EDYTH T. JAMES DEPARTMENT OF NURSING

RN-MSN AND M.S. IN NURSING
STUDENT HANDBOOK

ACADEMIC YEAR 2019-2020
# Table of Contents

Greetings from the Director of Nursing 4  
Greetings from the Dean of SGPS 5  
Greetings from the Coordinator of RN-MSN and MS in Nursing Program 6  
Introduction 7  
Mission 7  
Goal of the MS in Nursing Program 7  
Expected Student Outcomes for M.S. in Nursing Program 7  
Philosophy of Nursing Program 9  
Model of WAU Department of Nursing Philosophy 10  
ANA Code of Ethics 11  
  - Curriculum 12  
  - Essentials of Master’s Education in Nursing  
  - NLN Competencies for Nurse Educators  
  - AONE Nurse Executive Competencies  
  - The Institute of Medicine Key Recommendations  
Accreditation of Nursing Program 13  
Statement of Student Policies 13  
  - Overview  
  - Technology Requirements  
Communication 14  
  - Appointments  
Change of Name, Address, or Telephone number 15  
  - Academic Integrity Policy  
  - Attendance Policies  
  - Classroom Management Policies  
  - Policy for Class Projects and Written Assignments
Academic Grievance Procedure 16
Grading 16
Academic Alert 17

Grounds for Dismissal 17

Departmental Policies 18
Blood and Body Fluid Exposure Policy and Procedure 18
Disability Support Services 19
Academic Support Services 19
Statement of Faith and Learning 19

School of Graduate and Professional Studies 20

Housing

Online Resources

Academic Advising

Appendices

A. Request for Incomplete 22
B. Report of Exposure, Injury, or Incident 23
C. Academic Alert 24
D. Student Learning Contract 25
E. Criminal Background Check and Drug Test Requirements 26
F. Immunization and Health Requirements 27
G. Castle Branch Requirements for Clinical Practicum Hours 29
H. Student Agreement Form 30
I. Preceptor Agreement Form – Nursing Education 31
J. Preceptor Agreement Form – Nursing Business and Leadership 32
K. Preceptor Evaluation Tool (Student Feedback) 33
L. Preceptor Evaluation of Course and Course Faculty 36
M. Course List: RN-MSN program 39
N. Course List: MS in Nursing 40
Welcome Letter from the Director of the Nursing Program

Welcome to the Department of Nursing at Washington Adventist University. Our nursing program has a rich 110-year history that includes being the first baccalaureate nursing school established in the state of Maryland. The Washington Missionary College was incorporated in 1904, founded to train young men and women for purposeful living and Christian Service. In the early years our nursing school was named the Washington Sanitarium Training School for Missionary Nurses. In 1909, the nursing program started as a three-year hospital-based program, and then in 1926, the program transitioned to a baccalaureate curriculum. We still provide opportunities for our nursing students to serve abroad and our University offers four short-term mission trips to foreign countries each year. In addition to the BSN degree, WAU offers the Masters of Science in Nursing.

You have selected one of the best professions for future employment growth and career satisfaction. According to the Bureau of Labor and Statistics, employment of registered nurses is projected to grow 19% from 2012 to 2022, faster than the average (11%) growth of other occupations. Growth will occur primarily because of technological advancements and an increased emphasis on preventative care. The large, aging baby-boomer population will demand more healthcare services as they live longer and enjoy more active lives. The Health Resources and Services Administration (HRSA) estimates a nursing shortage of one million nurses by 2020. Also, recent changes in the healthcare system have resulted in a need for nurses who will serve at the advanced practice level.

We will work with you towards the goal of completing your nursing degree within our supportive, spiritual, Christian learning community. We have a new, comprehensive curriculum and many success strategies in place that will help you progress through our program. Your success is important to us. The faculty, staff, and I look forward to working with you as we complete this journey together.

Sincerely,

Tijuana G. Griffin

Tijuana Griffin, PhD, MSN, RN
Director of Nursing Program
Edyth T. James Department of Nursing
Washington Adventist University
7600 Flower Avenue.
Greeting from the Dean of the School of Graduate and Professional Studies

Dear Graduate Nursing Student,

Welcome to the School of Graduate and Professional Studies (SGPS) at Washington Adventist University! We are so happy that you have decided to join our campus community. At Washington Adventist University, we are committed to excellence—not only in our academics, but also in the service that we offer to students, alumni, and fellow members of the campus community. We understand that you are busy working professionals, and we strive to create an environment that is mindful of your needs. We hope that this is reflected in every aspect of your experience with the School of Graduate and Professional Studies. If you have any questions or suggestions for improvement, please don’t hesitate to contact me.

Thank you again for choosing to be a part of the WAU/SGPS community!

Sincerely,
Brenda Chase, BS, MBA, PhDc

Dean, School of Graduate and Professional Studies

Contact Information:
bchase@wau.edu  Phone: 301-891-4146
Dear Graduate Nursing Student,

Welcome to the Department of Nursing at Washington Adventist University, a nursing program with a rich 110-year history. We are delighted that you have chosen WAU for your graduate nursing education. As a graduate student, you are an important part of our university community and our competent professionals will strive to provide the best learning opportunities for you to serve in the local, national, and global arena.

Our graduate nursing education will provide you with the academic preparation and skills necessary for role development in advanced nursing practice. Whether you have chosen to study nursing education or business and leadership, you will grow as a care provider, patient advocate, and a leader in your field. We will work with you toward the goal of completing your graduate nursing degree within our supportive, Christian learning community. We have a comprehensive curriculum, with many strategies in place that will help you progress through the program.

As the Coordinator of the RN-MSN and M.S. in Nursing program, I want to assure you that your success is very important to us. I look forward to working with you and I wish you the very best in your journey. Please feel free to contact me if you have any questions.

Warm regards,

Helen John Wilson, DNP, MSN, RN, CRRN, CNE
Asso. Director | MSN Coordinator | Professor of Nursing
Email: hjwilson@wau.edu | Phone: 240 688 1586
Introduction

The handbook is a working document designed to provide information to students in order to be successful in the graduate nursing program. This handbook is not a substitute for the University’s Student Handbook or the WAU Academic Bulletin, but is a supplement to them. The faculty reserves the right to revise this handbook as necessary. The information contained in this handbook is subject to periodic revision. Students will be given written notice of any amendments or revisions. Students are expected to read and adhere to policies found in the Student Handbook for the RN – MSN and MS in Nursing Program. Students must understand that they are responsible for any updates implemented during their program of study in the Department of Nursing. A signed receipt of this document will be required by the end of the first week of class (see Student Agreement Form).

