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About this Handbook
This handbook is designed to be a ready resource for currently enrolled Master’s students at Virginia Commonwealth University’s School of Nursing (SON) as well as faculty of the Master’s Program in Nursing, and for prospective applicants to the program. This handbook supplements the VCU Graduate Bulletin located at: http://bulletin.vcu.edu/. Students are expected to familiarize themselves with the policies and information contained in each of these resources.
Welcome from the Dean

It is my pleasure and privilege to welcome you to the VCU School of Nursing. You have made a great investment in your future by selecting a school that is ranked among the top schools of nursing in the nation. We offer a supportive, collaborative environment to ensure your success as you progress through our program.

This handbook is a very important resource designed to provide you with information on life as a student at the VCU School of Nursing. Our highly trained faculty and staff will support you every step of the way and help you get the most out of your experience here. Graduates of our school represent the future of nursing and are well-prepared to improve the care of the patients we serve.

On behalf of the faculty and staff, I extend our best wishes for a dynamic and rewarding educational experience. Thank you for being a part of our tradition of nursing excellence.

Jean Giddens, Ph.D., RN, FAAN
Dean, School of Nursing
Welcome from the Associate Dean for Academic Affairs

Congratulations on beginning or continuing your nursing education at the VCU School of Nursing. As the Associate Dean of Academic Affairs (“chief academic officer”), I and the team of expert educators and professional staff are committed to assuring that you have a world class educational experience at VCU. In light of an ever-changing and complex health care environment, we are constantly employing principals of continuous quality improvement, evolving pedagogical principals and best practices to assure that your academic program is cutting edge. We have much to learn from each other. Please let me know if I can ever be of service to you. A career in nursing is the gift that keeps on giving.

Debra J. Barksdale, PhD, RN, FNP-BC, ANP-BC, CNE, FAANP, FAAN  
Associate Dean of Academic Affairs, School of Nursing
Welcome from the Program Director

The Master of Science in Nursing Program welcomes you to the Virginia Commonwealth University School of Nursing (VCU SON). We are delighted you made the decision to pursue your graduate study with us. The admission process was a rigorous one, but you rose to the top and are now ready to embark on a new educational program.

As you navigate your path of scholarly inquiry, you will receive guidance, support, direction, and mentorship from your professors and the staff at the SON and the University. I encourage you to take full advantage of all that VCU has to offer. You are invited to grow in our diverse community as a creative and innovative scholar and leader.

I look forward to this academic year and to working with you as you begin this new journey.

Pamela J. Biernacki, DNP, RN, FNP – C
Master's Program Director, School of Nursing
Mission and Goals of the School of Nursing

The mission of the School of Nursing is to improve health and the human condition through leadership in nursing research, education and service. Therefore we will:

- Sustain our tradition of leadership in educational excellence by preparing future scholars and leaders for nursing and health care.
- Be a nationally influential center in the development, translation and dissemination of science in biobehavioral clinical research.
- Be a national model for collaboration and partnerships between nursing education and nursing service in academic medical centers.
- Be a national model for clinical scholarship (development and dissemination) in the use of simulation, technology and innovation for best practices in education and practice.
- Provide services that benefit the profession and promote the health and wellbeing of diverse individuals, families, and communities.

Core Values of the School of Nursing

The VCU School of Nursing subscribes to the core values and vision as expressed in the VCU Quest for Distinction as well as the VCU Code of Ethics.
Program Roles & Faculty Information

A. Departments

Adult Health and Nursing Systems
Chair: Beth Rodgers, Ph.D., RN, FAAN
Department Administrator: Morgan Martin

Family and Community Health Nursing
Chair: Leigh Small, Ph.D., RN, CPNP-PC, FNAP, FAANP, FAAN
Department Administrator: Kimberly Mason

B. Master’s Concentrations

Adult-Gerontology Acute Care Nurse Practitioner
Concentration Coordinator: Rachel Cloutier, M.S., RN, ACNP-BC
Email: cloutierr@vcu.edu

Adult Gerontology Primary Care Nurse Practitioner
Concentration Coordinator: Tamara Zurakowski, Ph.D., GNP-BC
Email: tzurakowski@vcu.edu

Family Nurse Practitioner
Concentration Coordinator: Allison Gregory, M.S., RN, FNP-BC
Email: aagregory@vcu.edu

Nursing Administration and Leadership
Concentration Coordinator: Mary Lynn Davis-Ajami, Ph.D., M.B.A., RN, FNP-C
Email: mldavisajami@vcu.edu

Psychiatric Mental Health Nurse Practitioner
Concentration Coordinator: Sean Convoy, DNP, RN, P-MHNP-BC
Email: sconvoy@vcu.edu
Program Overview
A. Outcomes of Graduates
1. Program Goals
Graduates will achieve advanced nursing practice competencies by demonstrating:
   1. Systems and organizational leadership
   2. Implementation of advanced nursing practice interventions
   3. Effective use of research and technology
   4. Systematic evaluation of interventions and outcomes
2. Student Learning Outcomes
Graduates will be able to:
   1. Demonstrate core competencies in their advanced practice specialties
   2. Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations and systems of health care delivery
   3. Apply ethical analysis and clinical reasoning to assess, intervene and evaluate advanced nursing care delivery
   4. Understand the implications of social, cultural, economic, policy and organizational systems that impact practice and outcomes
   5. Synthesize evidence for practice to determine appropriate application of interventions across diverse populations and settings
   6. Use quality processes and improvement science to evaluate care and ensure patient safety for individuals, populations and systems
   7. Integrate organizational science and technology to make changes in the care environment to improve health outcomes and practice efficiency

B. Admission Requirements
1. Traditional

<table>
<thead>
<tr>
<th>Nursing, Master of Science (MS)</th>
<th>Degree:</th>
<th>Semester of entry:</th>
<th>Deadline dates:</th>
<th>Test requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MS</td>
<td>Fall</td>
<td>March 15</td>
<td>GRE scores are required if cumulative GPA is less than 3.25</td>
</tr>
</tbody>
</table>

To be considered for admission the applicant must:
- Be eligible for readmission or in good standing at the last college attended.
- Be a graduate of an accredited (ACEN, CCNE or CNEA) baccalaureate degree program in nursing or higher.
- Have a current unrestricted RN license or an authorization to practice as an RN in Virginia, the District of Columbia or a US possession or territory. Graduates of international nursing schools who are not licensed in a state, the District of Columbia or a United States possession or territory are required to obtain a VisaScreen Certificate issued by the Commission on Graduates of Foreign Nursing Schools.
- Complete a minimum of three-credit hours in statistics with a grade of ‘B’ or better.
- Our international and non-native English-speaking students bring different perspectives and new thinking to our nursing programs. To ensure that all incoming students are prepared for VCU SON's academic rigor, all international applicants and non-
Nursing Administration and Leadership students only: Complete a three-credit undergraduate accounting course (may be completed during the first semester of study).

