.

Civility Policy/Statement

Civility Statement As outlined in its Mission Statement, "Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society." The faculty, staff, and students of Governors State University, as members of the university community, can expect to be treated with respect and consideration and are expected to treat others similarly.

All members of the community must treat other members with civility and respect while recognizing that disagreement and informed debate are valued in an academic community. Demeaning, intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the university community are unacceptable and violate Governors State University's standards for civility and respect.

Individuals covered by this statement include all members of the Governors State University community (*faculty, staff, and students*). Contractors and vendors of Governors State University, as well as visitors to the campus, are also expected to comply with the requirements of this statement.

Clinical Practicum Placement

Clinical experiences are faculty-supervised, and the faculty will d e t e r m i n e student placement. See Clinical Handbook for more specific information.

In clinical courses, the student submits their clinical objectives in their specialty area to the university faculty. After the objectives are finalized and approved, the university faculty initiates placement procedures with the appropriate personnel or director. The student takes a copy of the student's objectives, professional resume, and teaching plan to the preceptor/residency supervisor on their initial practicum meeting.

Students

1. Obtain information on the requirements of the chosen clinical site for approaching potential preceptors. Determine if the student is allowed to approach the potential preceptor directly or if the contact person is someone other than the preceptor at a particular institution.

2. Once the procedure for approaching a potential preceptor is approved, make an appointment for an interview.

3. Create clinical objectives to present to the preceptor which would accomplish the goals of the practicum. The preceptor, student, and faculty may consult with each other to modify the objectives if necessary (see above). Present the course syllabus to the preceptor.

4. Provide information regarding clinical contract/affiliation agreements to the course faculty member who will forward them to the Director of Clinical Education and the administrative assistant for affiliation agreements.

5. Establish dates and times for clinical hours with the preceptor and the course instructor

6. Document the clinical hours in a log signed by the preceptor and course faculty

7. Attend periodic conferences with the preceptor and faculty

8. Complete and hand-in and submit to the appropriate computer program (Typhon, E-value) evaluations of the clinical experience.

Termination of Graduate Student Assignment

In a student practicum, each student must comply in a professional manner with the policies, procedures, and standards of behavior, hygiene, and dress of the health care facility or institution. Failure to do so may result in the termination of the student's assignment and an inability to complete the course.

The nursing program is not obligated to make alternative assignments in the event a student placement is terminated. A student who disagrees with the final decision may refer to the university grievance committee procedure found in the Student Handbook.

Student Reflective Statement

At the end of each course the student is expected to write a concise, but thorough, reflective self-evaluation that relates the student's learning in the course to the expected outcomes. The self-reflection should begin with an honest self-assessment and include those strategies, skill building activities, and other processes the student used to enhance his/her own learning in the class. This is graded on a "Pass-Fail" basis. A "Pass" is required to complete the course successfully.

Admission To Candidacy

Application for candidacy should be made with the approval of the academic advisor at the completion of all core nursing courses.

Graduate Capstone Experience - Masters

The degree requirements for the Master of Science in Nursing stipulate that students must meet all university requirements for a master's degree and that each student must pass a capstone project experience over the major area of study during the last semester of study prior to graduation. The capstone project provides a sample of the student's performance in scholarly synthesis of end of program student learning outcomes and mastery of concepts, competencies, discussion, evaluation, and writing. The Graduate Council's Graduate Capstone Manual will be followed for all capstone projects.

Purposes of the Capstone Project Experience in Nursing are (1) to establish a level of students' theoretical knowledge of advanced nursing and subjects clearly related to nursing, (2) to assess the students' knowledge of professional issues affecting his/her functional role as a clinical specialist, nurse practitioner or nurse executive (3) to evaluate the ability to integrate research skills in advance nursing practice roles, and (4) to provide a source for the demonstration of the students' reasoning abilities and competencies in communication.