Mission, Program Goals, Expected Student Outcomes, and Philosophy of Nursing Program

Mission

The primary mission of the Department of Nursing Graduate Program is the immersion of students into a Christocentric nursing environment which fosters the harmonious development of human beings, while instilling the essence of Christian caring in the nursing role with a focus on service through practice, research, and global leadership.

Goal of M.S. in Nursing Program
The goal of the master’s program is to prepare skilled, competent nurses, who will demonstrate personal and professional growth through lifelong learning; work to improve patient care and safety through innovative, evidence-based practice; and function as a collaborative partner of the health care team in the advanced practice roles of education or administration.

**Expected Student Outcomes for M.S. in Nursing Program**

Graduates of the MS in Nursing program will be able to:

**M.S. in Nursing Core Courses**

1. Demonstrate organizational and systems leadership that will improve quality and safety outcomes in nursing education or health care organizations.

2. Evaluate nursing research and evidence-based practices to improve the health of individuals, families, communities, and populations.
3. Evaluate current practices and standards of care related to health promotion, disease and injury prevention and management in order to improve the health of individuals, groups, communities and populations.

4. Integrate principles of social justice and health policy formation to improve the health of the public.

5. Analyze the political, social, organizational, cultural, and economic systems that impact health and health care.

6. Demonstrate effective inter-professional communication, collaboration, and consultation when practicing in an advanced nursing practice specialty role.

<table>
<thead>
<tr>
<th>Nursing Education Concentration Courses Objectives</th>
<th>Nursing Business and Leadership Concentration Courses Objectives</th>
</tr>
</thead>
</table>

8
7. Design and implement health promotion or educational programs for patients, students, families, communities, and populations using evidence-based practice, informatics, and health care technologies.

8. Demonstrate the ability to provide humanistic care in an advanced specialty nursing practice, respectful of a client’s cultural, spiritual, ethnic, and gender diversity, within an increasingly global, multicultural society.

9. Synthesize knowledge from the basic natural sciences, humanities, and informatics in the planning and delivery of advanced nursing care in complex educational systems.

10. Formulate strategies for improved quality and safety outcomes in community and nursing education settings that employ informatics and effective leadership and management principles.

11. Demonstrate the knowledge, skills, and attitude necessary for assessment and identification of spiritual needs within a multi-cultural multi-faith environment to meet the spiritual needs of clients and self.

7. Synthesize knowledge of ethical and legal practices when assessing, providing and evaluating health care, and holding self and others accountable for the improvement of patient outcomes and the quality and safety of care.

8. Demonstrate the ability to provide humanistic care in an advanced specialty nursing practice, respectful of a client’s cultural, spiritual, ethnic, and gender diversity, within an increasingly global, multicultural society.

9. Utilize change theory in the planning and delivery of innovations within complex health care systems.

10. Formulate strategies for improved quality and safety outcomes in community and health care settings that employ informatics and effective leadership and management principles.

11. Demonstrate the knowledge, skills, and attitude necessary to build collaborative relationships within a multi-cultural multi-faith environment to meet the spiritual needs of clients and self.

**Philosophy of Nursing Program**

The Edyth T. James Department of Nursing upholds the mission statement of Washington Adventist University, a learning community committed to the Seventh-day Adventist Christian vision of excellence and service. The nursing faculty provides learning opportunities within a Christian environment that fosters the harmonious development of human beings. Human beings were created perfect in the image of God with the power to think, feel, and act. Through God’s plan of salvation, human beings can have eternal life. While human beings no longer live in a perfect state, God’s relationship with them continues to give them dignity, choice, and rights that can be responsibly directed toward experiencing maximum health through creative human need fulfillment.
Human beings are biopsychosocial and spiritual in nature with similar needs and different modes of adaptation. Throughout life, as unique holistic systems, human beings adapt and develop through the interchange of energy with the environment and the utilization of resources in society. Society and human beings are changing, interacting systems with spiritual, physical, mental, behavioral, developmental, cultural, social, educational, political, economic, and environmental conditions that affect the survival and health of its members.

The nature of being human is to be caring. Society seeks caring from the nursing community. Caring nurses reflect on their own beliefs, attitudes, and values as they provide holistic care and respond to issues that impact professional practice, such as vulnerable populations, unethical practices, and diversity in a multicultural healthcare environment.

Health reflects the dynamic interplay of human needs, potential alterations, and actual alterations in human need fulfillment. Health can be conceptualized as being on an illness-wellness continuum. Wellness involves an individual’s goal-directed adaptation, growth, development, and realization of human need fulfillment within a changing multicultural society. Impaired health presents the individual with an opportunity for adaptation, growth, and the ongoing pursuit of optimum health potential through human need fulfillment. The subjective experience of the individual influences the person’s definition of health and one can move towards health and wellbeing through awareness, education, and growth.

The profession of nursing is a scholarly practice discipline. Through a variety of processes such as caring, spirituality, health promotion, leadership, research, evidence-based practice, the nursing process, facilitation of change, political advocacy, and life-long learning, nursing positively impacts the illness-wellness continuum. The responsibility of society’s health care is shared by nurses, other health professionals, and consumers. Nursing leadership is a communication and relationship process seeking to envision the needs, strengths and resources of human beings while influencing the individual, family, group, community, and population in the purposeful attainment of mutually defined health goals. Through the use of best research evidence, logical reflective reasoning, clinical judgment, and consideration of patient values, the professional nurse provides an evidence-based, health-oriented service to society.