2. Post-Master’s

| Degree: Certificate | Semester of entry: Spring | Deadline dates: September 15 | Test requirements: None |

To be considered for admission the applicant must:
- Be eligible for readmission or in good standing at the last college attended.
- Be a graduate of an accredited (ACEN, CCNE or CNEA) master’s or doctoral degree program in nursing or higher. Applicants to the Post-masters certificate nurse practitioner concentrations must hold a master’s or doctoral degree as an advanced practice registered nurse (NP or CNS) from an accredited (ACEN, CCNE, or CNEA) program.
- Have a current unrestricted RN license or an authorization to practice as an RN in Virginia, the District of Columbia or a US possession or territory. Graduates of international nursing schools who are not licensed in a state, the District of Columbia or a United States possession or territory are required to obtain a VisaScreen Certificate issued by the Commission on Graduates of Foreign Nursing Schools.
- Our international and non-native English-speaking students bring different perspectives and new thinking to our nursing programs. To ensure that all incoming students are prepared for VCU SON's academic rigor, all international applicants and non-native English speaking applicants without a degree from a US high school, college, or university, must provide additional information with their applications according to the English language proficiency guidelines in the VCU bulletin.

C. Technical Standards

The VCU School of Nursing is responsible for providing education without regard to disability while assuring that academic and technical standards are met. This document defines the non-academic criteria for advancement through and graduation from the Master’s and Post-Master’s programs at the Virginia Commonwealth University School of Nursing.

The technical standards describe the essential functions that a student is expected to demonstrate in order to fulfill the requirements of a nursing education program, and thus, are required for advancement through and graduation from the program. The technical standards for each category identified below are consistent with the expectation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments
Act of 2008. The technical skill areas include motor, sensory/observation, communication, cognitive and behavioral.

Students must read and sign this document (a copy is located in Appendix A) before matriculation into the VCU School of Nursing. It is incumbent upon the student to review these technical standards on a regular basis to ensure continued compliance. If a student finds that they are unable to be in compliance with technical standards for an acute or chronic condition, they should speak with the Master’s Program Coordinator and pertinent course faculty immediately.

Pre-Enrollment

A. Student Verification Form
Prior to beginning their programs, students will read and sign the Student Verification Form that will remain in each student’s file in the Office of Enrollment and Student Services. A copy of this form can be found in Appendix B.

B. Health and Certification Requirements
Students will comply with the immunization requirements outlined in the VCU Health Science Certificate of Immunization. Students are also required to present annual documentation of TB screening and flu vaccine to University Student Health Services by the published deadlines.

Additionally, all students must maintain current BLS certification for the duration of their programs.

See University Student Health Services/Immunizations for additional information (http://www.students.vcu.edu/health/immunizations/). All requirements apply to full- and part-time students and must be submitted to the University prior to enrollment.

C. Criminal Background Check and Drug Screening
The VCU School of Nursing requires criminal background and drug screenings for all students following conditional acceptance and prior to enrollment. Background checks and drug screening are conducted in order to ensure that nursing students are competent, safe, and trustworthy to engage in clinical rotations and other critical aspects of the programs, the activities of which can pose particular risks to other students, health workers and the public. VCU School of Nursing also conducts the screenings to:

- Respond to regulatory mandates and the requirements of the School of Nursing’s affiliated clinical facilities
- Bolster the continuing trust of the public in the nursing profession
- Ascertain the ability of accepted applicants and enrolled nursing students to eventually become licensed as nurses and/or advanced practice nurses

An offer of acceptance to the VCU School of Nursing is conditioned upon the successful completion of a criminal background check (CBC) and drug screening. Students are also required to complete this process upon program re-entry subsequent to a leave of absence, program withdrawal or program separation greater than thirty consecutive days.

The criminal background and drug screenings are a mandatory component of the pre-matriculation process. The final decision regarding matriculation of an applicant will be based on the information in the CBC/drug screening reports.
Factors involved in the final decision may include, but are not limited to:

1. The nature, circumstances, and frequency of any reported offense(s).
2. The length of time since the offense(s).
3. Available information that addresses efforts at rehabilitation.
4. The accuracy of the information provided by the applicant.

Individuals who do not give permission to the conduct of the criminal background check/drug screening or who fail to provide the reports as required will not be allowed to matriculate in the School of Nursing.

An independent vendor (CastleBranch) has been identified by the VCU School of Nursing to provide the criminal background and drug screenings, and individuals will be responsible for requesting the report and submitting payment for the report. The vendor sends the reports electronically to the Office of Enrollment and Student Services in any decision that may adversely affect the individual.

The information obtained through a criminal background and drug screenings will not become part of a student’s academic file and will remain confidential unless the findings result in an institutional action by the School of Nursing. The background check/drug screening document will be destroyed upon the student’s graduation/separation from the institution. The criminal background report shall span the prior seven year period, and shall include all convictions at a felony or misdemeanor level.

Validated background reports found to be in conflict with responses in the application may be grounds for withdrawal of an offer of enrollment based upon submission of false or misleading information on the application.

All students must also report any felony or misdemeanor charges and convictions, which occur during their enrollment within 10 business days of occurrence to the Assistant Dean of Enrollment & Student Services.

With the exception of disqualifying criminal offenses (see below), the existence of a conviction or a positive drug screen will not necessarily result in a denial of enrollment to the School of Nursing. Instead each case will be reviewed by a committee other than the admissions committee and evaluated on its facts.

This review committee shall include but is not limited to the: Assistant Dean for Enrollment and Student Services, the Associate Dean for Academic Affairs (or other administrative dean), two faculty members, and, the university attorney as needed to clarify legal processes. The review committee is responsible for making determinations regarding denial of enrollment and communicating the determination to the student.

