

# **DELTA STATE UNIVERSITY**



**ROBERT E. SMITH  
SCHOOL OF NURSING**

## **GRADUATE STUDENT HANDBOOK**

**2018 - 2019**

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**American Disability Act**

*“Delta State University complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of a disability. The University makes provisions to accommodate all disabled persons”*

## **DSU ROBERT E. SMITH SCHOOL OF NURSING**

### **History**

Established in 1977 as the fifth educational unit within Delta State University (DSU), the School of Nursing (SON) was approved to offer a curriculum leading to the degree of Bachelor of Science in Nursing (BSN). The new school was expected to help meet the need for an increased number of educationally prepared registered nurses for the underserved, rural areas of the northern Mississippi Delta. In the early 1990's, the Mississippi legislature allocated funding to start two new master's in nursing degrees programs committed to the preparation of nurse practitioners due to the state's need to adequately staff its rural health clinics and in response from the Community of Interest (COI). The Delta State School of Nursing was selected as one of those choices. In 1994, the new master's program was accredited by the Mississippi Institutions for Higher Learning (IHL) for enrollment of students in 1995. Subsequently, a curriculum option to prepare Nurse Educators and Nurse Administrators was made available. In 2008, a Mississippi educational consortium for specialized advanced practice nursing was established among the five universities for the Gerontological Nurse Practitioner (GNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) programs of study. As of April 2009, the School of Nursing academic unit has been named the Robert E. Smith School of Nursing through contributions of a very generous donor Mr. Robert E. Smith. In fall 2013, the Doctor of Nursing Practice (DNP) degree program began being offered to allow registered nurses at the associate, baccalaureate, and master's level an opportunity to advance their education by earning the degree and seeking eligibility, if needed, to take the Family Nurse Practitioner certification exam.

Within the BSN degree program, two pathways are available to applicants: a BSN or an RN-BSN Completion curriculum. The baccalaureate program provides enhanced online course delivery through the learning management system for both the BSN and RN-BSN programs. The BSN program continues to offer a blend of the traditional classroom with online learning. Currently, all courses within the BSN program are considered to be web-enhanced. For the RN-BSN program, courses are delivered totally online, including an orientation. Since 1978, the undergraduate program in nursing has produced baccalaureate nurses for the Mississippi Delta and southeastern region. The BSN degree program has been continuously accredited since its inception by the Mississippi IHL and by the National League for Nursing/NLNAC from 1978 to 2006. In 2000, accreditation was granted by Commission on Collegiate Nursing Education (CCNE) for a ten-year period. Continued accreditation for the baccalaureate program was granted by CCNE in 2010 for a ten year term, extending to 2020.

Within the MSN program, three tracts are available: Nurse Administrator (NA), Nurse Educator (NE), and Family Nurse Practitioner (FNP). In 1998, the Delta Health Education Project (DHEP) stimulated the development of an online format for the MSN program. In 2000, the SON started offering master's content online. The master's program was accredited by the NLN/NLNAC through 2004 and by CCNE since 2000, with reaccreditation approved in 2005 for 10 years. Continued accreditation for the master's program was granted by CCNE in 2010 for a ten year term, extending to 2020.

Within the DNP program, four options are available: RN-DNP, BSN-DNP, Post Master's (Non-FNP) – DNP, and Post Master's (FNP) – DNP. This program is offered in an online format with options of a full-time or part-time status. The DNP degree program received initial approval from both the Mississippi Institute of Higher Learning (IHL) and the Southern Association of



Colleges and Schools (SACS). Continued accreditation for the doctoral program was granted by CCNE in 2015 for a five year term, extending to 2020.

### **Vision**

*Robert E. Smith School of Nursing...Transforming Healthcare in the Mississippi Delta and beyond...one exceptional nurse at a time!*

Approved: 04/2014

Last Reviewed: 03/26/2018

### **Mission**

The mission of the Delta State University Robert E. Smith School of Nursing is to transform healthcare in the Mississippi Delta and beyond by preparing graduates to be nurse leaders at the baccalaureate, master, and doctoral levels through excellence in education, evidence-based research, interprofessional practice, and multidimensional partnerships in a diverse society.

Approved: 12/96; Last Revised: 04/27/2015

Last Reviewed: 03/26/2018

### **Philosophy**

The philosophy of the faculty of the Delta State University Robert E. Smith School of Nursing is consistent with the goals and mission of the University. The faculty believes clinical and theoretical scholarly inquiry fosters the development of the nursing profession. Nursing embodies the art and science of caring, which is the nurturing, skillful act of being with another to promote optimum health and derives its mission of service from societal needs.

Society is the organizing framework composed of individuals, families, and communities that is governed by morals, ethics and laws. We believe that each individual is unique and possesses the right to informed choices in the attainment of health care services.

Health is a dynamic state of being influenced by the spiritual, cultural, psychological, physical and societal components, which interact with the environment. The state of health is influenced by the perception of the individual and society. Nursing facilitates the health status of the individual through interacting with systems and assisting in the movement toward an optimum level of well-being.

Approved: 12/96; Last Revised: 04/27/2015

Last Reviewed: 03/26/2018

### **Graduate Program Outcomes**

#### **Master of Science in Nursing (MSN) Program:**

1. Integrate nursing, related sciences, and emerging evidence to improve health outcomes and safety for diverse populations.

2. Utilize leadership skills to design and implement strategies that improve care delivery and outcomes.
3. Contribute to the integration of healthcare services to improve quality and safety across the continuum of care.
4. Translate theory and research to provide evidence based nursing practice and improve outcomes.
5. Promote the use of information and communication technologies to provide safe, quality, and cost effective healthcare.
6. Analyze and interpret the effects of healthcare policies, ethics, and regulatory processes to influence practice and outcomes.
7. Employ collaborative leadership strategies to advocate, mentor, and function within inter-professional teams and partnerships.
8. Integrate individual and population based health promotion and prevention strategies to provide equitable, efficient, and effective global healthcare.
9. Apply advanced knowledge, skills, and competencies to design, implement, and evaluate direct and indirect care for individuals, families, and communities.

Approved and Last Revised: 05/09/11

Last Reviewed: 03/26/2018

#### **Doctor of Nursing Practice (DNP) Program:**

1. Develop and evaluate new practice approaches based on science from nursing and other disciplines.
2. Employ leadership skills to design and evaluate strategies that improve care delivery and outcomes for diverse populations.
3. Lead interprofessional teams and partnerships to analyze and improve health outcomes for individuals, families, and communities.
4. Assume a leadership role in the application and dissemination of best evidence for practice to promote efficient, effective, and equitable patient-centered care.
5. Design, influence, and implement health care and ethical policies that affect financing, practice regulation, access to care, and outcomes for individual, families, and communities.
6. Analyze scientific data and synthesize concepts to develop, implement, and evaluate interventions that address health promotion and disease prevention for culturally diverse populations.
7. Utilize and evaluate information and communication technologies to improve health care and to implement change in health care systems.
8. Utilize advanced clinical judgment and specialty focused competencies to improve the care of diverse populations.

Approved: 01/2012

Last Reviewed: 03/26/2018

## **General Information for Students**

### **Robert E. Smith School of Nursing Building**

The Robert E. Smith School of Nursing Building is located on the east side of the campus at the corner of Fourth and Oak Streets. There are six classrooms, a computer laboratory, and two learning resource simulation/skills laboratories in the Robert E. Smith School of Nursing. The address for the Robert E. Smith School of Nursing is: Delta State University Robert E. Smith School of Nursing, P.O. Box 3343, 1003 West Sunflower Road, Cleveland, MS 38733.

## **ORGANIZATIONAL AND ADMINISTRATIVE STRUCTURE**

### **Dean**

The Dean of the Robert E. Smith School of Nursing is nominated by the President of the University upon recommendation of the Provost/Vice President of Academic Affairs and appointed by the Mississippi Board for Institutions of Higher Learning (IHL). The Dean communicates with the IHL through the President and the Provost/Vice President of Academic Affairs. The Dean is responsible to the Provost/Vice President of Academic Affairs for the academic and fiscal management of the Robert E. Smith School of Nursing and the undergraduate and graduate programs.