The professional nurse facilitates change within systems through the roles of provider, designer, manager, coordinator, educator, advocate, and counselor. As advocates for quality health care, nurses are active in the political processes that affect the healthcare delivery system. The professional nurse is committed to lifelong learning and the continued development of self-awareness, responsibility, and accountability.
ANA Code of Ethics

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

1. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
2. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

3. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

4. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

5. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

6. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

7. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

8. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements:
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html


**MS in Nursing Program Curriculum**

The elements and framework for building the graduate nursing curriculum are based on The Essentials of Master’s Education in Nursing (2011), the American Organization of Nurse Executives (AONE) Nurse Executive Competencies (2011), the National League for Nursing (NLN)

The Essentials of Master’s Education in Nursing

I. Background for Practice from Sciences and Humanities
II. Organizational and Systems Leadership
III. Quality Improvement and Safety
IV. Translating and Integrating Scholarship into Practice
V. Informatics and Healthcare Technologies
VI. Health Policy and Advocacy
VII. Inter-professional Collaboration for Improving Patient and Population Health Outcomes
VIII. Clinical Prevention and Population Health for Improving Health
IX. Master’s-Level Nursing Practice

The AONE Nurse Executive Competencies

1. Communication and Relationship-Building
2. Knowledge of the Healthcare Environment
3. Leadership
4. Professionalism
5. Business Skills

The NLN Competencies for Nurse Educators

1. Facilitate Learning
2. Facilitate Learner Development and Socialization
3. Use Assessment and Evaluation Strategies
4. Participate in Curriculum Design and Evaluation of Program Outcomes
5. Function as a Change Agent or Leader
6. Pursue Continuous Quality Improvement in the Nurse Educator Role
7. Engage in Scholarship
8. Function within the Educational Environment

The IOM Key Recommendations

1. Nurses should practice to the full extent of their education and training.
2. Nurses should achieve higher levels of education and training through an improved education system that promotes seamless academic progression.
3. Nurses should be full partners, with physicians and other healthcare professionals, in redesigning health care in the United States.
4. Effective workforce planning and policy making require better data collection and an improved information infrastructure.

Accreditation of Nursing Programs
The baccalaureate degree in nursing and master’s degree in nursing programs at Washington Adventist University are accredited by the Commission on Collegiate Nursing Education (www.aacn.nche.edu/ccne-accreditation).

The University is accredited by the Middle States Commission on Higher Education (www.msche.org) and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (http://adventistaccreditingassociation.org).

Statement of Student Policies

Overview
Consistent with the mission of the Department of Nursing is the expectation that graduate students will exhibit the highest standards of professional behavior. Each student is required to conduct him or herself with honesty, integrity, and in a professional manner while in the classroom, university buildings, laboratory, or practicum settings.

Technology Requirements
1. Students are expected to use their wau.edu email address for all communications with faculty and administrators within the Department of Nursing. Please do not forward your WAU email to another device, as this has caused problems in the past.
2. Students are expected to check their wau.edu email accounts daily and respond as requested. They are responsible for all communications sent to the wau.edu email account.
3. Students are expected to daily check Desire to Learn (D2L) for announcements and updates. Use Turnitin.com on all written assignments. Students will utilize Microsoft Word for all typed assignments and use PowerPoint as needed. Also, students should access and use Grammarly and SmartThinking through D2L.
4. Students must behave professionally in the use of social media, and not engage in any activity that represents a violation of HIPPA policies.
Communication

Main Office

The Department of Nursing administrative suite is located in Room 211 of the Boyer Building. In addition to providing support for the daily operation of the Department, the Department of Nursing staff serves as a resource of information for students, faculty, other WAU offices, and members of the greater community. Students are welcome to visit the office during regular operating hours to conduct business, or to make appointments to meet with nursing administrators or faculty. Hours: Mon. – Thurs. 8:30AM to 5:00PM; Fri. 8:30AM to 12:00PM.

Common Courtesy

Since interaction with office personnel is as much a component of professional behavior as is performance in the clinical and classroom setting, nursing students are expected to exhibit the same professionalism and courtesy when interacting with any member of the office staff as they would with members of the faculty and other professionals. As part of a professional office, each staff member is committed to delivering quality service.

The reception area is particularly designed to welcome students, faculty and other members of the community. All visitors to the Department of Nursing offices should enter the reception area first, to be assisted by the receptionist. In the interest of courtesy and privacy, students are not permitted to enter directly into any faculty or administrative office without first being invited to do so.

Chain of Command

If students have a concern or complaint to discuss, it is important to follow the chain of command. First, make an appointment with your course professor. If you do not find satisfaction, meet with your advisor. If you feel the need to proceed for resolution of your issues or concerns to a higher level, make an appointment with your director of the nursing program. Listed below is your chain of command:

1. Course professor
2. Advisor
3. Coordinator of MSN/RN-MSN Nursing
4. Director of Nursing
5. Provost

Appointments

Appointments and requests for letters of recommendation may be made via email with detailed information about the request. As a part of professional behavior, students are expected to
keep scheduled appointments, or, in the event of an emergency, to notify the office in advance if a scheduled appointment must be cancelled or rescheduled.

**Change of Name, Address or Telephone Number**

Students are responsible to report to the Office of the Registrar as soon as possible for any changes in name, address or telephone numbers. Students who do not keep the Office of the Registrar apprised of this information are still responsible for any information or correspondence sent to them at the last address on file. New identification cards and badges should be procured accordingly.

**Academic Integrity Policy**

The academic integrity policy can be found in the Academic Bulletin under the section on Academic Information. Academic dishonesty includes, but is not limited to:

1. Cheating – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. Plagiarism – intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise
3. Fabrication – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise
4. Copying information from another student, assisting another student when not explicitly stated as allowed, and failure to properly cite sources according to APA guidelines constitutes a violation of the academic integrity policy.

**Attendance Policies**

1. Students are expected to be on time and to attend all classes. The Department of Nursing realizes that, at times, lateness is unavoidable. In these situations, students must notify faculty by text or email prior to the start of class. Also, if it is necessary for a student to be absent from class, the instructor must be notified prior to class time via email.
2. Students who miss more than one class in an eight week term are in danger of failing or may be withdrawn from the course at the discretion of the course professor.
3. Students who are absent from class are responsible for obtaining the missed class material.