Any determination to deny enrollment will be communicated to the student in writing, giving the reason for the denial and allowing the student five business days from the date the communication was sent to respond to the determination before it becomes final. The student’s response should be

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1 The review committee described above will consider convictions in the same manner as admissions determinations. For criminal charges, the committee will consider the nature of the underlying conduct resulting in the charge and make a determination on whether to suspend the student pending resolution of the criminal proceeding. Criminal charges, by themselves, will not warrant denial of continued enrollment.
sent to the Assistant Dean of Enrollment and Student Services and should include any relevant information concerning the drug screen/criminal background that should be considered by the committee, including any challenge to the accuracy of the report. The committee shall consider the response, and should issue a final determination within 72 hours of receiving the student’s response.

VCU School of Nursing Disqualifying Criminal Offenses

Felonies
1. A crime of violence.
2. Any felony offense involving unlawful sexual behavior.
3. Any felony, the underlying basis of which has been found by the court on the record to include an act of domestic violence.
5. Any felony offense in another state, the elements which are substantially similar to the elements of any of the above offenses.

Misdemeanors
C. Third degree assault.
D. Any misdemeanor, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence.
E. A misdemeanor offense of child abuse.
F. Any misdemeanor offense of sexual assault on a client by a psychotherapist.
G. Any misdemeanor offense in another state, the elements of which are substantially similar to the elements of any of the misdemeanor offenses listed above.

Criminal Histories
1. Convictions/deferred adjudications involving crimes against persons (physical or sexual abuse, neglect, assault, murder, etc.).
2. Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.).
3. Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substances.
4. Registered sex offenders.

D. School of Nursing Scholarships
1. Application Process
Students applying for School of Nursing scholarships must complete a School Scholarship Application. Students must complete the Free Application for Federal Student Aid (FAFSA) to be eligible for need based scholarship funds.

2. Enrollment Credit Hours for Scholarship Eligibility
For school-based scholarship purposes, full-time students must be enrolled for a minimum of nine credit hours plus meet any additional requirements specific to the scholarship for which they are applying.
Enrollment

A. Academic Advising
The advising/student partnership begins with the offer of admission. Students will receive emails monthly from the Master’s Program Coordinator related to enrolling in the M.S./Post-M.S. program. Students are encouraged to meet with the program coordinator prior to orientation. The program coordinator will also meet with new students at orientation.

In addition, group advising sessions will be conducted each semester for students beginning their first practicum placement. These sessions will include information about onboarding requirements, professional attire, and other expectations of the practicum experience. Group sessions will also be held with graduating students who will be applying for certification. The Master’s Program Coordinator will keep students apprised of pertinent registration, School of Nursing, and university information through the use of the Master’s Student email group.

B. Degree Requirements
In addition to general VCU Graduate School graduation requirements, a candidate for the degree of Master of Science in Nursing must be recommended by the faculty and must:
   1. Meet academic requirements of the Graduate School;
   2. Complete all requirements for the prescribed curriculum within six calendar years of the first registration for work to be credited toward the degree;
   3. Earn a minimum grade of B or pass grade in all nursing courses;
   4. Earn a minimum cumulative grade-point average of 3.0 on a 4.0 scale in all work presented for graduation;
   5. Conform to School of Nursing policies in respect to pass/fail grading for coursework.

The degree will be granted only after all requirements have been fulfilled and all fees to the university have been paid. Degrees are not granted in absentia unless written request is made to the dean and permission is granted.

Please see Appendix C for plans of study for students admitted in Fall 2016

C. Course registration
Students should be aware of registration dates set by the university. Students should register through VCU eServices for all courses on their plans of study each semester by the date communicated to them via email by the Master’s Program Coordinator. See the VCU Academic Calendar for important drop and withdrawal dates.

D. Mobile Device Requirements
All graduate nursing students who are enrolled in the nurse practitioner concentrations are required to purchase a mobile device for convenient, portable and flexible use and accessibility of learning resources available through the school, university, and the internet.

E. Non-Degree Seeking Students
Students who have not been admitted to the School of Nursing may enroll in nursing courses. Permission to enroll in courses is granted by the Associate Dean for Academic Affairs. Only six credits earned as a non-degree seeking student can be used for the Master’s degree or Post-Master’s Certificate. Decisions for enrollment are based on permission of the instructor, space availability and designation of the course as open to non-degree seeking students.
Academic Policies

A. Paper Format
Unless otherwise stated by instructor, the most recent *Publication Manual of the American Psychological Association (APA)* is to be used for all papers written in the School of Nursing.

B. Grading Scale
A ten-point grading scale will be used in graduate courses receiving a letter grade, and is as follows:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F Below 60

Practicum and select graduate courses may be designated as “Pass” or “Fail.” The requirements of each course are listed in the respective syllabi.

C. Course Grades of "C" or “Fail” in a pass/fail course
A student who receives a first grade of "C" or below, or a “Fail” in a pass/fail course in any graduate course required for graduation must repeat the course. The course must be repeated before taking any courses for which the course in question is a prerequisite. A student who receives a second course grade of "C" or “Fail” in any graduate course is terminated from the graduate program.

Students should be aware that following any failure to meet progression standards, placement in clinical courses is not guaranteed and is made on a space-available basis.

Students will receive official communication from the school related to course grades of “C” or below, or a “Fail” in a pass/fail course. The Master’s Program Coordinator will request a meeting with students who earn a grade of “C” or below, or a “Fail” in a pass/fail course to help them make plans for continuing in the program.

D. Grade Appeals
The School of Nursing follows the university guidelines with the exception of spring grades. For grades awarded in the spring semester, the written appeal must be submitted no later than 14 days after the beginning of the summer semester. Refer to the VCU Grade Review Procedure for additional information.

E. Separation from the School of Nursing
Before separating from the School of Nursing, the student must drop/withdraw from all nursing courses. The student should contact the University registrar for any additional guidance and requirements for separation from the school.

F. Readmission after Dismissal from the Graduate Program
Following dismissal from the Master’s program, a student may not be readmitted for two consecutive semesters. In order to be considered for possible readmission, a student must submit a personal statement with the admission packet that demonstrates insight into the reasons for the dismissal and presents a thoughtful, reasoned plan for success, if readmitted. All courses required for the Master’s Program and taken after a student is readmitted must be completed with a grade of
"B”/satisfactory or better. After readmission, if a student is unsuccessful in one course ("C” or below or “Fail” in a pass/fail course), the student may not proceed in the Master’s Program and is dismissed from the School of Nursing.

Additional information relevant to the student's particular situation also may be required by the Master’s Program Committee. Re-application to the Master’s Program does not guarantee a readmission. When available, faculty of the courses for which students received a grade that was the basis for the original dismissal will be involved in the evaluation of the readmission packet.