### **Chair of Nursing**

The Dean delegates responsibility for the undergraduate and graduate programs to the Chair of Nursing (CON).

### **Graduate Program Coordinator**

The Chair delegates responsibility in overseeing the teaching, advisement, clinical management, and student learning assessment of the graduate nursing program.

### **Faculty**

Faculty participates in the governance of the Delta State University Robert E. Smith School of Nursing through the plenary faculty organization committee. Additionally, faculty members serve on standing and ad hoc committees.

### **Staff**

Additional employees in the School of Nursing include a Secretary to the Dean and a Secretary to the Chair of Nursing and faculty.

## **Students**

Students participate in the governance of the School of Nursing by serving as non-voting members of standing committees. (Faculty Organization, Admission & Progression, Curriculum, Student Affairs, Program Effectiveness, and Faculty Development/Resources Committees).

## **FACILITIES – Delta State University/School of Nursing**

### **Student Success Center and Academic Support Services**

The Student Success Center and Academic Support Services is located in Room 308 of the H.L. Nowell Student Union. The Center assists students in their journey to academic success and degree completion by providing a wide range of student support services, including academic advising and support, first year seminar, international student development, okra scholars, and study abroad. The Center creates and implements strategies that are evidence-based and data driven, yet tailored to meet the individual needs of its students.

### **Bookstore**

The Jimmy R. Williams bookstore is located on the first floor of the H.L. Nowell Student Union and operated by Barnes and Noble. Textbooks as well as certain reference books and other items are available.

### **Financial Aid**

Delta State University offers a comprehensive program of financial aid to assist students in obtaining a college education. Various federal and state aid programs are available to Delta State University students. In addition, Delta State University has a campus employment program and an extensive scholarship program. Information is available through the Office of Student Financial Assistance located in room 143 of the Kent Wyatt Building, the current Bulletins, and the website. Various nursing scholarships are available (primarily to undergraduate nursing students) and are listed on the Robert E. Smith School of Nursing website. For additional information on any of these, the student may contact the Dean's secretary. There is no federal financial assistance available for non-degree courses.

### **Health Services/Student Health Center**

The O. W. Riley Health Center located at the corner of Washington and Quitman streets is staffed by a team of qualified healthcare professionals who provide convenient non-emergent outpatient medical care to students, faculty, staff, and the entire Delta State community. Please visit the website <http://www.deltastate.edu/student-life/student-health-services/> for hours of operation. Appointments are not required. Insurance information must be provided.

## **Library**

The Roberts/Laforge Library is the library resource for the Delta State University Robert E. Smith School of Nursing students and faculty. The library is located on the southeastern edge of the campus and is within walking distance of the Delta State University Robert E. Smith School of Nursing and dormitory facilities. Students are encouraged to attend an orientation to the library during the first term of their enrollment. Library hours vary; students should contact the library for routine operating hours or visit the website <http://www.deltastate.edu/library/>.

The primary function of the library is to serve the information needs of the students, faculty and staff through provision of an adequate collection of books, journals, electronic, and other information resources to support the academic program. Materials placed on reserve are available at the circulation desk. Patrons are responsible for all materials checked out in their name. All users leaving the institution must clear with the library prior to receiving final checks, academic records, or diplomas.

A Computer Lab for Delta State University students is available in the library. The School of Nursing has a nursing library liaison to assist students in library searches, APA formatting, and obtaining resource materials.

### **School of Nursing Computer Lab**

The computer lab is available for student use during regular business hours. Use of the computer lab after designated hours must have written approval by appropriate faculty member(s) and faculty must be in the building for the duration. No eating or drinking is allowed in the computer lab. Students will need to check that lab is not reserved for class or tests prior to use of computer lab. Printing is provided through the university's pay for print Okra card system.

### **School of Nursing Student Lounge**

The Student Lounge, room 126, contains chairs, tables, a refrigerator, coffee pot, microwave, and vending machines. Students are expected to keep the lounge area clean and neat. Students using the refrigerator, microwave and coffee pot is responsible for cleaning up after themselves.

### **Police Department/Emergency Services**

The Delta State Police Department operates 24 hours a day. Students may call the Delta State Police Department directly by dialing extension 4155 when on campus (use prefix 846 when on cell phone or off campus).

### **Writing Center**

The Writing Center, under the direction of the Division of Languages and Literature, provides tutorial support for any graduate student.

## **SERVICES – Delta State University/School of Nursing**

### **Cafeteria/Food Services**

Cafeteria/Food services are available to anyone on the Delta State University campus. Please refer to the website <https://deltastate.campusdish.com/> for locations and hours of operation.

### **Computer Accounts/ E-mail**

Delta State University computers, computing facilities, and network connections are for the purpose of providing academic and administrative support to the faculty, students, and staff of the University. All students are assigned an Okra E-Mail account upon registration. Students should activate this account as it will be used for University and Robert E. Smith School of Nursing announcements and information that are outside of the courses. Users are responsible for all results originating from their use of University computers. Misuse can result in the immediate termination of the right to use University computers. For assistance or additional information, visit their website <http://www.deltastate.edu/oit/>.

### **Messages**

Should you receive a non-emergency telephone message while on campus, it will be placed on the classroom door.

### **Photocopying**

Photocopying privileges cannot be provided for students. Photocopying for students can be allowed when materials are requested by faculty for Delta State University Robert E. Smith School of Nursing records. Copy machines which use OKRA cards are available in the Delta State University Robert E. Smith School of Nursing Computer Lab and Library. The Okra Express Copy Center located in the H.L. Nowell Union provides printing-related functions to the Delta State community and general public. For more information on their services, visit their website <http://www.deltastate.edu/communications-and-marketing/okra-express-copy-center/>.

### **Suggestion Box**

A suggestion box is located in the Student Lounge. The purpose of the box is to provide an opportunity for students and others to make suggestions for improving the quality of academic programs, student life, and the school's environment. Suggestions are reviewed monthly by the Faculty Organization and the Dean.

### **Vending Machines**

Vending machines are located in the School of Nursing Student Lounge. Any machine problems should be addressed to the faculty secretary.

## **ADMISSION TO GRADUATE PROGRAM**

The graduate admissions process is coordinated by the Graduate Office and the Robert E. Smith School of Nursing. Admission to the Graduate Program requires for students to be registered nurses with a baccalaureate in science degree or a health-related field from an accredited institution. A student admitted as “non-degree seeking” may enroll in graduate courses with the permission of the Chair of Nursing (CON). Transfer of credit hours from another institution may be awarded toward a degree after a request is submitted by the student and credit negotiated before admission to the School of Nursing. Students may be admitted to the graduate program in nursing either as Full Admission or Provisional Admission status.

### **Full Admission to MSN Program**

Admission is competitive and based upon the perceived ability of the applicant to successfully complete the program of study, the appropriateness of the requested program of study, and in the student’s goals. A limited number of students are accepted to the Robert E. Smith School of Nursing MSN Program. The most qualified applicants will be accepted first. Students considered for Full Admission must meet the following requirements:

- A. Apply to Delta State University Graduate School and meet admission requirements as outlined in the Delta State University Graduate Bulletin.
  
- B. Meet admission requirements to the Robert E. Smith School of Nursing Graduate Program as follows:
  - 1. Baccalaureate degree in nursing with a minimum GPA of 3.0 overall
  - 2. Completion of Robert E. Smith School of Nursing Master of Science in Nursing Program Application
  - 3. An analytical score of at least a 3.0 on the Graduate Record Exam (GRE)
  - 3. At least one year of continuous clinical nursing experience as a Registered Nurse for Nurse Educator and Nurse Administrator
  - 4. At least one year of continuous clinical nursing experience with patient contact as a Registered Nurse within the past three years for Nurse Practitioner
  - 5. Submission of a Resume` (further information included in the application packet)
  - 6. A copy of a current unencumbered registered nurse license to practice in the state in which the student will perform clinical

7. Three current (< 1 year) letters of professional/academic reference. At least one reference must be academic in nature
8. Completion of an interview with Delta State University Robert E. Smith School of Nursing faculty prior to admission with a score of 50 or better (application packet must be complete before an interview is scheduled)
9. A grade of “C” or better on a graduate level pathophysiology course (Applies only to Nurse Practitioner and Educator Tracks)
10. A grade of "C" or better on an introductory course in statistics

**C. Additional Admission Requirements:**

1. Complete a health and immunization form provided by the Delta State University Robert E. Smith School of Nursing, evidence of personal health insurance and malpractice insurance, and current BLS certification (infant, child, adult) after being accepted for admission.
2. Comply with Mississippi legislative statutes and regulations regarding criminal background checks by having fingerprints taken at an approved health care agency (not a police or sheriff’s department) and a criminal background check completed. Any cost of this requirement will be the student’s responsibility.