**Classroom Management Policies**

1. The Faculty reserves the right to change the content or schedule of the course syllabus as needed in special circumstances. Students will be notified of any such changes. It is the student’s responsibility to abide by the most current syllabus posted in D2L.
2. Graduate students are expected to prepare for class by reading assignments prior to each class and participating in class discussions.
3. Cell phones are required to be turned off while students are in class.
4. Students failing a course at mid-term will be required to meet with their professor for counseling and to complete a student learning contract.

Policies for Class Projects and Written Assignments

1. Students are responsible for submitting class projects and written requirements on the due date specified in the course syllabus, at the beginning of class in the dropbox on D2L unless the instructor has granted expressed permission, in advance, to submit materials at another time. The privilege to submit late assignments will be at the discretion of the professor.
2. All written assignments must be typed, double spaced using APA format, 12-point Times New Roman font, with proper spelling and grammar. Always keep a copy of the assignment. Scholarly writing is always expected.
3. All assignments must be the student’s own original work: not copied from another source; not submitted from another course; and not the work of another student. All written assignments are reviewed by the Turn-It-In plagiarism detection system. All assignments must be the student’s own individual original work unless specified as a group assignment.

Academic Grievance Procedure

Students who feel that they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of their cases. Procedures to be followed are listed in the Academic Bulletin in the section on Academic Information. The order of appeal is as follows:
1. Coordinator of MSN Program
2. Director of Nursing Program
3. Academic Appeals Committee
4. Dean of SGPS
5. Provost

Grading

As stated in the WAU Academic Bulletin:
Evaluation of student academic performance is the responsibility of the course instructor. All core courses must be completed with “B” or better in order to progress into a concentration. In addition, all specialty courses must be completed with a “B” or better (Academic Bulletin, p. 306).

Students are allowed only one grade of “C+” or “C” during their entire graduate program. A student who receives a second grade of “C+” or “C” will be placed on graduate academic probation and required to repeat the course the next time that it is offered. On the second attempt, the student must obtain a grade of “B” or higher (Academic Bulletin, p. 306).

No student may carry more than two incomplete (I) grades at any one time in the program. All (I) grades must be resolved within eight weeks after the original course grade was issued (Academic Bulletin, p. 306).

The following is the Department of Nursing Grading Scale for the graduate program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>&lt;65</td>
</tr>
</tbody>
</table>

Academic Alert and Student Learning Contract Process

An academic alert will be issued by your professor if you have:
- A failing grade on a quiz, exam, paper, or other course assignment
- A course grade average that indicates you are in danger of not progressing
- Absence from classes or clinical to the point of needing to withdraw from your course
- Practicum objectives are not being met

The academic alert will be completed by your course professor, signed by you, and a copy will be provided to your advisor, the Coordinator of the Graduate Program, and the Director of the Nursing Program.

A student learning contract will be completed by you and your professor, as necessary, when you are not progressing successfully in your course. A student learning contract will also be completed if you are failing your course at midterm. A copy will be sent to your advisor, the
Coordinator of the Graduate Program, and the Director of the Nursing Program.

Grounds for Immediate Dismissal from the Nursing Program

Demonstration of any of the following actions or behaviors will result in immediate dismissal from the Department of Nursing graduate program:

Violation of Academic Integrity Policy as outlined in WAU Academic Bulletin (pp. 20-23)
1. Behavior that threatens the health and safety of clients, students, faculty, or college staff.
2. Impairment due to alcohol or drugs, or behavior suggesting impairment.
3. Behavior or actions that engage in or condone discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
4. Violations of client confidentiality (HIPPA policies).
5. Client abandonment
6. Using any social media that brings discredit upon the University, Department of Nursing, students, health agencies, patients and the nursing profession.

Departmental Policies

Department of Nursing Dress Code

Graduate students attire should be appropriate for the situation, and reflect standards of professionalism in both classroom and practicum settings. A white lab coat should be worn for lab and clinical sessions. Cooperation in adhering to the regulations is a matter of personal integrity and the willingness to adhere to regulations suggests maturity and sense of responsibility.

Criminal Background Checks and Drug Test Requirements

All applicants must submit a completed criminal Background Check and urine Drug Test through Castle Branch (CB22) prior to admission into the program. There is a fee associated with this process. It will take one to two weeks for the background check to run its full report.

Immunization and Health Requirements

Background Checks, Urine Drug Tests, Physical Exams, Immunizations, TB testing, and must be kept up to date once accepted into the program. Requirements are subject to change in order to abide by the hospital/ practicum requirements.

Blood and Body Fluid Exposure Policy and Procedure
Occupational Exposure Guidelines

According to the Centers for Disease Control and Prevention, the primary means of preventing occupational exposure to HIV and other blood borne pathogens is the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals is potentially infectious. The routine utilization of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood of body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended.
For more information: http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm

Student Responsibility

Graduate students in the practicum setting should become familiar with and maintain the infection control and safety standards of their individual agency or organization. Any adverse event or exposure should be reported to the Department of Nursing as soon as possible, and an Incident Form completed. (See Department of Nursing Forms).

Please note: Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of the individual and his/her health care provider. The injured party will be financially responsible for any emergency treatment, prophylaxis and follow-up care that may be necessary as a result of the incident.

Disability Support Services

Any student who may need accommodations because of the impact of a disability should register with the Office of Disability Services in the Betty Howard Center for Student Success (BHCSS) located in Wilkinson Hall, Suite 133. Guidelines for accessing disability services are listed in the Academic Bulletin under the BHCSS section.

Academic Support Services

The Betty Howard Center for Student Success (BHCSS) provides a variety of support and academic enrichment programs to assist students in adjusting to college and in achieving personal and professional goals. Free services are provided to students who need to improve verbal, written, and reading skills. Academic early-alert services, advising, tutoring, and workshops on academic success strategies are provided for all students as needed.
On the wau.edu home page, at the top, you can access the Desire2Learn site. There are tutorials for you including a video on the Basics of APA Style and information on Turnitin which is an internet-based plagiarism-prevention service. WAU has purchased a license for students to submit
their papers to this service. Free help with APA style can also be obtained at https://owl.english.purdue.edu/owl/resource/560/01/.

**Library and Online Databases**

The Weis Library is a member of the Maryland Interlibrary Consortium which shares a Web-based public catalog. The library provides access to dozens of electronic databases. Students have remote access to the library’s licensed databases and can go to the Weis Library website to the section on Search Databases and Indexes.