G. Timeline from Admissions to Graduation
The time limit for completion of the Master’s and Post-Master’s programs is six years.

H. Withdrawal from Courses
Refer to university policy (http://bulletin.vcu.edu/). Students should consult with course faculty and Master’s Program Coordinator prior to withdrawing from a course.

I. Leave of Absence
See the university policy (http://bulletin.vcu.edu/). Students should meet with the Master’s Program Coordinator to request a leave of absence. Students should be aware that following a leave of absence, placement in clinical courses is not guaranteed and made on a space-available basis. In addition, the student will be following the plan of study for the new cohort.

J. Change in Concentration
Students are admitted to a specific concentration. A request for a concentration change will require reapplication to the VCU Graduate School and the School of Nursing. Students should contact the Master’s Program Coordinator for more information.

K. Communicating Issues and Concerns
The School of Nursing strives to create an atmosphere that facilitates communication between students and faculty and maximizes student learning and achievement. If students have issues/concerns regarding their courses, clinical experiences or any aspect of their academic program, they are expected to demonstrate professionalism in addressing their issues/concerns to the appropriate person(s). The academic advisor (for undergraduate students) or appropriate Program Director can assist students in navigating the appropriate steps.

The following steps will aide in effectively communicating issues and concerns.

1. The student should first meet with and discuss the issue/concern with the faculty member directly related to the issue/concern. (If the student feels uncomfortable addressing the issue/concern directly with that individual, the student may proceed to step 2. However, faculty have a right to be informed of student issues/concerns that involve them.)
2. If the issue/concern remains unresolved after step 1, the student should meet with the Program Director to discuss the issue/concern. The Program Director will review the issue/concern and a) facilitate a resolution with course faculty for course-related issues/concerns and/or b) refer the issue/concern to the appropriate Department Chair.
3. If the issue/concern remains unresolved after step 2, the student should meet with the Associate Dean for Academic Affairs to discuss the issue/concern.
4. If additional actions are indicated, the Associate Dean of Academic Affairs will direct the student to the Dean and other university-level processes, if appropriate.

L. Unprofessional Conduct
In addition to those standards of conduct described in the Rules and Procedures of Virginia Commonwealth University and the VCU Medical Center Code of Conduct, a student may be suspended or dismissed from the school for failure to meet academic requirements or failure to exhibit the attitudes and skills deemed necessary to function as a professional nurse. The School of Nursing recognizes its responsibility to the nursing profession and to the health care consumer. Therefore, any action by a nursing student considered to be unprofessional conduct shall be deemed cause for disciplinary action.

Unprofessional conduct may be defined as, but is not limited to:

- Fraud or deceit in filing application for admission to school such as false representation on the application.
- An act that violates the accepted social norms regarding conduct of one person towards another.
- Social norms refer to the laws, written or unwritten, that protects the individual and/or his/her property from unwanted acts of another such as stealing, lying, cheating and slander.
- Conviction of a felony.
- Honor code violation (See “VCU Honor System” on page 23)

M. Reporting Felony or Misdemeanor Charges/Convictions Occurring During Enrollment
All students must report any felony or misdemeanor charges and convictions that occur during their enrollment within 10 business days of occurrence to the Assistant Dean of Enrollment & Student Services.

Practicum Policies

A. Enrollment Restrictions for Practicum Nursing Courses
Enrollment in practicum courses is restricted to students admitted to the School of Nursing or those enrolled in an international exchange program with VCU School of Nursing. Enrollment in all practicum courses is based on availability of space in these courses.

B. Practicum Placements
Student practicum assignments are based on course objectives, faculty/student assessment of individual learning needs, preceptor availability, resources, and availability of sites with established affiliation agreements. To ensure quality practicum experiences, the School manages all practicum placements. Practicum sites are thoroughly vetted by the faculty and an Affiliation Agreement between the school and the site must be established. Therefore, students should not contact potential preceptors directly, but rather discuss practicum placement opportunities with their Concentration Coordinator.

Students will complete an electronic practicum application the semester before each practicum course. The Clinical Placement Coordinator will send this application to students via email.

All students are required to travel throughout the state of Virginia to the practicum site as assigned. If a student is unable to travel due to personal or health reasons, the student will need to withdraw.
from the practicum course. Additionally, the School does not pay student costs related to the practicum. Out of state practicum placement requests will be considered on a case-by-case basis.

Practicum schedules are based on preceptor availability, which is unpredictable. Preceptors’ schedules may not be available until the beginning of the semester.

Furthermore, there are conditions set forth in affiliation agreements including onboarding paperwork, compliance documentation, and/or applications set by the facility. **It is the student’s responsibility to ensure all practicum requirements are met and to provide the proper documentation by the posted due dates.** If the student fails to comply with these conditions then the student will not be allowed to participate in the practicum; the student will not successfully complete the course.

C. Student Responsibilities

Students will adhere to the following expectations:

1. Students are expected to have working knowledge of Typhon NPST, the VCU SON electronic student tracking system. Training is provided during a Practicum 101 information session. It is mandatory for students to attend the presentation or view the presentation video prior to practicum courses.

2. The student will place a current Curriculum Vitae (CV), CPR certification, and a record of up-to-date immunizations in Typhon. This documentation is due one full semester prior to practicum courses.

3. The student will complete the Graduate Practicum Placement Application by the due date.

4. The student will complete necessary onboarding paperwork and requirements before the first day of any practicum experience or as required.

5. All required practicum hours must be completed during the semester in which the practicum course is offered.

6. The student will deliver the Orientation Folder to their preceptor on the first day of the practicum experience. Additionally the student will:
   - Orient the preceptor to Typhon – to view the student CV, log clinical hours bi-weekly, and to complete the mid-term and final Preceptor Evaluation of Student form.
   - To assist facilitation of Affiliate Faculty paperwork: the student will return of the preceptor’s current CV and Affiliate Faculty paperwork to Clinical Placement Coordinator (CPC), within the first four weeks of the experience.

7. The student will ensure the preceptor is using Typhon to approve clinical hours and to complete midterm and final evaluations (see dates in syllabus).

8. Any score of “2” or less on the “Preceptor Evaluation of Student” at midterm requires an improvement or remediation plan. The remediation plan will be made by the student and preceptor, and discussed with the faculty for final approval. Course faculty will determine student’s pass or fail of the clinical component of practicum courses.
9. The student will complete a Student Evaluation of Preceptor form and Student Evaluation of Clinical Site form prior to the end of the semester.