**Provisional Admission to MSN Program**

Students who are registered nurses with a Bachelor of Science degree in a health-related field may also be considered for provisional admission by the graduate faculty. Non-degree students seeking admission into the program who have earned a grade(s) of “C” in non-degree courses may be also considered for provisional admission.

Students with Provisional Admission will be granted Full Admission after completing at least 9 semester hours of course work, following admission to the program, with at least a grade of “B” on all courses and by meeting other requirements for progression. Students who are provisionally admitted and who do not make a grade of at least a “B” or better on all courses in the first 9 semester hours of work, following admission to the program, will be dismissed from the program.

**Post–Master’s Certificate Admission**

A student applying for a Post-Master’s certificate option must meet all the requirements for admission to the master’s program with the exception of the overall GPA of 3.0 in the Master of Science in Nursing degree program. No GRE score is required.



### Full Admission to DNP Program

Admission is competitive and based upon the perceived ability of the applicant to successfully complete the program of study, the appropriateness of the requested program of study, and in the student’s goals. A limited number of students are accepted to the Delta State University Robert E. Smith School of Nursing DNP Program. The most qualified applicants will be accepted. Students considered for Full Admission must meet the following requirements:

BSN (Post RN)	Post BSN	Post MSN (non-FNP & FNP)
<p>1. Apply to Delta State University and meet admission requirements as outlined in the Delta State University Undergraduate and Graduate Bulletin.</p> <p>2. Meet admission requirements to the School of Nursing RN-DNP Program as follows by <b>February 15</b>:</p> <ul style="list-style-type: none"> <li>• Associate Degree in Nursing with a minimum 3.0 GPA upon entry into the program with a minimum 3.0 GPA upon completion of the Bachelor of Science in Nursing degree</li> <li>• A grade of “C” or better in all non-nursing (pre-requisite) support courses</li> <li>• Completion of a Robert E. Smith School of Nursing Doctoral Program Application</li> <li>• Three current (&lt;1 year) letters of professional/academic reference. At least one reference must be academic in nature</li> <li>• A copy of a current unencumbered registered nurse license to practice in the state in which the student will perform clinical</li> <li>• An analytic score of at least 3.0 on the Graduate Record</li> </ul>	<p>1. Apply to Delta State University Graduate School and meet admission requirements as outlined in the Delta State University Graduate Bulletin.</p> <p>2. Meet admission requirements to the School of Nursing Graduate Program as follows by <b>February 15</b>:</p> <ul style="list-style-type: none"> <li>• Bachelor of Science in Nursing degree with a minimum GPA of 3.0</li> <li>• A grade of “C” or better on an introductory course in statistics</li> <li>• Completion of a Robert E. Smith School of Nursing Doctoral Program Application</li> <li>• Three current (&lt;1 year) letters of professional/academic reference. At least one reference must be academic in nature</li> <li>• A copy of a current unencumbered registered nurse license to practice in the state in which the student will perform clinical</li> <li>• An analytic score of at least 3.0 on the Graduate Record Exam (GRE)</li> <li>• At least one year of continuous clinical nursing experience with patient contact as a Registered</li> </ul>	<p>1. Apply to Delta State University Graduate School and meet admission requirements as outlined in the Delta State University Graduate Bulletin.</p> <p>2. Meet admission requirements to the School of Nursing Graduate Program as follows by <b>February 15</b>:</p> <ul style="list-style-type: none"> <li>• MSN degree with a minimum GPA of 3.0</li> <li>• A grade of “C” or better on an introductory course in statistics</li> <li>• Completion of a Robert E. Smith School of Nursing Doctoral Program Application</li> <li>• Three current (&lt;1 year) letters of professional/academic reference. At least one reference must be academic in nature</li> <li>• A copy of a current unencumbered registered nurse or advanced practice license to practice in the state in which the student will perform clinical</li> <li>• A copy of current national family nurse practitioner certification (ANCC &amp; AANP) <b>[FNP only]</b></li> <li>• At least one year of continuous clinical nursing experience with patient contact as an RN or</li> </ul>

<p>Exam (GRE) by completion of the BSN degree requirements</p> <ul style="list-style-type: none"> <li>• At least one year of continuous clinical nursing experience with patient contact as a Registered Nurse within the past three years by completion of the BSN degree requirements</li> <li>• Submission of a resume`</li> <li>• Completion of an interview with the School of Nursing faculty members prior to admission with a score of 50 or better (application packet must be complete before an interview is scheduled)</li> <li>• A grade of “C” or better on a graduate level pathophysiology course either by completion of the BSN degree requirements or prior to enrolling in all other graduate level courses</li> </ul>	<p>Nurse within the past three years</p> <ul style="list-style-type: none"> <li>• Submission of a resume`</li> <li>• Completion of an interview with the Robert E. Smith School of Nursing faculty members prior to admission with a score of 50 or better (application packet must be complete before an interview is scheduled)</li> <li>• A grade of “C” or better on a graduate level pathophysiology course prior to enrolling in all other graduate level courses</li> </ul>	<p>advanced practice nurse within the past three years</p> <ul style="list-style-type: none"> <li>• Submission of a resume`</li> <li>• Completion of an interview with the Robert E. Smith School of Nursing faculty members prior to admission with a score of 50 or better (application packet must be complete before an interview is scheduled)</li> <li>• A grade of “C” or better on a graduate level pathophysiology course prior to enrolling in all other graduate level courses</li> </ul>
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### **ACADEMIC DOCUMENTATION REQUIREMENTS**

It is the responsibility of the student to provide and maintain documentation required by the Delta State University Robert E. Smith School of Nursing, The State of Mississippi, and/or other agencies. Examples of required documentation include: certifications, licensures, insurance(s), vaccinations, criminal background checks, physical and health history, screening tests and titers. A student who fails to submit required documents by the designated date each semester at Delta State University will not be allowed to participate in any class, on-line or clinical activities. Absences will be recorded. A “hold” on academic records will be placed for those who do not have required documentation.

#### **Basic Life Support Certification**

All students must show evidence of Basic Life Support (BLS) certification for Health Care Providers Course by the designated date of the semester enrolled. This certification must remain current throughout the program of study.

### **Criminal Background Checks**

The Delta State University Robert E. Smith School of Nursing does not require criminal background checks (CBCs) on students accepted into the BSN, RN-BSN, MSN, or DNP programs; however, per Mississippi Law (MCA: Title 97; 37-29-232; 73-15-19 (1)d), CBCs must be performed on employees of healthcare facilities. All students enrolled in a Mississippi School of Nursing fall in this category. Therefore, all students will have a CBC.

Each clinical agency reserves the right to apply its institution's rules and regulations, and may deny a student access to its' clinical sites based upon CBC. Students are responsible for clarifying and adhering to agency requirements. Those students who do not have a current (within the last two years) CBC must notify the CON for arrangement to be made with a healthcare agency for a CBC to be conducted. Students will be required to sign a release of information form allowing the School of Nursing to receive a copy of the CBC results. Students are responsible for the cost of the CBC and ensuring a copy of the CBC results is on file by the designated date.

### **Health Insurance**

Health insurance is the responsibility of the student, including any health care expenses incurred while a student. A student enrolled in at least six (6) semester hours is eligible for low-cost health/accident insurance protection through the University. Proof of insurance is required upon admission and then at the beginning of each semester.

### **Licensure**

All RN and APRN students must provide proof of a current unencumbered registered nurse or advanced practice license to practice in the state in which the student will perform clinical. Individuals who hold a restricted license may or may not be eligible for admission or to continue in the program.