Successful completion of the capstone project experience includes the following:

1. A written abstract of the core elements of the project/case study.
2. A proposal for the project to be approved by assigned faculty and preceptor if required.
3. Capstone project procedures may vary depending upon the option. In general, the written project description should include:

E. Theory Framework	I. Evaluation of Project

Comprehensive Examination

A comprehensive examination in combination with a practicum may be designated as a gradate final project alternative. The formatting of a comprehensive examination is determined by each academic division, department/college (Graduate Capstone Manual, 2019)

Procedures

1. Capstone course faculty and advisor designate graduate students who are eligible for the capstone project experience.
2. The Department of Nursing Chair and/or designee and the members of the capstone courses, will meet with students to discuss the process.

3. Students will prepare their (CNS, NEIL, FNP/PMC) written proposal and project/examination in class.

4. Students will present/do the project or examination in class.

5. Guidelines for the capstone presentation and written summary are included in the syllabi for the final major course in the Study Plan for each major.

Remediation of Failed Capstone Project

Students are allowed to redo the Capstone Project within one year of presenting the initial project.

1. The student will meet with the Chair to discuss the educational plan.

2. A faculty member will be assigned by the Chair to remediate the student.

3. The student will register for one hour credit to work with the faculty member

4. The student will present this revised project.

SECTION V

Appendices

**TIMETABLE FOR SUBMITTING
DOCUMENTATION REQUIRED FOR THE NURSING PROGRAMS**

DOCUMENTATION REQUIRED	BEFORE TAKING ANY NURSING CLASS	UPON ADMISSION TO THE PROGRAM	YEARLY	OTHER
RN LICENSE	X			AT RENEWAL
BACKGROUND CHECK				PRIOR TO CLINICAL
FINGERPRINTING				UPON REQUEST
DRUG TESTING				PRIOR TO CLINICAL
CPR-BLS CERTIFICATION		X	X	AT RENEWAL
PERSONAL PROFESSIONAL LIABILITY INSURANCE*	X		X	AT RENEWAL
UNIVERSAL PRECAUTIONS EDUCATION		X	X	
HEALTH INSURANCE COVERAGE		X		WHEN EXPIRES OR CARRIER CHANGES
TB CLEARANCE			X	PRIOR TO CLINICAL
HEPATITIS B IMMUNIZATION OR REFUSAL			X	PRIOR TO CLINICAL
RUBELLA IMMUNITY			X	PRIOR TO CLINICAL
RUBEOLA (MEASLES) IMMUNITY			X	PRIOR TO CLINICAL
MUMPS IMMUNITY			X	PRIOR TO CLINICAL
VARICELLA (CHICKEN POX) IMMUNITY			X	PRIOR TO CLINICAL
TETANUS			X	BOOSTER EVERY 10 YEARS

STUDENT REFLECTIVE STATEMENT

for SAMPLE

Jane E. Smith
(name of student)

Master's Nursing Program

Governors State University
University Park, Illinois

_____-_____(Dates of
Enrollment)

CLINICAL LOG SUMMARY
SHEET

		CLINICAL LOG SUMMARY SHEET		
STUDENT NAME		Student Signature		
AGENCY				
DATE	**# HOURS DAILY**	**SUMMARY OF CLINICAL WORK**	**TOTAL HOURS TO DATE**	

Preceptor Signature:_____**Faculty Signature:**_____

Clinical Requirement

The completion and documentation of at least five hundred (500) face to face clinical hours or more are a requirement for completion of the Family Nurse Practitioner and the Family Nurse Practitioner Certificate programs. The other 40 hours could be direct patient care or can be used as indirect patient care hours i.e., FNP related conferences, workshops. The total hours for the FNP program completion are 540 hours.

Clinical Nurse Specialist

The CNS program requires 540 faculty supervised clinical hours.

NEIL

The NEIL program requires 135 faculty supervised clinical hours.

Certificate Programs

Family Nurse Practitioner Post Master's Certificate

The certificate program requires at least 500 face to face clinical practicum hours or more. The other 40 hours could be direct patient care or can be used as indirect patient care hours i.e., FNP related conferences, workshops. The total hours for the FNP program completion are 540 hours.

The Post Master's degree must meet national standards for nurse practitioner practice and certification. Students can have up to three preceptors in a semester. If a student does not have a selected clinical site placement by the third week of school, the student is encouraged to withdraw from the course.