10. The student will hand-write a thank you note to preceptor.

**D. Practicum Evaluations**

Course faculty of record will conduct an evaluation of the student, site, and preceptor. The evaluations will include direct observation in a clinical setting (real or simulation) and telecommunication with student-faculty-preceptor as needed.

The student will conduct an evaluation for the clinical site and preceptor. The preceptor will conduct a mid-term and final evaluation of the student. Midterm evaluations will be available in Typhon two weeks before the midterm of the semester and final evaluations will be available four weeks before the final day of the semester. It is the student’s responsibility to ensure that the preceptor has completed in Typhon the mid-term and final evaluation, and approved the clinical time log.

**E. Required Certification**

**CPR**

All students entering the School of Nursing must have current certification in Basic Life Support (BLS) for Health Care Providers from the American Heart Association before they begin their first clinical nursing course and maintain certification throughout enrollment in VCU School of Nursing. Students with expired BLS certification will be unable to enroll in practicum courses.

Students must show a valid cardiopulmonary resuscitation (CPR) certification to the Office of Enrollment and Student services prior to the first day of classes of each academic year. CPR certification must include:

- One and two-rescuer CPR
- CPR for infants, children and adults
- Rescue breathing for choking infants, children and adults

Students must upload current CPR cards into Typhon. CPR cannot expire in the middle of any semester and must be current in order for you to register for clinical sections. Master’s Program Coordinator will send reminders and may provide available classes, but recertification courses can always be found through the American Heart Association website: www.heart.org. Additionally, the student must have the CPR card with them during practicum experiences.

**HIPAA**

All students must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to enrollment in their first practicum course.

**ACLS**

All students in the Adult-Gerontology Acute Care Nurse Practitioner concentration must successfully complete Advanced Cardiac Life Support (ACLS) certification prior to beginning Acute Care practica.

**F. Tracking of Practicum Learning Experiences**

All graduate nursing students are required to use the student tracking system (Typhon NPST) approved by School of Nursing at the time of enrollment. Typhon NPST is an electronic system used to track practicum experiences and compliance with required School of Nursing health and
certification records. All certifications listed in section E. above as well as a current, unrestricted RN license and University Immunization Requirements will be uploaded to Typhon.

There is a one-time fee of $80 upon registration. This fee covers the entire Master’s/Post-Master’s program, and the portfolio may be accessed a determined period of time after graduation. There are video tutorials available in the Typhon database for instructions on how to upload. All requirements must be kept current in Typhon. The Master’s Program Coordinator will perform a monthly audit of Typhon to confirm students’ compliance. An advising hold that restricts registration will be placed on students’ accounts if they fail to keep their health and certification documents current.

G. Professional Appearance and Attire in Practicum Settings
The Faculty of the School of Nursing believes that an image of professional competence, self-respect and respect for others is conveyed, in part, by one’s appearance and attire. In addition, certain aspects of one’s appearance and attire have implications for patient safety and the ability to perform one’s duties effectively. To address these professional concerns, the School of Nursing has adopted the following policy, which outlines requirements and expectations with respect to professional appearance and attire while in practicum settings.

General guidelines
The School of Nursing expects students in any of its programs to consistently present, through appearance and attire, a positive public image of both nursing and the VCU School of Nursing.

General appearance should contribute to effective educational and patient care environments and reflect a high standard of personal cleanliness and hygiene at all times.

Clothing (including uniforms, lab coat and street clothes) must be clean, neat, free of wrinkles and well-fitted.

A VCU ID badge must be worn in all practicum or practicum related situations (including but not limited to pre-practicum assessment, patient care situations, observational experiences and simulation settings such as the VCU SON Clinical Learning Center).

Students are expected to adhere to this policy. Failure to do so will result in dismissal from the practicum agency and is evidence of unprofessional behavior.

Professional attire
Professional attire consists of clothes that are consistent with “business casual”.

- For men, trousers worn at or near the waist and shirts with sleeves and collars which are buttoned so that the chest is covered.
- For women, slacks or moderately cut dresses or skirts around knee length. Modestly constructed tops that have sleeves and do not reveal cleavage should be worn with slacks or skirts.
- For all, shoes should be low-heeled with closed toes, and of non-porous material. Socks or stockings must be worn as appropriate.

Professional judgment and discretion should be exercised in selecting street clothing for wear in clinical situations when a uniform is not required. To assist in the development of a professional wardrobe, the following list is provided to describe types of clothes and shoes that do not convey a professional image:
- Any item of clothing constructed of see-through fabrics
- Jeans and other items constructed of denim
- Tee shirts
- Sweatshirts or sweatpants
- Tight fitting pants or tops
- Slogan imprinted items
- Shorts, skorts and Capri-length pants
- Short or slit skirts
- Clothing which exposes midriffs, back, chest or underwear
- Low rise pants or rolled-down waist band of scrub pants
- Flip-flops or slides
- Open-toed sandals
- Hats or headdresses of any sort, unless worn for medical or religious purposes

**Graduate student uniform**

Nurse practitioner graduate students must wear a white lab coat over appropriate professional attire in all practicum settings. The lab coat must provide the following information which is visible at all times when in a practicum setting: student’s name, credentials (RN, BSN), and SON Graduate Student. This information can be embroidered directly on the lab coat or students can wear a name tag on the lab coat. Students must also wear a yellow hangtag identifying themselves as a Nurse Practitioner Student.

Faculty or practicum agencies will provide information when modifications apply to this expectation.

Students may purchase a lab coat and name tag at the MCV campus bookstore prior to their first clinical practicum course. The Master’s Program Coordinator will provide students with the yellow NP student hangtag before the first practicum course.

Students in all practicum experiences are expected to present a professional appearance that reflects the standards of Virginia Commonwealth University School of Nursing.

**H. Attendance**

Students are responsible for informing preceptors of any unavoidable absence or arrival delay from the agreed-upon schedule with their preceptor. In the event of severe weather, students should check with course faculty, preceptor, and/or placement site to determine a contingency plan.

**Graduation and Commencement**

At the start of the final semester of the program, students will receive details via email regarding the initiation of the graduation check out process, along with specifics for the ceremonies. The University and the School of Nursing hold ceremonies in May and December. There is no August ceremony, but August graduates are invited to participate in December’s ceremonies. School of Nursing Recognition Ceremonies typically take place on the Friday evening before the university’s graduation ceremony. Students are also encouraged to attend the university-wide ceremony on the following Saturday morning, where the nursing graduates will be recognized as a whole.