### **Physical Exam and Health Requirements**

All students must have a physical examination with required immunizations and screenings as stated on the health and physical forms prior to beginning the program. The expense of this examination is the responsibility of the student. Students are required to present documentation of immunization completion upon admission to the nursing program unless shown to be immune or medically at risk. The student must also present documentation of a negative TB skin test and/or chest x-ray/assessment with annual screening. The Faculty Secretary will obtain documentation and assess compliance each semester from the students' requirement checklist. Students not providing documentation of HBV vaccination, immunity, or medical risk must sign a declination form and a waiver of liability for Delta State University. All graduate students must also provide documentation by mid-October (or a specified date in accordance to that flu season) of an influenza vaccination. Graduate students who decline the influenza vaccination must sign

the influenza declination waiver and follow any other requirements of their current clinical agency and the student will then be exempted (Appendix A). However, the clinical facility has the right to require that a mask be worn the entire flu season. Students will not be allowed to attend clinical until the requirements are met.

### **Professional Liability Insurance**

All students are required to have professional liability (malpractice) insurance by the designated date. The Delta State University Robert E. Smith School of Nursing offers a blanket policy for MSN and DNP students, in the student nurse role only, and the fee is included in the School of Nursing lab fees.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Academic Regulations and Policies**

Policies, established by the faculty, are subject to change as laws and conditions may require. Policies should not be considered final or irrevocable. The Dean maintains a current statement of approved policies and guidelines. All students in the Delta State University Robert E. Smith School of Nursing should be aware and knowledgeable of the provisions in the Delta State University Graduate Bulletin.

### **Class Attendance**

Graduate level nursing classes are conducted on-line and policies/procedures for each class are announced in writing at the beginning of the term. Class attendance is recorded according to Delta State University's Class Attendance Policy:

<http://www.deltastate.edu/policies/policy/university-policies/academics-students/class-attendance/>. Students are responsible for completing assignments/activities according to the directions indicated in the syllabus. A student absent from class when a test is scheduled is entitled to a makeup test ONLY if prior notification received and evidence is presented to the faculty member that the absence was due to illness or death in the immediate family.

### **Clinical Attendance**

Regular and punctual attendance at all clinical learning experiences is expected of all students. Absences can lead to an unsatisfactory in clinical and therefore a failure in the course. If the student must be absent from a clinical learning experience due to an emergency or medical illness, the appropriate agency and faculty member must be notified prior to the beginning of the clinical learning experience. If unable to reach the appropriate faculty member, the student must then notify the agency unit and the Delta State University Robert E. Smith School of Nursing. (An answering machine will pick up when School of Nursing staff is not available). Failure to notify faculty may result in an unsatisfactory clinical grade. Each student is directly responsible to their individual clinical faculty for absences and tardiness. Clinical attendance is defined as

face to face clinical experiences, observations, other meetings, online attendance requirements, or any other requirement as set forth for clinical learning experiences in the course calendar or syllabus.

### **Change of Name/Address**

When a student legally changes his/her name and/or address, it must be reported to the Registrar of the University and the Faculty Secretary of the Delta State University Robert E. Smith School of Nursing.

### **Cheating and Plagiarism**

#### **Definitions**

***Cheating*** - taking credit for work which has been completed by another person, or assisting others in the misrepresentation of their academic work. Examples include, but are not limited to the following:

- taking answers from another student's paper or allowing answers to be taken from one's own paper during an examination or quiz;
- the use of notes or any other aid not specifically allowed or approved by the instructor;
- unauthorized access to an un-administered examination or quiz and dissemination of the same;
- collaboration on take-home examinations unless specifically approved by the instructor;
- receiving editorial assistance on a course assignment beyond that expressly allowed by the instructor;
- collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; and
- submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

***Plagiarism*** - the appropriation of ideas, facts, phrases, or additional materials (such as maps, charts, artwork, or computer programs) from any source without giving proper credit or offering appropriate documentation. Any material in a paper, report, artwork, or computer program which is not acknowledged is understood to be the original work of the author, unless the material is considered general knowledge. Students who are unsure whether they have used and documented source material correctly should consult with their instructor prior to submission of the assignment.

#### ***Penalties for Dishonesty***

- If it is believed that an academic honesty violation has occurred, the instructor should schedule a conference with the student to present the violation and evidence. If, following

the consultation, the faculty member still believes the student has committed an act of academic dishonesty, the faculty member may recommend an appropriate sanction, such as a grade of zero on the test, examination, or paper in question, retake of a test or examination, extra work, failure in the course, suspension, or a combination of these sanctions. The faculty member shall inform the student of the recommended sanction. The faculty member then shall submit a written report of the matter (including Cheating/Plagiarism Document) to the department/division chair, the dean of the school/college in which the course was offered, and, if different, the student's academic dean, and the Provost, with a copy to the student. In the case of a graduate student, the dean of the Graduate Studies shall be given a copy. This notification will remain confidential in compliance with policies protecting student privacy.

If the recommended sanction is dismissal, the provost shall inform the president, and the president shall direct the registrar to inform the student of the recommendation of the dismissal. In each case, copies of the notification of a recommended sanction shall be sent by the registrar to the faculty member, the department/division chair, the dean of the school or college in which the course was offered, and if different, the student's academic dean.

#### ***Student Appeal of Recommended Sanction***

The student may appeal the sanction recommended by a faculty member by following the appeal process already in place in the Delta State University Undergraduate and Graduate *Bulletins*.

#### **Communication Regarding: Academic Status**

Any student who is concerned about any aspect of their academic standing, including course grade, should discuss the concern with the following individuals in an attempt to resolve the concern:

1. Faculty Member
2. Instructor of Record
3. Chair of Nursing
4. Dean of the Robert E. Smith School of Nursing

(Each individual should have an opportunity to discuss the concern with the student prior to the student proceeding to the next level. The student's academic advisor may be consulted at any time regarding academic concerns. If the academic advisor is also the course faculty, the student may request that the Dean appoint a temporary advisor to assist the student in resolving the course related concern).

## **Academic Advisement**

Each student is assigned a faculty advisor to assist them with academic concerns, planning the program of study, and assisting with graduation requirements. The student and advisor can meet as frequently as necessary, but must meet once each semester to review progress. Appointments may be requested by either faculty or student; however, it is the responsibility of the student to schedule the regular semester appointment. These scheduled meetings may occur face-to-face, by phone, written correspondence, or virtual conferencing to accommodate distance learning students.

### **Comprehensive Examination for Nurse Administrator and Nurse Educator**

Students who anticipate graduating at the end of the spring semester should contact their advisor at the beginning of that semester to request permission to take the required written comprehensive examination. At that time, the advisor will complete the “Graduate Examination Application” form. The Graduate Program Comprehensive Examination will be administered only once each semester. Following review of the student’s records, the advisor will notify the CON who will request clearance for the written examination to be administered. To successfully complete the written exam, the student must earn an overall score of 83. In the event the student is unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester in order to be allowed to retake the examination. In the event of two unsuccessful comprehensive examination attempts, it will be necessary for the student to request graduate program approval for continuing in the program. If approval is granted, the student will be required to complete a program of remediation approved by the graduate faculty prior to the third and final comprehensive examination attempt. An unsuccessful third attempt will result in dismissal from the program. The preparation and administration of the comprehensive examination is the responsibility of the Robert E. Smith School of Nursing. The student will receive written notice of examination results from the CON.

### **Comprehensive Examination for Nurse Practitioners**

Students who anticipate graduating at the end of the spring semester should contact their advisor at the beginning of that semester and request permission to take the required comprehensive examination. At that time, the advisor will complete the “Graduate Examination Application & Outcome” form. Following review of the student’s records, the advisor will notify the CON who will request clearance for the examination to be administered.

**FNP Students** – an initial APRN-FNP exam will be administered at the beginning of the final semester to identify knowledge strengths and weaknesses. A second APRN-FNP Exam will be administered at the end of the final semester. An APEA Exam will also be administered during the semester. A minimum score of 800 on at least one of the APRN-FNP Exams or a minimum score of 70% on the APEA Examination will be required to meet graduation requirements. If

this score is not achieved, a written comprehensive examination will be administered during the semester. To successfully complete the written exam, students must earn an overall score of 83. In the event the student is unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester and complete a program remediation approved by the graduate faculty in order to retake the written comprehensive examination. In the event of two unsuccessful comprehensive written examination attempts, the student will be dismissed from the program. The preparation and administration of the comprehensive examination is the responsibility of the Robert E. Smith School of Nursing. The student will receive written notice of examination results from the CON.