**Statement on Faith and Learning**

The faculty of the Department of Nursing seeks inspiration and guidance in assisting students to learn. The faculty embraces the Washington Adventist University (WAU) belief statement that, “The highest development of the individual takes place in the moral and ethical code implied in the life and teachings of Jesus Christ as recorded in the scriptures and the search for truth is most fruitful within a philosophical framework based on the Bible.” The Department of Nursing faculty supports the WAU Statement of Mission, Objectives, and Statement of Community Ethos. In addition, the faculty adheres to the WAU Code of Ethics for Teachers *Policy Handbook for Administration and Faculty at Washington Adventist University*).

**School of Graduate and Professional Studies (SGPS) Specific Information**

**SGPS Virtual Bookstore**

SGPS partners with a virtual bookstore, MBS Direct, accessible at http://bookstore.mbsdirect.net/wau.htm which provides for books to be delivered to you. You can order books online at competitive prices from a variety of sellers, or rent a book and eventually sell it back to MBS, if you choose. MBS Direct will automatically provide you with the required books once you select the course in which you have enrolled. Please contact the Support Services Manager at 301-891-4007 to discuss utilizing Financial Aid to purchase your books. You can order books by phone at 800-325-3252.

**Online Academic Resources**
ALL STUDENTS must set up their account information. If you are a new student or if you have forgotten your password or user name, you will be able to get or reset your password by following the steps listed in the SGPS Student Welcome and Orientation Packet (page 9). Also, ALL STUDENTS must set up a WAU email account. Instructions for doing this can be found in the same booklet (page 10).

Information about WebAdvisor, Desire2Learn, Smartthinking and other useful online resources, as well as information about tutoring and counseling services, can also be found in the SGPS Student Welcome and Orientation Packet (page 10-12).

Academic Advising

Following initial registration by the SGPS Program Coordinator, the Coordinator of the MS in Nursing Program serves as academic advisor to all graduate nursing students. Students enrolled in the MS and RN-MSN programs must meet with their academic advisor each semester during their course of study, prior to registration, to monitor academic progress and for course planning.
APPENDICES
APPENDIX A: REQUEST FOR INCOMPLETE IN A COURSE

WASHINGTON ADVENTIST UNIVERSITY

Records Office (Wilkinson Hall 316)
7600 Flower Avenue
Takoma Park, MD 20912
301-891-4119

“An Incomplete (I) indicates that a student’s work in the course is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance.”

For further details see the Academic Bulletin.

I. To be completed by the student:

Student Name: [__________]  SSN/ID: [__________]

Semester: Spring  Course Number: [__________]  Course [__________]

Instructor’s Name (printed): [__________]

Reason for request: Student is traveling out of the country and unable to complete the final exam

Student’s Signature: [__________]  Date: [__________]

II. To be completed by the instructor:

Note: Incomplete grades should be removed by mid-semester of the following semester (summer semester NOT included). Dates later than this should have supporting documentation.

Requirements to be completed: [__________]  Dates to be Completed: [__________]

If an Incomplete Removal Form has not been submitted by the instructor by the last date above, the Records Office should change the Incomplete grade to a grade of _________:

Instructor’s Signature: [__________]  Date: [__________]
APPENDIX B: REPORT OF EXPOSURE, INJURY, OR INCIDENT

To be completed by the clinical supervisor and student

Name of Individual involved: ____________________________________________________

Immediate Faculty/Preceptor: ________________________________________________

Clinical facility where exposure occurred: _______________________________________

Date/Time of Exposure: ____________ Type:  Needle Stick:____ Splash:_________

Mucous Membrane______ Other:_____

Describe how the incident occurred: ____________________________________________

___________________________________________________________________________

Personal Protective Equipment Being Used ______________________________________

___________________________________________________________________________

Actions taken (decontamination, clean-up, reporting, counseling, etc.) ________________

___________________________________________________________________________

Date and Time Incident was reported to Infection Control/Occupational Health: _____________

Name/Title of Individual to whom the incident was reported: ____________________________

□ Student was provided with the Department of Nursing Blood and Body Fluid Exposure Policy and
Procedure

I have received and read the Department of Nursing Blood and Body Fluid Exposure Policy and Procedure guidelines. I understand that I have been advised to contact my health care provider for care that is needed as a result of the exposure that has occurred.

________________________________________    ______________
Student Name (Printed) and Signature      Date

APPENDIX C: ACADEMIC ALERT

Student Name ____________________________   ID#___________________________________
Course _________________________________ Instructor _____________________________________

The Department of Nursing faculty wants to provide you with the assistance you need to succeed in your program. We are concerned about your progress and urge you to take the step(s) indicated below immediately.

<table>
<thead>
<tr>
<th>Academic Concern</th>
<th>Attendance / Clinical Concern / Professionalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ The grade you have earned in this course is 80% or less will receive a</td>
<td>□ You have had one class/lab/clinical absence on</td>
</tr>
<tr>
<td>clinical, academic or lab alert</td>
<td>You have a total of ___________ course absences thus far.</td>
</tr>
<tr>
<td>Date: __________________________     Grade ____________________________</td>
<td>□ WARNING: You are in danger of being</td>
</tr>
<tr>
<td>□ WARNING: Your current test grade average indicates you are in danger of not</td>
<td>administratively withdrawn (AW) due to excessive absences</td>
</tr>
<tr>
<td>progressing to the next level. Current test average</td>
<td>□ Your clinical performance on _______ was unsatisfactory.</td>
</tr>
<tr>
<td>___________________________________                                          The following clinical course objective(s) is/are not being met:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Activity: Any remediation activities was be completed by (date)         
□ See me in my office after class or during office hours by (date) ______ Office # _______ Phone: __________
□ Utilize appropriate college resources (counseling/disability)
Instructor Signature: ____________________________________________ Date:___________________

Did the student come for help by the date indicated?     ___ Yes     _____ No

Comments:

Student’s Signature: ________________________________________________ Date:__________________

APPENDIX D: STUDENT LEARNING CONTRACT

Student Name: ______________________________          Course: ______________________________

Faculty Name: ______________________________

I am contracting to improve my grade from a _____ to a _____ and am willing to achieve this as follows:

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Learning Resources and Strategies</th>
<th>Target Date for Completion</th>
<th>Evidence of Accomplishment of Objectives</th>
<th>Faculty Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SMART objectives are:</strong> Specific Measurable Achievable Results oriented Time bounded</td>
<td>(Consider student learning style…can include study groups, study partner, practice questions, test review sessions, tutoring services)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

27
APPENDIX E: CRIMINAL BACKGROUND CHECK AND DRUG TEST REQUIREMENTS

All applicants must submit a completed criminal Background Check and urine Drug Test through Castle Branch (CB22) prior to admission into the program. There is a fee associated with this process. It will take one to two weeks for the background check to run its full report.