More information regarding graduation and commencement can be found on the university’s website: [http://www.commencement.vcu.edu/Graduation-Info/](http://www.commencement.vcu.edu/Graduation-Info/)
Tuition Support and Scholarship
Students applying for School of Nursing scholarships must complete the School of Nursing Scholarship Application. To be eligible for any scholarship support, the student must meet requirements specific to the scholarship for which they are applying. The deadline for receipt of applications will be published annually by the Office of Enrollment and Student Services and the Office of Academic Programs.

Student Awards
Temple Memorial Award
Initiated in 1977, this award honors the memory of Dr. T. Edward Temple, second President of VCU, and Mrs. Temple. This award is given at the School of Nursing Recognition Ceremony to a graduating student in the Master's Program. The person selected to receive the award possesses characteristics that demonstrate exemplary performance in the advocacy role for the consumer of health care services and for the profession of Nursing.

VCU Honor System
The VCU Honor System policy describes the responsibilities of students, faculty and administration in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. According to this policy, "Members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty and integrity." In addition, "All members of the VCU community are presumed to have an understanding of the VCU Honor System and are required to:

- Agree to be bound by the Honor System policy and its procedures;
- Report suspicion or knowledge of possible violations of the Honor System;
- Support an environment that reflects a commitment to academic integrity;
- Answer truthfully when called upon to do so regarding Honor System cases;
- Maintain confidentiality regarding specific information in Honor System cases."

More information can be found at in the VCU policy library. The Honor System in its entirety can be reviewed on the Web at http://www.assurance.vcu.edu/Policy%20Library/VCU%20Honor%20System.pdf. More information can also be found on the Division of Student Affairs website at http://www.students.vcu.edu/studentconduct/students/student_honor_system.html.

Use of Social Media
Patient confidentiality is fundamental to professional nursing practice. Please remember the following:

- Patient information learned by the nursing student during the course of treatment must be safeguarded by the nursing student.
- You may not take, send, or receive oral recordings, pictures, or videos of patients, family members, or colleagues in the practicum setting.
• You cannot discuss (orally or in writing) your patients, family members, health care providers, healthcare personnel, or your practicum experiences on any social media site.
• You must promptly report any breach of confidentiality or privacy to your course or practicum faculty

School of Nursing Organizations

A. Sigma Theta Tau Honor Society of Nursing
The Gamma Omega Chapter of Sigma Theta Tau International Honor Society of Nursing was established at Virginia Commonwealth University in 1978. Chapter membership is open to current nursing students as well as nurse clinicians and nurse researchers. Review the membership guidelines and view networking opportunities at their webpage: http://nursing.vcu.edu/about-us/sigma-theta-tau/

B. Student Leadership Council
The Student Leadership Council seeks to establish a strong sense of community within the School of Nursing through student, faculty, and staff interactions.

The members of the Student Leadership Council provide advice and the student perspective to School of Nursing leadership on a variety of topics and they serve as ambassadors of the School of Nursing among their peers and in their communities

Student membership consists of class directors from each program and leaders of School of Nursing student organizations.

The council meets three times per semester during the regular academic year.

Non-Academic Policies and Information

A. Emergency Preparedness Procedures

For the university: Current operating conditions for the university are posted at the VCU Alert Website http://alert.vcu.edu. The website provides resources for emergency contacts and what to do in the event of an emergency. This website is where students, faculty and staff can sign up for text alerts. VCU’s text message alert system is used to provide immediate information about campus emergencies, weather delays and cancellations. **When the university is closed, practica are cancelled.

Specific to the School of Nursing: In the event that there is an emergency that is specific to the School of Nursing, an email will go out to faculty, staff and students, information will be posted on the School of Nursing main webpage, and information will be posted on the SON Blackboard portal for School of Nursing students, faculty and staff. Faculty, staff and students can contact the SON emergency phone number at 804-828-1307. This message will be updated in the event that there is a situation that closes the School of Nursing building when the university remains open.

Fire: Follow the VCU “RACE” procedure.
• Remove anyone in danger.
• Activate the alarm.
• Close the doors to contain the smoke as the building is being evacuated.
• Extinguish the fire, if trained.
Earthquake
- Do not set off the fire alarm.
- Do not exit the building.
- Do shelter in place.

Tornado
- Move to the lowest level and interior space or along a corridor wall away from windows and glass in shelter.
- Close all doors, including main corridors.
- If outside, quickly move to nearest sturdy building.

Hazardous Materials
- Call 804-828-1234
- Evacuate and designate someone to talk with the Fire Department.
- Notify emergency personnel if exposed, or have details on the spill.

Assembly Areas: There are two designated assembly areas for the School of Nursing. One area is the loading zone located directly adjacent to the building. The second area is the sidewalk near the Martin Luther King Bridge.

Floor Wardens: The School of Nursing Floor Wardens are responsible for coordinating the evacuation of the floors during a fire or other evacuation emergency. Additionally, floor wardens are responsible for assisting any evacuees located in the “Areas of Rescue Assistance” or notifying emergency responders of their location.

A. Food and Beverages Policy
Food and beverages (with the exception of bottled water) can be consumed only in designated areas of the building. It is the responsibility of all members of the School of Nursing community to assist with enforcement of this policy. Designated areas in which food and beverages are allowed are the 1st floor student lounge, quiet study area and doctoral student area, third floor faculty/administrative professional lounge, Dean’s conference room, conference rooms 3038, 3001f and 4001c and private offices. Permission for use of classrooms 1013 and 2001d for functions that include consumption of food and beverages may be requested. Requests for permission for these special functions must be made to the Office of the Dean and scheduled through the room scheduling office of the School of Nursing. Scheduled classes will have priority for use of these specially designated classrooms.

When a room is used for a function that involves food and beverages, it carries with it the responsibility of the users to clean the room entirely of any food or containers and dispose of in appropriate receptacles. If it is necessary for the School of Nursing to contract professional cleaning for any debris, spills or stains that resulted from the special event, costs will be charged to the sponsor of the event.

B. Building Access
The School of Nursing building is open Monday – Friday from 7:00 am – 5:00 pm. Students must use their ID badge to access the building after hours, including weekends.