### **Course Syllabi**

The course syllabus is a course guide and is not a contract. To meet varying educational and time requirements, it may be changed or modified by the faculty member at any time without prior notice. Students will be notified at the next class meeting or immediately through the learning management system of any course syllabi changes.

### **Course Time Limit**

The School of Nursing will not accept Delta State University course credit completed more than 6 (six) years prior to the date of application to the MSN program. However, course work may be revalidated with permission of the graduate advisor, CON, and Dean. A student is eligible to revalidate up to 2 (two) courses. The revalidation process may include refresher work followed by satisfactory performance on a revalidation examination and/or competency check-off. From the date the revalidation process is approved, the student has a maximum of three months to complete the process. A revalidation examination fee may be charged. In special cases, and with approval of the department chair, the Dean of the Robert E. Smith School of Nursing may waive revalidation and accept course work more than 6 (six) years old.

### **Coursework**

Any coursework completed during the semester must be viewed and copied by the student during that particular semester. Once the semester is concluded and coursework filed, no student will be allowed to remove coursework from the file folder.

### **Degree Candidacy**

A student must file an application for candidacy two semesters prior to the date of graduation. The advisor will review the applicant's Curriculum Advising & Program Planning (CAPP) and file folder to ensure candidacy status of a minimum GPA of 3.0 and completion of all graduation requirements.



## **Dismissal**

### **Academic - Dismissal/Suspension**

Students who earn three grades of "C" or one grade of "D" or "F" will be dismissed from their degree program. Also, graduate students must maintain a 3.0 GPA during the first nine semester hours of any course work in a degree program. Failure to do so will result in dismissal from that program unless otherwise stipulated by the department offering the program. If, any time after completion of nine (9) hours, a student's overall grade point average on graduate courses drops below a 3.0, the student will be placed on probation. A student on probation is not a candidate for a degree. A plan of action to address academic deficiencies will be required. The student will submit the plan of action to the Chair of Nursing (CON) prior to enrolling in graduate work for the next semester. Probationary status is removed by raising the overall grade point average to 3.0 or better on all graduate work at the end of the next semester of enrollment after being placed on probation (For students enrolled in the summer, both school terms will be used to determine if probationary status should be removed). Failure to remove probation in the manner described will result in the student being dropped from the degree program. Requests for reinstatement to a graduate program must be approved by the college or school dean.

### **Program Dismissal**

A student deemed to be unsafe, unprofessional, or unethical will be notified in writing by the Chair of Nursing (CON) of his/her dismissal from the program.

### **Emergencies**

Should an emergency arise in transit to a facility or class, it is the student's responsibility to notify the course or clinical faculty.

### **Enrollment in Graduate Coursework**

Undergraduate students may enroll in up to 9 (nine) graduate hours if they are within 6 (six) hours of graduation or are eligible for graduation, have a 2.75 undergraduate GPA and approved by the graduate advisor, CON, and School Dean. Undergraduate students enrolled in graduate coursework do not complete an application for admission to graduate school until after they have completed the baccalaureate degree.

## **Evaluations**

### **Delta State University and Robert E. Smith School of Nursing Evaluations Procedure for Evaluation of Courses, Faculty, Clinical Agencies, Programs, and Library**

MSN and DNP students are expected to objectively and constructively evaluate each nursing course, faculty member, clinical agency, and program.

1. During the last few weeks of each semester the students will complete evaluations for each course (didactic and clinical), faculty members assisting with each course, and clinical agencies used for learning experiences. During the final semester, the students will evaluate the entire program of study. During the Spring semester, library services will also be evaluated.
2. After all grades have been submitted to the Registrar's Office, the completed evaluation data will be provided to appropriate faculty for review.
3. Data from student responses will be considered in revising course content, instructional methods, and each program curriculum.

### **Grading System**

The grading system for academic courses at Delta State University is a five-letter format as follows: A-excellent; B-good; C-satisfactory; D-poor; F-failure. To these marks, the following quality point values are assigned: A-4; B-3; C-2; D-1; F-0. These values are termed quality points per semester hour of credit. A grade of "B or better" is required for successful completion of a clinical course at the MSN and DNP level. The letters I/IP indicate that work is incomplete/in progress due to providential causes that prevented the student from taking the final examination. A grade of I/IP must be removed within twelve months. Faculty reserve the right to make decisions related to audit status.

The grading scale for students in the School of Nursing graduate program: A = 100-92; B = 91-83; C = 82-76; D = 75-65; F = below 65. Grades will not be rounded. The recommended grading technique is number correct over number possible. If a graduate course is repeated, the second grade does not replace the first grade – both grades will appear on the student's transcript and will be used to compute the cumulative GPA. A course may be repeated only once.

### **Graduation**

In order to graduate from Delta State University the student must: Meet all the criteria for graduation, as set by the University and noted in the Delta State University Graduate Bulletin, successfully complete the course of study as outlined by the faculty of the Robert E. Smith School of Nursing in the Delta State University Graduate Bulletin, and complete an online application for a degree two semesters prior to graduation. It is the responsibility of the student to insure that official transcripts containing credit for all courses required for the degree are in the University Registrar's Office prior to graduation. Delta State University has both a December and May commencement ceremony. Commencement is required of all students. Students must send notification to the School of Nursing Dean and Coordinator of Commencement (Registrar's Office) to receive their diploma in absentia.

## **Grievance**

At any stage in the appeals process, should a decision necessitate a change in the official record (e.g. a grade change), the responsible party at that stage shall make the required change and record such action in the appeals file.

1. The student will discuss the grievance with the instructor and seek a solution. This discussion, the first step of the grievance process, must take place no later than the last working day of the next regular term after the course in question.
2. If the problem is not resolved to the satisfaction of the student in conference with the instructor, the student is entitled to submit an appeal in writing (with documentation) to the department/division chair within fifteen working days of the date of the conference. Upon receiving a student appeal, the department/division chair submits, within fifteen working days, a written request for a response in writing (with documentation) from the instructor. The instructor replies to the chair's request within fifteen working days. The department/division chair notifies the student and instructor in writing of his/her decision, within fifteen working days from the date the response is received from the instructor. All documents must be retained for a minimum of three years; upon sending the response to the student and instructor, the chair will ensure that the complete appeals file is delivered to the Office of Academic Affairs.
3. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit an appeal in writing (with documentation) within fifteen working days of the date of the department/division chair's written response, to the college/school dean with administrative responsibility for the department in which the appeal originated. The college/school dean obtains the appeals folder from the Office of Academic Affairs and reviews the student appeal and the corresponding written responses from the instructor and chair. The college/school dean notifies the student and instructor in writing of his/her decision with a copy to the division/department chair, within fifteen working days from the date the appeal is received. All documents must be retained for a minimum of three years; upon sending the response to the student, instructor, and chair, the dean will ensure that the complete appeals file is delivered to the Office of Academic Affairs.
4. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit a written request for a hearing with the Graduate Academic Appeals Committee within fifteen working days of the date of the dean's response. (Committee contact information available through the Graduate and Continuing Studies Office, 239 Kent Wyatt Hall 662-846-4700). The Graduate Academic Appeals Committee chair schedules a hearing date, within fifteen working days from the date the request for hearing is received, and notifies the student, instructor, and chair, and the chair obtains the appeals file from the Office of Academic Affairs. All parties may submit their cases in person to the committee. The Appeals Committee notifies the student, instructor, and chair in writing of its decision with a copy to the appropriate dean, within five working days from the date of the hearing. All proceedings of the

Graduate Academic Appeals Committee are confidential. All documents must be retained for a minimum of three years; upon the Committee's sending the response to the student, instructor, chair, and dean, the Graduate Academic Appeals Committee chair will ensure that the complete appeals file is delivered to the Office of Academic Affairs.

5. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit an appeal in writing to the Vice President for Academic Affairs within fifteen working days of the date of the Committee's notification. The Vice President for Academic Affairs reviews the appeals file. Within fifteen working days after receiving the appeal, the Vice President for Academic Affairs notifies the student, instructor, and chair in writing of his/her decision, which is final, with a copy to the appropriate dean and the chair of the Graduate Academic Appeals Committee. All documents must be retained for a minimum of three years; the Vice President for Academic Affairs will retain the appeals file in the Office of Academic Affairs. Grievances shall not encompass the quality of instruction, the difficulty of testing, the rigor of grading, or the appropriateness of the course requirements. The judgment of what standards are appropriate resides with the instructor, unless there is compelling evidence that those standards are arbitrary or capricious. At every step, the correspondences from the instructor, the chair, the dean, and the Committee shall designate the date by which the next step, if indicated, shall be initiated by the student or respondent.

Grievances shall not encompass the quality of instruction, the difficulty of testing, the rigor of grading, or the appropriateness of the course requirements. The judgment of what standards are appropriate resides with the instructor, unless there is compelling evidence that those standards are arbitrary or capricious.

At every step, the correspondences from the instructor, the chair, the dean, and the Committee shall designate the date by which the next step, if indicated, shall be initiated by the student or respondent (*DSU Graduate Bulletin, 2018-2019*).

### **Guidelines for Papers**

The required guide for preparation of papers:

American Psychological Association. (Latest edition). *Publication manual of the American Psychological Association*. Washington, DC: Author.

### **Late Assignments**

All course assignments will be assigned a due date and time to be completed and submitted for evaluation by course faculty. Assignments may be submitted prior to the assigned due date and

time. The IOR of each course may choose to use the Zero Tolerance Policy or the Point Deduction Policy for late assignments.

#### Zero Tolerance Policy For Late Assignments

Written assignments must be submitted no later than the designated date and time to the appropriate faculty members. A zero tolerance option means that no assignments will be accepted after the date and time of an assignment's due date. Under this option all assignments that are late, for whatever reason, will receive a grade of zero.

#### Point Deduction Policy For Late Assignments

All course assignments should be submitted on or before the assigned due date and time to the appropriate faculty members. A point deduction option means that assignments submitted up to five days after the assigned due date and time will receive a five point deduction for each day late. Under this option all assignments submitted more than five days past the assigned due date and time, for whatever reason, will receive a grade of zero.

### **Potential Risk Statement**

There are potential hazards to the nursing student which are present throughout the educational experience. These potential risks include both off campus and on campus clinical experiences.

### **Progression**

#### **Satisfactory Progression in the Graduate Program**

Upon admission into the Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) Program:

1. A Grade Point Average (GPA) of 3.0 must be maintained.
2. A grade of "B" or better is required in all clinical courses and accompanying theory courses:
  - a. The student may repeat a course only once.
  - b. The student will be dismissed during the program of study if any of the following occurs:
    - Student earns a "D" or "F" in a course
    - Student earns a "C" in three (3) theory non-core courses
    - Student earns lower than a "B" in any clinical or accompanying theory course during the program
  - c. The student will be eligible to seek readmission only once.
3. If the student does not earn a "B" or better in the clinical and accompanying theory course, then both the theory and clinical courses must be retaken together. Students who withdraw from a nursing course with an accompanying clinical course will withdraw

from both the theory and clinical courses, At no time will a student be allowed to remain in a nursing course if a grade of “W” or “F” is earned in the accompanying course.

4. A grade of credit (CR) or no credit (NC) is awarded in the MSN courses of NUR 687 Research Project. MSN students must earn 3 credit hours (CR) in NUR 687 Research Project to meet degree requirements.
5. Students must successfully complete one of the following to meet degree requirements:
  - HESI APRN-FNP Exam with a score of 800 or better; or
  - APEA Post-Predictor University Exam with a score of 70% or better; or
  - A written Comprehensive Exam with a score of 83 or better in the MSN or DNP (post RN, post BSN, and post Master’s non-FNP) programs of study.
6. Students will be dismissed from the program for unsafe practice, unethical or illegal conduct. Students are to adhere to the *American Nurses’ Association Code for Professional Nurses* and the *Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*.

### **Reinstatement to Graduate Program**

A student who has withdrawn from the university in good standing, been dismissed for academic deficiencies, or for any other reason been separated from the university, may be eligible to apply for reinstatement upon approval from the Robert E. Smith School of Nursing after one full semester has passed since the dismissal. One full semester is one regular term (Fall, Spring, or both Summer terms). During the dismissed term, a student who wishes to return to the program is encouraged to address deficiencies in his/her academic work with his/her advisor. Students with academic deficiencies may seek readmission to the Delta State University Robert E. Smith School of Nursing only once.

Application for Reinstatement process:

1. Submit a letter requesting reinstatement to the CON no later than the end of the next regular term from the date of dismissal.
2. The CON will review the letter with the appropriate faculty member(s).
3. The CON will notify the student in writing of the decision on reinstatement no later than five (5) working days from the received date of the applicant’s letter.

If reinstatement is denied, the applicant may, within five (5) working days of the receipt of the decision, appeal the decision to the Dean of the Delta State University Robert E. Smith School of Nursing. The Dean will render a decision and inform the applicant in writing within five (5) working days of receipt of the appeal. The decision of the Dean is final.

### **Program Progression following Reinstatement**

Following reinstatement, the CON and faculty will determine appropriate course sequencing for the student.

### **Program of Study**

A program of study should be filed in the student's file folder prior to the completion of twelve semester hours of course work. (A program of study is a list of courses required for completion of the degree and the expected date(s) of enrollment in each.)

### **MSN Non-Degree Seeking Students**

MSN non-degree seeking students are students enrolled in graduate courses and who have not been admitted to an MSN degree program in the School of Nursing. Students wishing to enroll as non-degree students in selected courses must seek admission to Delta State University and obtain School of Nursing permission to enroll in the course. Non-degree seeking students may enroll in non-clinical courses: NUR 601 Advanced Theoretical Issues in Nursing and Ethics, NUR 603 Advanced Pathophysiology (pre-requisite for Educator and Practitioner students), NUR 604 Advanced Healthcare Policy and Politics, and NUR 686 Elective(s). Non-degree seeking students must earn at least a 3.0 GPA each semester. Failure to maintain a 3.0 or better GPA each semester will result in the inability to enroll in other non-degree seeking courses until advisement and permission has been obtained by the CON.

### **Registration**

To receive credit for any course, a student must be registered for that course. The time schedule of registration events is published in the University calendar found in the front section of the Delta State University Graduate Bulletin and online. In planning his/her program of study, each student has the personal counsel of a faculty advisor. Detailed instructions regarding the distribution of PIN numbers and online registration procedures will be provided when students present for advisement each semester.

### **Research**

#### **Research Project – (NUR 687)**

- Three (3) credits total
- The research project does not have to be defended before a committee. Students are required to present to at least one faculty member prior to required presentation at Delta State University Robert E. Smith School of Nursing Annual Research Day.
- Students must enroll in at least one hour of credit each semester until successful project completion.
- The research project will consist of a small scale study (individual/group), a faculty-led study, or a clinical-based study directed by a research project chair. The research project

committee will consist of a Chair being doctoral prepared and possibly 1-2 faculty members. The student's involvement is negotiated in a contract with the Chair and signed by both (See Appendix B).

- The final project may be presented at professional meetings and/or published as a manuscript; as well as presented at the Delta State University Robert E. Smith School of Nursing Annual Research Day.
- The end product is written according to the guidelines stipulated in the *Robert E. Smith School of Nursing Manual for Research/Evidence Based Practice Projects*.

#### **Scholarly Project – (NUR 887 & NUR 890)**

- Seven (7) credit hours total for completion of NUR 887 Scholarly Project Development and NUR 890 Scholarly Project.
- The end product is written according to the guidelines stipulated in the *Robert E. Smith School of Nursing Manual for Scholarly Projects*.