Student Requirements

To be enrolled in the nursing program, students must fulfill the requirements of the University, the Nursing Program, and the agencies used for practicum within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file **one semester AHEAD** to register for any course in the nursing program. Documentation of requirements should be uploaded in CastleBranch. Students are required to upload in CastleBranch the following documents:

- RN license in the state you will complete your clinical rotation
- CPR-BLS certification
- Tuberculosis skin testing or QuantiFERON gold test
- Chest x-ray (for positive tuberculosis skin testing or QuantiFERON test)
- Annual personal, professional liability insurance
- Health insurance
- Annual 10-panel urine drug screen
- Yearly flu vaccine or declination
- Tdap vaccine
- Titer reports (mumps, measles, rubella, and varicella)
- Hepatitis B immunization or positive antibody titer
- Annual health physical,
- Malpractice insurance 2 million per incident/6million arrogate coverage active. Students **MUST** submit a photocopy of renewed coverage on the anniversary of the date that coverage expires, showing inclusive dates.

Failure to have all requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

Preceptor/Residency Supervisor-

Requirements:

- A Family Nurse Practitioner Master's degree, or an MD/D.O. (Family Practice Provider)
- Excellence in specialty
- One year or more experience at facility and practice
- Outpatient or clinic setting

Clinical Practicum Placement

Students are to submit a clinical site request form to the university Nurse Advisor and Director of Clinical Education. After the Nursing Advisor approved clinical site request form, the Director of Clinical Education initiates clinical placement. The student should email the clinical instructor for clinical objectives and requirements before meeting with the preceptor/residency supervisor.

Students' requirements for clinical placement:
1. Obtain information on the requirements of the chosen clinical site for approaching potential preceptors from the Director of Clinical Education. The Director of Clinical Education determines if the student is allowed to approach the potential preceptor directly or if the contact person is someone other than the preceptor at a particular institution.
2. Complete Clinical Site Request forms each term for the clinical site. The student is required to meet with the current instructor or Program Coordinator to create clinical objectives to present to the preceptor, designating the goals of the practicum. The preceptor, student, and faculty may consult with each other to modify the objectives if necessary (see above).
3. Once the procedure for approaching a potential preceptor is approved, the student makes an appointment for an interview.
4. Establish dates and times for clinical hours with the preceptor and the course instructor.
5. Complete Preceptor Form and upload in Typhon or eValue in the designated areas.
6. Attend facility orientation or onboarding process. Upload all facility orientation or onboarding paperwork into Typhon in the external document section - using the drop-down "Extra Orientation Documents for Site." In eValue place forms in the designated area TBA.
7. Attend periodic conferences with the preceptor and faculty
8. Document the clinical hours on a Clinical Summary Log form signed by the preceptor and course faculty. Upload the Clinical Summary Log in Typhon in the external area using the drop down "Clinical Summary Log.". Students using eValue will have preceptor electronically sign off hours each day you attend clinical.
9. Complete Clinical Site Evaluation and Preceptor Evaluation in Typhon using the EASI Evaluations tab. Midterm and Preceptor Evaluations are uploaded in Typhon Eternal area using the drop-down 'Preceptor Clinical Evaluation.'
Students using eValue the Clinical Site Evaluation and Preceptor Evaluation will populate on your home page.
10. The student has acquired Castlebranch Clinical Document Tracker and uploaded all required documents.
11. The student has received a Clinical Clearance Letter for the current semester.

Electronic Document Systems used in *Family Nurse Practitioner* Practicum:
CastleBranch: GSU Nursing Portal Link: https://portal.castlebranch.com/GO05
Castlebranch is the most secure document manager to upload student sensitive documents.student will use the GSU Nursing Portal Link: https://portal.castlebranch.com/GO05 when initiating the Castlebranch website. Students can share documents with the clinical site or work or a potential employer securely. CastleBranch will keep track of sites when your records are viewed.
Students are to maintain documents by keeping updated or face exclusion from the clinical site once the document reaches a 30-day renewal period in CastleBranch. Failure to have all requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these