C. Student Identification Cards/Badges
All faculty and staff at the university and medical center are required to carry an identification card. ID cards are required to access the School of Nursing after business hours and are needed to obtain a
discount (10%) at the campus bookstores, hospital cafeteria and various other dining locations on campus (see Places to Eat). The first ID card is provided at no charge. Replacement cards (lost or stolen) are provided for a fee which is due at the time the new card is obtained. For more information, consult the Card Office website (http://vcucard.vcu.edu/).

D. Student Lounge
The Student Lounge on the first floor is open to all students. If food and/or drinks are being consumed, students are responsible for cleaning up after themselves as necessary. The kitchen that is located off of the student lounge is equipped with microwaves and a refrigerator. The refrigerator is purged every Friday afternoon and all remaining items are discarded.

E. Quiet Study Room
The Quiet Study Room is open during building operating hours and can be accessed through the Student Lounge. No food or drink are allowed in the Quiet Study Room.

F. Photocopying
There is a photocopier for student use available at the top of the stairs on the second floor.

G. Technology
There are both Windows and Apple computers available for student use on the first floor in the quiet study lounge, located adjacent to the student lounge.

There are two pay for print stations located near the vending machines on the first floor and at the top of the stairs on the second floor. Students can go to: http://go.vcu.edu/p4p to download the drivers on their personal laptops so that they can print to the pay for print stations from their laptops. Sending a job to pay for print allows access to the print job from any pay for print printer on campus.

Pay for print requires RamBucks which can be used for goods and services at VCU. To find out how to obtain and use RamBucks, please go to: http://vcucard.vcu.edu/myrambucks.html

H. Parking
Visit the VCU parking website at http://www.parking.vcu.edu

I. Name and Address Changes
Students must ensure that their name and addresses (local, mailing, permanent and remit to) are up-to-date in eServices at all times. For name changes, students must submit to the Office of Records & Registration, a copy of their new Social Security card (or applicable documentation) and an updated Personal Update Form. Additional procedural information can be found in the student’s eServices account, under the “Personal Information” tab.

J. Recycling and Trash Receptacles
The VCU campus is an environment of sustainability. As such, there are specially-marked containers in the School of Nursing building and around campus for specific salvageable materials. There are separate trash containers for “organic items” such as food and liquid and for all other items such paper, plastic, metal, and glass.
K. Library Services
The VCU Library has many resources to assist you in meeting your academic goals. The library has a School of Nursing liaison who can assist students with educational and research needs. The following is the link to the VCU Library: www.library.vcu.edu.

Nationally, Tompkins-McCaw Library for the Health Sciences is a top-tier health sciences library. It holds one of the largest and most extensive collections of health sciences literature in North America. The library primarily serves the MCV Campus, which houses one of the oldest medical schools in the South, founded in 1838. The library, in one form or location or another, has been a part of the medical campus since 1897. Located on 12th Street—two blocks north of the Gateway Building at the VCU Medical Center and within easy walks to the schools of Medicine, Dentistry, Pharmacy, Nursing and Allied Health Professions —the library is physically central to today’s health sciences campus. It provides access to affiliated students, faculty, clinicians and practicing health care professionals on and off campus.

L. Division for Academic Success (DAS)
The Division for Academic Success provides academic support for students who need assistance with test-taking skills, study strategies and preparation for board/licensing exams. DAS also provide disability support services to students on the MCV Campus who have a documented disability. The following is a link to the DAS website: http://das.vcu.edu

M. VCU Writing Center
The Writing Center is a peer-based learning support service for currently-enrolled VCU students. Their primary focus is to help students become the strongest writers possible. The Writing Center does not edit or proofread papers, but rather discusses big picture issues such as structure, organization, and how to best articulate ideas. For more information, the Writing Center’s website is: http://uc.vcu.edu/learning-support/writing-center/.
Appendix A: Technical Standards

**Technical Standards:**

**Motor Skills**
GENERAL: A student must have sufficient motor function and coordination of gross and fine muscle movements necessary to execute movements essential to providing effective and safe healthcare activities required of a nurse. Students must be able to execute these movements in a safe, deliberate and (as the situation warrants) swift fashion.

Examples of tasks utilizing gross and fine motor skills include, but are not limited to:
- Performing CPR
- Assisting in the transferring and positioning of patients
- Apply physical restraints to adults and children
- Engage in periods of prolonged standing or sitting while in the clinical setting. Shifts may be anywhere from 8-12 hours.
- Move deliberately and safely within confined settings such as the patient room or operating room
- Obtaining labs from a patient via blood draw
- Use and calibrate equipment such as monitors, sphygmomanometers, stethoscopes, etc.

**Sensory/Observation**

**VISUAL**
GENERAL: A student must be able to acquire assessment information visually to assist in providing safe, competent nursing care.

Examples of tasks utilizing visual processing include but are not limited to:
- Observing patient’s skin color and general body habitus.
- Observing readings on monitors and gauges.
- Observing drainage, bleeding or other exudates on dressings or in drainage devices.
- Properly see and read notes in a patient’s chart or medical record.

**AUDITORY**
GENERAL: A student must be able to acquire assessment information auditorily to assist in providing safe, competent nursing care.

Examples of tasks utilizing auditory processing include, but are not limited to:
- Hearing patient or family member calls for help
- Hearing verbal commands from other providers and colleagues
- Hearing alarms from equipment
- Hearing sounds produced by auscultation via a stethoscope
- Hearing conversations via telephone or other electronic means (i.e., teleconferencing)

**TACTILE**
GENERAL: A student must be able to acquire assessment information via tactile assessment (percussion and palpation) to assist in providing safe, competent nursing care.

Examples of tasks utilizing tactile assessment skills include, but are not limited to:
- Palpating skin lesions, masses or other protuberances
• Palpating the skin to assess temperature

**OLFATORY**
**GENERAL:** A student must be able to acquire assessment information via olfactory assessment to assist in providing safe, competent nursing care.
Examples of tasks utilizing olfactory assessment skills include, but are not limited to:
• Smelling exudates or other drainage from a patient
• Smelling smoke, fire or other environmental indicators of imminent danger
• Smelling other clinical indicators of acute patient decompensation (i.e., ketones, alcohol, etc.)