#### **Format for Research Project/Scholarly Project**

Graduate students who are completing a research/evidence based practice project or scholarly project should refer to the *Robert E. Smith School of Nursing Manual for Research/Evidence Based Practice Projects* and the *Robert E. Smith School of Nursing Manual for Scholarly Projects*. Additional forms required for NUR 687 Research Project must be completed and are available online through the courses and as Appendix A. Additional forms required for NUR 887 Scholarly Project Development and NUR 890 Scholarly Project must be completed and are available online through the courses and in the *Robert E. Smith School of Nursing Manual for Scholarly Projects*. Graduate students who are completing a research project or scholarly project should contact their advisor for specific instructions.

#### **Research Day**

Graduate students will conduct a poster and oral presentation of their research. The chair of the student's research project or scholarly project will provide guidance and feedback regarding the presentation. Delta State University Robert E. Smith School of Nursing and Pi Xi Chapter of Sigma Theta Tau International Honor Society of Nursing sponsor an annual Nursing Research Day on which individuals present their scholarly work. All currently enrolled School of Nursing students are expected to attend as part of their class and/or clinical experience.

#### **Retention of Course Materials/Records**

Student's tests, papers, exams, etc., called point sources, and from which grades are derived will be retained by the individual faculty member or the faculty secretary for a minimum of 12



months after graduation and successful completion of the NP certification exam. Student point sources become the property of the Delta State University Robert E. Smith School of Nursing.

## **Student Responsibilities**

### **Student Rights and Responsibilities**

Students are members of the academic community and citizens of the local community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that all citizens enjoy. Students have the responsibility to know and obey the laws of the United States, the State of Mississippi, and the local government.

Students are accountable for their behavior at all times. Students who demonstrate a lack of accountability for their behavior will be liable for sanctions as outlined in the Delta State University Bulletins, Delta State University Robert E. Smith School of Nursing Graduate Handbook, and the *Delta State University Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*. Students are responsible for knowing and using appropriate channels of communications as described in the Delta State University Graduate Bulletin, Delta State University Student Handbook, and the Delta State University Robert E. Smith School of Nursing Graduate Handbook. Students have the right to freedom from discrimination on the basis of race, color, religion, sex, age, disability, veteran status, marital status, or national origin.

Students have protection from prejudiced or capricious academic evaluation through orderly procedures directed by the University and the Dean of the Robert E. Smith School of Nursing and implemented by the faculty. Students have the right to be informed in writing of the expected behaviors and standards by which they are evaluated before participating in clinical and classroom activities. Students have the right to academic evaluations that are based on stated course requirements, objectives, outcomes, and goals. As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate a faculty member's performance and courses through the established mechanisms. Students have a responsibility to attend student body/class meetings, to participate in student body activities, serve on faculty/student committees, or to volunteer service when needed. Students are accountable for their behavior in the clinical areas. Students have the right to negotiate participation in clinical situations that they feel are threatening to personal health or safety.

## **Student Conduct**

Students at Delta State University are expected to conduct themselves in keeping with generally accepted principles of our society and the University community. The regulations and disciplinary process for the University are located in the Delta State University Student Handbook and the *Delta State University Robert E. Smith School of Nursing Code of Ethical and Professional Conduct*. Student conduct includes the practice of personal and professional integrity and thus, is respectful of the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on University property or non-University property used for nursing students' educational experiences. Student conduct affects the University and the School, the members of the University academic community, and the fulfillment of the University and School's mission. The Delta State University Robert E. Smith School of Nursing faculty and administration believe that it is important to practice and develop ethical standards among nursing students. The Delta State University Robert E. Smith School of Nursing also expects the highest standard of conduct from its students.

## **Student Honor Pledge**

The Student Honor Pledge (Appendix C) will be signed by each student in all programs initially upon entering the specific degree program. It is at the discretion of each faculty to have the Student Honor Pledge signed in each individual course.

## **Professional Behaviors**

A student enrolled in the Delta State University Robert E. Smith School of Nursing is expected to adhere to the *Delta State University Robert E. Smith School of Nursing Code of Ethical & Professional Conduct*. The behavior of the Robert E. Smith School of Nursing student is furthermore governed by the *American Nurses' Association Code of Ethics for Nurses* (2015).

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
5. 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.
6. 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.
7. 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.
  8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
  9. 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 Delta State University Robert E. Smith School of Nursing reserves the right to dismiss, to deny admission, registration, readmission or graduation to any student who, in the judgment of the Delta State University Robert E. Smith School of Nursing, is determined to be unsuited for the study or practice of nursing.

## **Substance Abuse**

### **Delta State University Substance Abuse Policy**

Delta State University is committed to maintaining a drug-free environment in conformity with state and federal laws set forth in the Union Controlled Substances Law of the State of Mississippi. For more information refer to the Alcohol and Drug Abuse Policy in the Delta State University Student Handbook.

### **School of Nursing Substance Abuse Policy and Procedure**

The Delta State University Robert E. Smith School of Nursing intent is to maintain learning and teaching environments that is drug and alcohol free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the Delta State University Robert E. Smith School of Nursing that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, campus laboratory, and clinical settings. Therefore, possession and/or use of any substance/drug which may impair cognitive or psychomotor function by a nursing student in the Delta State University Robert E. Smith School of Nursing is strictly prohibited in the classroom, campus laboratory, clinical setting or on campus property/vehicle. Within the scope of this policy, students are prohibited from using, possessing, distributing, manufacturing, selling or attempting to sell substance/drugs. During any time in the student's course of study in the Delta State University Robert E. Smith School of Nursing, neutral selection (random) testing and/or reasonable suspicion testing may be performed as based on the following definitions.

### **Substance/Drug includes the following and is defined as:**

- Illegal Drug is defined as any substance, other than alcohol, having psychological and/or

physiological effects on a human being that is not a prescription or nonprescription medication.

- Alcohol is defined as ethyl alcohol.
- Prescription medication is defined as a drug prescribed by a licensed provider (copies are to be in student file).
- Nonprescription medication is defined as a drug that is authorized by federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

**Neutral Selection (random) Testing** is defined as a mechanism of student selection for drug testing at any time throughout the student's course of study in the Delta State University Robert E. Smith School of Nursing.

**Reasonable Suspicion Testing** is defined as reasonable suspicion substance/drug testing based on the belief that a student enrolled in a course of study in the Robert E. Smith School of Nursing has been in violation of the Substance/Drug Policy according to the following: (1) observable phenomenon, such as direct observation of substance/drug use and/or the physical symptoms or manifestations of being under the influence; (2) abnormal conduct or erratic behavior such as absenteeism, tardiness, significant deterioration of performance, and/or verbal and physical aggression; (3) a report of substance/drug use provided by reliable and credible sources and which has been independently corroborated; (4) evidence that an individual has tampered with a substance/drug test while in a course of study in the Robert E. Smith School of Nursing; (5) information that a student has caused or contributed to an accident in the Robert E. Smith School of Nursing or its affiliated clinical agencies; (6) evidence that a student is involved in the use, possession, sale, solicitation or transfer of substance/drugs while in the Robert E. Smith School of Nursing or its affiliated clinical agencies; (7) evidence of an unaccounted drug loss when the student has had clinical access to those substance/drugs.

**Clinical Agency** is defined as any agency that has been contracted by the Robert E. Smith School of Nursing to provide learning opportunities for the nursing students. The Robert E. Smith School of Nursing may test for the following in the Substance/Drug Policy: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), or metabolites of any of these substances, alcohol (ethanol) and any other substance/drug for which the U.S. Department of Health and Human Services has established an approved protocol and positive threshold and which has been adopted by the Mississippi State Department of Health. Furthermore, should an incident occur in a clinical agency/agencies, the student will be subject to the policies of that agency governing use of substances/drug. Students who are engaged in clinical learning experiences in agencies that require mandatory drug testing are expected to comply.

## **Procedure**

### **Neutral Selection (random) Testing**

Students may be selected for substance/drug testing at any time throughout the student's course of study in the Delta State University Robert E. Smith School of Nursing.

- 1) Upon selection, the student will be transported to the contracted agency for screening within one hour of notification.
- 2) Upon receipt of a "non-negative/positive" screening report:
  - A. The student will be notified by the Chair of Nursing (CON) and assigned in a non-clinical activity until a report of confirmation is received.
  - B. A student interaction form will be completed by the CON.
  - C. The CON will notify the Instructor of Record (IOR) of any clinical course.
- 3) Upon receipt of the confirmation screening report:
  - A. If the report is negative, the student will be notified by the Chair of Nursing (CON) of the results and the student will resume scheduled clinical activities.
  - B. If the "non-negative/positive" report is confirmed, the student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.