Background Check: The records must indicate that the student has never been convicted of any of the following offenses:

- Murder
- Arson
- Assault, battery, assault and battery, assault with a dangerous weapon, mayhem or threats to do bodily harm
- Burglary
- Robbery
- Kidnapping
- Theft, fraud, forgery, extortion or blackmail
• Illegal use or possession of a firearm
• Rape, sexual assault, sexual battery, or sexual abuse
• Child abuse or cruelty to children
• Unlawful distribution, or possession with intent to distribute, a controlled substance

A urine drug test takes 3-5 business days from the time the sample is placed. However, if the test is positive this will take longer; it goes to the Medical Review Officer for review and for students to provide any prescription. Make arrangements to order this package and submit a urine sample well before the start date. **Students with a positive drug test will not be accepted into the nursing program.**

**Drug Test: A 10-Panel Urine Test**

Substances Tested

1. Amphetamines
2. Barbiturate
3. Benzodiazepines
4. Cannabinoids
5. Cocaine
6. Methadone
7. Methaqualone
8. Opiates
9. Phencyclidine
10. Propoxyphene

**APPENDIX F: IMMUNIZATION AND HEALTH REQUIREMENTS**

Background Checks, Urine Drug Tests, Physical Exams, Immunizations, TB testing, and must be kept up to date once accepted into the program. Requirements are subject to change in order to abide by the hospital/clinical/practicum requirements.

*Background Check*
Within last year through Castle Branch (CB22)

*Urine Drug Toxicology Screen*
Within last year through Castle Branch (CB22)

Once accepted into the program, students will need to meet the following immunization and health requirements. This documentation must be **submitted** into the document manager of Castle Branch (CB22im) before starting any clinical/practicum postings.

1. **CPR Certification**
   
   Submit a copy of your CPR card from the American Heart Association Basic Life Support for Healthcare Provider course. (If there is a paper card, it must be signed. Computer printouts are acceptable.)

2. **Health Insurance**
Submit a copy of both the front and the back of your current health insurance card or proof of coverage. If the name on the card does not match the student’s name, written verification of coverage from the provider is required.

3. Influenza (between 08/01 and 10/1)  
Submit documentation of a flu shot administered between 08/01 and 10/1

4. Physical Examination (completed after May 1)

Download, print & complete the Washington Adventist University Pre-Entrance Health Requirements form (3 pages) and upload. The exam must be completed by a Licensed Health Care provider and documented on the form provided. (Your Provider must sign and date the appropriate pages. Your name and date must be on each page.)

6. TB Skin Test OR Blood Test QuantiFERON Gold/IGRA/T-Spot (completed after May 1)  
Submit documentation of one of the following:
   - 2 step TB skin test (1-3 weeks apart) OR
   - 2 consecutive annual tests (no more than 12 months between tests) WITH a 1 step TB skin test within the past year

7. Chest X Ray (if positive TB Test results)  
   - Submit a clear Chest X-Ray report within the last 5 years.

8. TB Questionnaire (completed after May 1)  
   - During the 5 year period, you must complete a questionnaire annually reviewed by an examining physician/health care provider after May 1 stating no current signs or symptoms of Tuberculosis are present.

9. Hepatitis B  
   Submit documentation of one of the following:
   - Quantitative antibody titer (lab report required) OR
   - A series of 3 vaccinations

10. Polio  
    Submit documentation of one of the following:
    - Quantitative antibody titer (lab report required) OR
    - A series of 3 vaccinations

11. Measles (Rubeola) *  
    Submit documentation of one of the following:
    - Quantitative antibody titer (lab report required) OR
    - A series of 2 vaccinations

12. Mumps *  
    Submit documentation of one of the following:
    - Quantitative antibody titer (lab report required) OR
    - A series of 2 vaccinations

13. Rubella *  
    Submit documentation of one of the following:
    - Quantitative antibody titer (lab report required) OR
    - A series of 2 vaccinations

14. Varicella (Chicken Pox)
Submit documentation of one of the following:
● Quantitative antibody titer (lab report required) OR
● A series of 2 vaccinations

15. Tetanus, Diphtheria & Pertussis (Tdap)
Submit documentation of a Tdap (not Td or DTaP) booster within the past 10 years
* may be grouped together as MMR (Measles, Mumps, Rubella)

APPENDIX G: CASTLE BRANCH REQUIREMENTS FOR CLINICAL PRACTICUM HOURS

To Place Orders in Castle Branch: Login account in https://portal.castlebranch.com/cb22 and order the specific codes / If you have any problems: Call 1.888.723.4263

<table>
<thead>
<tr>
<th>Castle Branch code:</th>
<th>Required on admission</th>
<th>Required Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB22</td>
<td>CB22im</td>
<td>CB22re</td>
</tr>
<tr>
<td>Amount: ($100.00)</td>
<td>($20.00)</td>
<td>($60.00)</td>
</tr>
</tbody>
</table>

Background Check
Drugs Test (10 Panel)

To submit documents,
1.) Login in to Castle Branch at https://www.castlebranch.com using your email and password, 2.) Fax or 3.) Mail

Background Check

Drug Test (10 Panel)

To submit documents,
1.) Login in to Castle Branch at https://www.castlebranch.com using your email and password, 2.) Fax or 3.) Mail

<table>
<thead>
<tr>
<th>1</th>
<th>CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Health Insurance</td>
</tr>
<tr>
<td>3</td>
<td>Influenza 8/1 to 10/1</td>
</tr>
<tr>
<td>4</td>
<td>WAU PreEntrance Health Record Physical Examination (3 pages)</td>
</tr>
<tr>
<td>5</td>
<td>Tuberculosis (TB) Skin Test (2 Step) OR Quantiferon Gold Blood Test</td>
</tr>
</tbody>
</table>