**Communications**
**GENERAL:** The student must have proficiency of the English language such that they may communicate effectively and sensitively with patients, family members, and other members of the healthcare team. This includes verbal, written, and non-verbal communications. Sound communication is critical for safe, and coordinated quality of care. The student needs to be able to demonstrate appropriate expressive and receptive communication.
Examples of tasks which require sound communication skills include, but are not limited to:
• Reading and obtaining information from various texts, articles and other educational aids.
• Reading and obtaining information from clinical documents including but not limited to patient charts, images (CT, X-ray, MRI, etc.)
• Reading for the purposes of safety verification a patient’s arm band, barcode for medication administration, or laboratory order slips.
• Obtaining a health history on a patient, family or community
• Explaining relevant lab results, diagnoses or the plan of care in a manner which is meaningful, respectful, and understood by the patient or the family.
• Explaining aforementioned lab results, diagnoses or plan of care in a way that is respectful and not unduly alarming to patients and their family members.
• Correctly and succinctly document assessment findings either verbally or written as the situation dictates.

**Cognitive**
**GENERAL:** A student must be able to measure, calculate, reason, analyze, integrate and synthesize complex information and demonstrate acquired knowledge across multiple care settings.
Examples of tasks which require cognitive ability include, but are not limited to:
• Comprehension of three-dimensional relationships
• Understanding and comprehension of spatial relationships of structures to allow for safe navigation of the clinical space.
• Problem solving in a dynamic, fast-paced environment.
• Converse and problem solve with multiple members of the healthcare team in a dynamic, fast-paced environment.
• Engage in critical thinking and analysis in a timely fashion to ensure prompt and safe delivery of care.
• Engage in ethical decision making, properly weighing pros, cons and patients’ preferences.
• Obtain and interpret assessment and patient care information from a variety of media including written reports, verbal reports, and electronic orders in a timely fashion to assist in providing safe, competent care.

**Behavioral**

GENERAL: A student must possess appropriate mental and behavioral health required for full use of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with and colleagues.

Examples of tasks which espouse proper mental and behavioral health include, but are not limited to:

• Ability to adapt to rapidly changing environments; maintain functionality and flexibility in highly stressful and uncertain environments and circumstances.

• Ability to be flexible; functioning well in the face of uncertainties inherent in the clinical setting and the patient’s clinical trajectory.

• Demonstration of compassion, integrity and concern for patients, colleagues and others.

• Ability to accept constructive feedback (provided verbally or in writing) in the didactic and clinical portions of the program and appropriately modifying behavior based on the feedback.

• Appropriately modify behavior based on feedback.

• Demonstration of appropriate interprofessional relationships with other colleagues and staff.

• Demonstration of appropriate, non-discriminatory and honest relationships with patients, families and communities.

• Demonstration of appropriate professional boundaries with patients and families, including the avoidance of contacting patients via social media (i.e., Facebook).
Appendix B: Student Verification Form

VCU School of Nursing
Student Verification Form

By initialing each statement I accept and acknowledge that:

______ I am responsible for knowing the requirements and the policies of the University and School of Nursing as published in the policies in the University Bulletin, and my program-specific School of Nursing Student Handbook.

______ My VCU email account is the official mode of communication for the University and I am responsible for reviewing messages while enrolled in the nursing program and during university winter, summer and holiday breaks.

______ I will submit the VCU Certificate of Immunizations to the School of Nursing prior to the first day of class. I acknowledge that University Student Health Services will review my record for compliance with university requirements and will place a hold on my account if I am not in compliance.

______ I must register for all nursing classes by the required date. I am responsible for reviewing the VCU academic calendar and course schedule. I am responsible for knowing the course drop and withdrawal dates as published by the university on the academic calendar.

______ I may be photographed during school activities and I consent to the use of my photograph for VCU-School of nursing purposes. Additional consent will be sought if the School wishes to use the picture for a purpose that is not directly related to VCU.

______ I am responsible for working with the Master’s Program Coordinator to ensure I am following my plan of study.

______ I acknowledge that specific practicum placement requests are not guaranteed. All students are required to travel throughout the state of Virginia to the practicum site as assigned. Students are responsible for any associated costs related to these experiences.

______ I certify that my license to practice as Registered Nurse is current and that failure to renew my RN license will result in removal from nursing classes and practicum courses.

______ I am responsible for knowing and complying with Background/Drug Screening Policy and related items:

- All students must report any felony or misdemeanor charges and convictions which occur during their enrollment within 10 business days of occurrence to the Assistant Dean of Enrollment & Student Services.
- Students are also required to complete Background/Drug Screening process upon program re-entry subsequent to a leave of absence, program withdrawal or program separation greater than thirty consecutive days.
- I acknowledge that some clinical agencies with which I work as a student may have policies including but not limited to additional drug testing, immunizations, criminal background checks and manner of dress or appearance and that I am responsible for knowing and following these policies and am responsible for any associated cost. I give permission to VCU to release my immunization history if required by the clinical agency.
- I acknowledge that having a criminal background or a positive drug screen preclude placement in a clinical agency.
- It is possible that I may have to withdraw from the School of Nursing if my criminal background or positive drug screen makes me ineligible for
placement at clinical sites because of contractual agreements between the School and the agency.

I acknowledge that VCUHS policy 5206 prohibits posting photographs or any information about a patient or staff through any electronic or non-electronic means including, but not limited to, social networking sites, blogs, and tweeting.

My signature indicates that I am in compliance with all of the conditions stated above.

Print Name: ___________________________ Date: ____________

Signature: ___________________________ Date: ____________
## Appendix C: Plans of Study

### Adult-Gerontology Acute Care Nurse Practitioner

#### Plan of Study

**Fall 2016 entry—May 2018 cohort**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term Planned</th>
<th>Term Completed</th>
<th>Comments</th>
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<tr>
<td>NURS 501</td>
<td>Advanced Professionalization I</td>
<td>1 (1d)</td>
<td>Fall 2016</td>
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<td>NURS 504</td>
<td>Advanced Nursing Practice: The Biological Basis of Health &amp; Illness Across the Lifespan</td>
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<td>Evidence-Based Advanced Nursing Practice</td>
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<td>NURS 502</td>
<td>Advanced Nursing Practice: Pharmacotherapeutics</td>
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<td>NURS 507</td>
<td>Health Promotion and Disease Prevention Across the Lifespan</td>
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## Family Nurse Practitioner
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#### Fall 2016 entry—May 2019 cohort

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# Nursing Administration and Leadership

## Plan of Study

**Fall 2016 entry – May 2019 cohort**

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<td>Decision Analysis for Quality Outcomes Across Populations</td>
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*Undergraduate course accepted as pre/co-requisite

c-clinical hours (1 clinical hour = 45 clock hours)  d-didactic
Psychiatric-Mental Health Nurse Practitioner
Plan of Study
Fall 2016 entry—May 2018 cohort

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