CastleBranch Codes:			
Package Code	**Includes**	**Price**	**Additional Information**
GO01 Use this code if this is your first time purchasing from CastleBranch	**Combined Package: Criminal Background & drug test** Statewide Criminal IL Nationwide Sexual Offender Index Drug Test Nationwide Patriot Act Residency History	$86.00	If any counties appear outside of the state of Illinois within the past 7 years from the Residency History search, that county will cost $13.00 per additional county search.
GO01dt	Drug Test **Only**	$40.00	
GO01re	**Only,** Statewide Criminal IL Nationwide Sexual Offender Index Residency History	$37.00	This package is for students who are doing their re-checks ONLY. There will be no additional charges.
GO01im Must Purchase this first	********Medical Document Manager**	$35.00	**A one-time fee of 35.00 to monitor Clinical Mandatory documents.**

requirements.

eValue:
e-value is to begin Fall 2020 with the new FNP starting course in 8221.
eValue is a comprehensive software solution to help nursing programs manage changing accreditation requirements, demonstrate core competencies throughout their core curriculum and student clinical experiences, and improve learning outcomes. Students use case logs and time logs to enter experiences. Create calendars of student events & rotations, and optionally allow requests for preference-based scheduling. Students can create and customize their own multi-page portfolio website to showcase their experience-an invaluable tool for seeking employment after graduation! To gain access to system email and Director of Clinical Education.

Typhon:
Typhon will continue until the last student has graduated approximately in 1 year.
Typhon is a comprehensive software solution to help nursing programs manage changing accreditation requirements, demonstrate core competencies throughout their core curriculum and student clinical experiences, and improve learning outcomes. Students use case logs and time logs to enter experiences. Create calendars of student events & rotations, and optionally allow requests for preference-based scheduling. Students can create and customize their own multi-page portfolio website to showcase their experience as an invaluable tool for seeking employment after graduation! To gain access to the system email contact the Director of Clinical Education.

GOVERNORS STATE UNIVERSITY
GRADUATE AND DOCTORAL NURSING PROGRAM
CLINICAL PRACTICUM CHECKLIST

Student Name: _____   **Contact Telephone #:** _____

Preceptor Name: _____   **Contact Telephone #:** _____

Practicum Site: _____   **Preceptor Title:** _____

	DOCUMENT DESCRIPTION	YES	NO	EXP DATE	COMMENTS
1.	Annual Health Physical				
2.	Resume self				
3.	Resume Preceptor				
4.	Active unrestricted RN License IL or IN or Both				
5.	CPR / BLS Provider Card				
6.	Annual FNP student liability insurance (2/6 mi), Other Concentrations (1/6mi)				
7.	Annual 10 Panel urine drug screen **CastleBranch only**				
8.	Annual Criminal Background Check **CastleBranch only**				
9.	Annual Flu Vaccine or declination				
10.	Tdap				
11.	Annual TB screen/ Chest X-ray				
12.	Mumps, Measles, Rubella titer report				
13.	Hepatitis B Immunization				
14.	Varicella titer report				
15.	Facility Orientation(s)				
16.	Annual Blood Bourn Pathogen Training				
17.	Clinical Site Orientation Form				
18,	COVID status				

NOTE:
1. The above documents must be presented in an **e-portfolio** to the clinical instructor before attending clinical (preferably on the first day of class).
2. The clinical practicum **e-portfolio** must also be presented to your clinical instructor before giving it to your clinical preceptor on the first day of clinical: objectives, nursing license, resume, proof of malpractice insurance, course syllabus, clinical evaluations, and course instructor contact information.
3. The documents must also be scanned into CastleBranch in the appropriate designated sections.
4. You **may not attend** your practicum until you have received a **Clinical Clearance Letter** from the Director of Clinical Education of Nursing. Any clinical performed before a Clinical Clearance Letter is issued will not be counted towards your clinical practicum. **Failure to complete the checklist promptly will delay the start of your practicum.**
5. The student is responsible for keeping all their required documents up-to-date in CastleBranch
6. Required clinical documents are subject to change and may include practicum site-specific required documentation as well
7. Include this signed checklist as the first document while scanning.

Required clinical documents are subject to change and may include practicum site-specific required documentation as well.

50 last.
update
8.22.22