31
<table>
<thead>
<tr>
<th></th>
<th>Requirement</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Chest XRay every 5 years OR TB Questionnaire</td>
<td>If Chest XRay is current and clear, complete TB Questionnaire</td>
</tr>
<tr>
<td>7</td>
<td>Hepatitis B 3 immunizations OR titer</td>
<td>Only if incomplete</td>
</tr>
<tr>
<td>8</td>
<td>Polio 3 immunizations OR titer</td>
<td>Only if incomplete</td>
</tr>
<tr>
<td>9</td>
<td>Measles (Rubeola) 2 immunizations OR titer</td>
<td>Only if incomplete</td>
</tr>
<tr>
<td>10</td>
<td>Mumps 2 immunizations OR titer</td>
<td>Only if incomplete</td>
</tr>
<tr>
<td>11</td>
<td>Rubella (German Measles) 2 immunizations OR titer</td>
<td>Only if incomplete</td>
</tr>
<tr>
<td>12</td>
<td>Varicella (Chicken Pox) 2 immunizations OR titer</td>
<td>Only if incomplete</td>
</tr>
<tr>
<td>13</td>
<td>Tetanus, Diptheria &amp; Pertussis (Tdap) Every 10 years</td>
<td>Only if incomplete</td>
</tr>
</tbody>
</table>

**Note:** Questions related to WAU Castle Branch requirements must be directed to:<br>Evelyn Khandagale, Room 205A, Nursing Education Clinical Coordinator<br>301 891 4182 (Office) 301 891 4191 (Fax), ekhandag@wau.edu (email)
APPENDIX H: STUDENT AGREEMENT FORM

DO NOT SUBMIT UNTIL YOU HAVE READ THE ENTIRE HANDBOOK

I, the undersigned student, having read and reviewed the entirety of the Washington Adventist University Edyth T. James Department of Nursing Student Handbook and do agree to adhere to and abide by all University and Department of Nursing policies during my matriculation at WAU. Furthermore, I agree to adhere to the conduct codes and performance policies of the Clinical Education sites to which I may be assigned. I clearly understand that failure to adhere to and abide by these policies and regulations of the University, Department of Nursing, Hospital and/or Clinical Site may result in my removal and subsequent withdrawal from the clinical site/classroom and/or program.

I also understand that in addition to faculty employed at the University, there may be employees of the Hospital/Clinical Agency or Practicum site which are designated by the University as a Supervisor/Preceptors/Clinical Instructors. As such, these individuals will be functioning as members of the team of instructors within one or more of the Program’s clinical or practicum courses. Therefore, I understand that assessment / evaluation information about my academic and/or clinical or practicum performance may be shared with the designated/appropriate Supervisor or Clinical Site staff member(s) for the sole purpose of providing them with information needed by them for patient/client assignment or University required clinical performance evaluation/assessment. Furthermore, my academic and/or clinical records may be reviewed by duly authorized representatives of Professional, State, or National accreditation agencies.

I further understand that the Hospital or Clinical agencies or Practicum site to which I may be assigned may require that I receive clearance from the State of Maryland that I do not have a criminal record of an offence which would compromise the safety or well-being of the clients or patients of that site. Therefore I understand that my name will be submitted to the state for a CORI (criminal offender record information) and SORI (sexual offender registry information) check. A CORI/SORI check report of such an offence may preclude my eligibility for clinical or practicum assignment and thereby may negate my matriculation in the program.

Lastly, I understand that I am required to satisfy the Department of Nursing Medical History/Immunization Records requirement and CPR requirement. Failure to do so will preclude my eligibility to participate in the clinical or practicum phase and may result in my inability to complete the program.

Please sign and date two copies and submit this form when requested by a faculty member. One copy will be kept on file at the WAU Department of Nursing; the other copy is for your records.

Student's Name (Printed): _______________________ Student's signature _____________________

Witness's Name (Printed): _______________________ Witness’s signature___________________

Faculty’s Name & Title: ________________________ Faculty’s signature____________________

Program: ________________________ Received on (Date): ________________________________

Note: Submission of this form is required prior at the end of the first week of classes.

APPENDIX I: PRECEPTOR AGREEMENT FORM, NURSING EDUCATION
Date: ________________  Term: ________________  Course: ________________

Student’s Name: ___________________________________________  RN License #: ________________

Student’s Mailing Address: ________________________________________

Student’s Email: ___________________________________________  Phone: ________________

* Student to attach Personal Objectives

PRECEPTOR INFORMATION

Preceptor Name: ___________________________________________  Credentials: ________________

Preceptor Title: ___________________________________________  Phone: ________________

Agency Name: ___________________________________________  Fax: ________________

Agency Address: ____________________________________________

SIGNATURES

Student: ___________________________________________  Date: ________________

Preceptor: ___________________________________________  Date: ________________

Program Coordinator: ___________________________________________  Date: ________________

APPENDIX J: PRECEPTOR AGREEMENT FORM, NURSING AND BUSINESS LEADERSHIP
PRECEPTOR INFORMATION

Preceptor Name: ________________________________  Credentials: __________________

Preceptor Title: ________________________________  Phone: __________________

Agency Name: ________________________________  Fax: __________________

Agency Address: ______________________________________________________________________

SIGNATURES

Student: ______________________________________  Date: ______________

Preceptor: ____________________________________  Date: ______________

Program Coordinator: __________________________  Date: ______________

APPENDIX K: PRECEPTOR EVALUATION TOOL
(Students Feedback)
Please consider the completion of this survey as a method to provide feedback to Washington Adventist University. This survey is being conducted to assess your satisfaction with your preceptor. Your opinion is important to us and change cannot occur without feedback. Please return this survey to the Coordinator of the RN-MSN and MS in Nursing Program. Information in this survey is confidential. All information will be analyzed and then reported by group rather than individually. Students will not be identified to any faculty member or preceptor throughout the whole survey process. If you have any questions about this survey, please contact Dr. Helen Wilson - hjwilson@wau.edu

1. The preceptor oriented me well to the clinical area and expectations of my role.
   - [ ] Strongly Agree
   - [ ] Agree
   - [ ] Somewhat Agree
   - [ ] Disagree
   - [ ] Strongly Disagree

2. The preceptor exhibited expertise and was knowledgeable and competent in his/her nursing role.
   - [ ] Strongly Agree
   - [ ] Agree
   - [ ] Somewhat Agree
   - [ ] Disagree
   - [ ] Strongly Disagree

3. The preceptor collaborated with and assisted you in planning learning objectives and experiences.
   - [ ] Strongly Agree
   - [ ] Agree
   - [ ] Somewhat Agree
   - [ ] Disagree
   - [ ] Strongly Disagree

4. The preceptor provided resources to you to facilitate learning.
   - [ ] Strongly Agree
5. The preceptor provided appropriate feedback to improve your performance.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

6. The preceptor led you through problem-solving activities to improve your critical-thinking and decision making skills.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

7. The preceptor encouraged questions and offered constructive comments.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

8. The preceptor communicated well, giving clear explanations and instructions.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

9. The preceptor exhibited a caring and respectful attitude.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree
10. The preceptor showed enthusiasm for my learning and his/her preceptor role.
   ○ Strongly Agree
   ○ Agree
   ○ Somewhat Agree
   ○ Disagree
   ○ Strongly Disagree

   Comments:

   1. Do you recommend this preceptor for other students?
      ○ Yes
      ○ No

   2. Is this clinical setting a good placement for student learning and why?

   3. The following worked well in this clinical:

   4. The following did not work well in this clinical:
APPENDIX L: PRECEPTOR EVALUATION OF COURSE AND COURSE FACULTY

Preceptor Name: ______________________  Course: ___________________________

Date: __________________  Site: _________________________________________

Student Name: _________________________________________________________

Please consider the completion of this survey as a method to provide feedback to Washington Adventist University. This survey is being conducted to assess your satisfaction with your preceptor. Your opinion is important to us and change cannot occur without feedback. Please return this survey to the Coordinator of the RN-MSN and MS in Nursing Program. All information in this survey is confidential. Information will be analyzed and then reported by group rather than individually. Students will not be identified to any faculty member or preceptor throughout the whole survey process. If you have any questions about this survey, please contact Dr. Helen Wilson - hjwilson@wau.edu

1. I was provided with a copy of the nursing program’s philosophy and the course objectives.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

2. I received contact information for the clinical faculty member and Department of Nursing, WAU.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

3. I received forms for evaluating the student.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
4. I received a copy of the student’s personal course objectives, if relevant.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

5. I received adequate training and information on how to be a preceptor.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

6. I felt competent in my role as a preceptor.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

7. The course faculty was informative regarding my expectations and readily accessible to me.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

8. The course faculty conducted a site observation at least once during the semester.
   - Strongly Agree
   - Agree
   - Somewhat Agree
   - Disagree
   - Strongly Disagree

9. Serving as a preceptor this semester was a great experience for me.
   - Strongly Agree
   - Agree
   - Somewhat Agree
10. I would consider serving as a preceptor again in the future.

☐ Strongly Agree
☐ Agree
☐ Somewhat Agree
☐ Disagree
☐ Strongly Disagree

Comments:

APPENDIX M: COURSE LIST: RN-MSN PROGRAM

Prerequisites: 41 hours

ENGL 101 Composition.................................................................3
ENGL 102 Research and Literature..................................................3
BIOL 201 Human Anatomy and Physiology I.................................4
BIOL 202 Human Anatomy and Physiology II.................................4
CHEM 114 Fundamentals of General, Organic and Biochemistry........4
NUTR 260 Nutrition............................................................................3
PSYC 105 Introduction to Psychology..............................................3
BIOL 201 Biology Elective..............................................................4
BIOL 150 Microbiology.................................................................4
PSYC 210 Developmental Psychology.............................................3
INSY 110 Introduction to Computers...............................................3
SOCI 105 General Sociology or elective.........................................3

Nursing Credits 24 hours
Total 65 hours

Bridge Courses: 26 hours

NURS 389R Nursing Research and Evidence-Based Practice............3
NURS 423R Nursing Leadership and Management...........................3
NURS 446R Public Health Nursing and Population Health...............5
MATH 110 Probability and Statistics (take before Research) ............3
History elective .................................................................................................................3
Literature elective ...........................................................................................................3
Religion electives ...........................................................................................................6

TOTAL: 91 HOURS

APPENDIX N: COURSE LIST: MS IN NURSING

Core Curriculum: 27 credit hours

NURS 501 Fundamental and Writing Skills for MS in Nursing Programs..............3
NURS 504 Advanced Health Assessment and Promotion........................................3
NURS 506 Advanced Pathophysiology.................................................................3
NURS 507 Advanced Pharmacology........................................................................3
NURS 509 Theoretical Foundations for Advanced Nursing Practice.......................3
NURS 511 Analysis of Evidence-Based Practice/Inquiry and Research.................3
NURS 515 Organizational Leadership and Nursing Informatics..........................3
NURS 516 Health Policy, Social Justice, and Ethics................................................3
NURS 528 Population Based Health........................................................................3

Concentration Courses, Nursing Education: 18 credit hours

NURS 521 The Nurse Educator: Facilitator of Learning......................................3
NURS 525 Curriculum/Program Development, Assessment & Evaluation..........3
NURS 527 Scholarly Teaching Strategies and Technologies..................................3
NURS 700 Practicum: Teaching in an Academic Setting......................................3
NURS 701 Practicum: Teaching in a Health Care Agency....................................3
NURS 609 Major Research Thesis or Project.........................................................3
TOTAL: 45 HOURS

Concentration Courses, Nursing and Business Leadership: 18 credit hours

NURS 538 Quality Safety and Risk Management.........................................................3
HCAD 570 Health Care Management Economics.........................................................3
HCAD 590 Health Care Information Systems Management........................................3
HCAD 610 Health Care Leadership and Change Management....................................3
NURS 708 Practicum: Administration........................................................................3
NURS 609 Major Research Thesis or Project.........................................................3

TOTAL: 45 HOURS