### **Reasonable Suspicion testing**

When a nursing faculty member observes a student exhibiting behavior indicative of chemical abuse or dependency, the following procedure will be initiated:

- 1) The faculty member in the course and another faculty member will discuss with the student the behavior observed.
- 2) If the student admits to use of a substance/drug:
  - A. The Chair of Nursing (CON) will be notified.
  - B. The student will be immediately dismissed from the nursing program
  - C. A student/faculty interaction form related to the conduct or behavior observed will be prepared and signed by the faculty member(s) and Instructor of Record (IOR) within 24 hours of the occurrence and a copy will be placed in the student's confidential file.
  - D. The student will be notified in writing of official dismissal from the Robert E. Smith School of Nursing and of probationary status from the University.
- 3) If the student denies substance/drug use:
  - A. The faculty member (preceptor/facilitator) will immediately request an observed urine and/or blood sample for the testing of alcohol or performance of a drug screen with the most available contracted agency.
  - B. The student will not be allowed to participate in clinical activities pending laboratory results.
  - C. Upon receipt of a "non-negative/positive" screening report:

1. The student will be notified by the CON and assigned in a non-clinical activity until confirmatory report is received.
  2. A student interaction form will be completed by the CON.
  3. The CON will notify the IOR of any clinical course(s).
- D. Upon receipt of the confirmation screening report:
1. If the report is negative, the student will be notified by the CON of the results and the student will resume scheduled clinical activities.
  2. If the “non-negative/positive” report is confirmed, the student will be notified of official dismissal from the Robert E. Smith School of Nursing and probationary status from the University.
  3. If a test is non-negative or positive, the student will be responsible for the costs of the confirmation testing. The Robert E. Smith School of Nursing will assume the cost for any confirmation drug screens that are negative.
- E. If the student refuses to submit a specimen as requested:
1. The CON will be notified.
  2. A student/faculty interaction form will be prepared and filed.
  3. The student will be immediately dismissed from the nursing program.

If dismissed from the Delta State University Robert E. Smith School of Nursing, the student may apply for a probationary readmission to the Delta State University Robert E. Smith School of Nursing with written evidence of successful completion of an approved Chemical Dependency program and compliance with After-Care monitoring requirements that are outlined below. The Delta State University Robert E. Smith School of Nursing will require that any applicant for readmission must meet the same standards as any current applicant for initial admission to the Delta State University Robert E. Smith School of Nursing; as well as any additional standards and conditions that the Delta State University Robert E. Smith School of Nursing may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law. If probationary readmission is granted, after-care monitoring will be required for the duration of the student's course of study. Failure to abide by after-care monitoring requirements and/or evidence of continued substance/drug abuse or dependency will be grounds for permanent dismissal from the Delta State University Robert E. Smith School of Nursing without opportunity for application for readmission.

### **After-Care Monitoring Requirements**

1. The following documentation will be submitted by the nursing student to the CON:
  - A. Monthly written progress reports that will include the following information:
    1. Copies of results from all random urine and/or blood drug screens.
    2. Information regarding the student's refusal to furnish a urine and/or blood specimen for the purpose of a drug screen.
    3. Verification of attendance for counseling sessions.

4. Information regarding the student's failure to attend counseling sessions
  5. Incidence of alcohol and drug use
- B. Copies of all new prescriptions and refills.

### **Confidentiality**

All information, reports, statements, memoranda, and test results requested or received by the Delta State University Robert E. Smith School of Nursing in accordance with the Substance/Drug Policy are confidential communications and may not be used except as allowed by the student or court order.

### **Testing/Assignment Procedures**

#### **General Testing Policy** (Includes exams, standardized tests, or other proctored assignments)

- a. Cheating is not tolerated. Refer to the university “Cheating and Plagiarism” policy.
- b. It is the student’s responsibility to know their student identification number and all login information. Students who arrive late may be required to schedule a make-up exam with course faculty and follow the missed exam policy.
- c. Faculty will not answer questions during tests.
- d. No loitering/loud talking in the hallway during testing.
- e. Students must notify the faculty if they will not be present for a test.
- f. Make-up tests are scheduled at the discretion of the course faculty.
- g. Students may not bring the following items into the testing environment: personal items such as purses, backpacks, keychain, bags, hats, food/beverages, mobile phones, smart watches and other electronic devices, textbooks, notes, and other resources unless permitted by the course faculty, online calculators are available in ExamSoft/HESI and the school of nursing provides calculators for all other testing.
- h. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.
- i. Headphones may be required for non-standardized tests and will be required for standardized tests. Students are responsible for the purchase and availability of headphones used for testing.
- j. Seats may be randomly assigned by the faculty member(s)
- k. Students are required to sign-in and may be asked to show picture ID
- l. Students will be granted permission to go to the restroom – only one student at a time will be allowed to the restroom.
- m. Scratch paper and pencils will be provided for each student as needed –scratch paper and pencils will be returned to the proctor upon exiting the exam

## Non-Standardized Exams

### a. Diagnostic Assessment:

- i) The instructor may choose to quantify and assess the students' current knowledge of a specific subject and to identify student strengths and weaknesses. Types of Diagnostic Assessments may include: pre-tests, self-reflection/assessment, discussion board responses.
- ii) A rubric/evaluation tool will be made available to the students that identifies the set of criteria that will be used to evaluate student performance.

### b. Formative Assessment:

- i) The instructor may choose to evaluate student learning with assessments created to provide ongoing feedback and adjustments to instruction. Types of Formative Assessments may include: homework assignments, reflection journals, informal in-class activities, student feedback of course/instructor performance at *midterm* of the semester, instructor feedback of student performance at *midterm* of the semester.
- ii) A rubric will be made available to the students that identifies the set of criteria that will be used to evaluate students' performance for homework assignments, reflection journals, informal in-class activities.
- iii) The instructor may choose to provide bonus points or other incentives to promote student participation on midterm evaluations. This information will be made available to all students in that class by the IOR via an announcement in Canvas.
- iv) When changes in course assignments are made, students will be notified within the course.

### c. Summative Assessment:

- i) The instructor may choose to evaluate student learning with assessments that are done at the end of a period of learning for the purpose of documenting student proficiency at the time of the assessment. Types of Summative Assessments may include: unit tests, high-stakes exams, final exams, term papers, projects, portfolios, clinical skills performance, student end-of-course/teacher/clinical agency evaluations.



- ii) A rubric/evaluation tool will be made available to the students that identifies the set of criteria that will be used to evaluate students performance for term papers, projects, portfolios, clinical skills performance

### **Standardized Exams - Graduate**

#### a) HESI

- i. HESI exams are administered each semester while enrolled in the graduate nursing program.
- ii. FNP Students – an initial HESI APRN-FNP exam will be administered at the beginning of the final semester to identify knowledge strengths and weaknesses. A second HESI APRN-FNP Exam will be administered at the end of the final semester. An APEA Exam will also be administered during the semester. A minimum score of 800 on at least one of the HESI APRN-FNP Exams or a minimum score of 70% on the APEA Examination will be required. If this score is not achieved, a written comprehensive examination will be administered during the semester. To successfully complete the written exam, students must earn an overall score of 83. In the event the student is unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester and complete a program remediation approved by the graduate faculty in order to be allowed to retake the written comprehensive examination. In the event of two unsuccessful comprehensive written examination attempts, the student will be dismissed from the program. The preparation and administration of the written comprehensive examination is the responsibility of the Robert E. Smith School of Nursing. The student will receive written notice of examination results from the CON.

**(b) Comprehensive Examination for Nurse Practitioners:** Students who anticipate graduating and/or earning a degree at the end of a semester should contact their advisor at the beginning of that semester and request permission to take the required comprehensive examination. At that time, the advisor will complete the “Graduate Examination Application & Outcome” form. Following review of the student’s records, the advisor will notify the CON who will request clearance for the examination to be administered.

**(c) Respondus LockDown Browser:** Students required to take online exams in Canvas may be required to follow instructor guidelines for using Respondus LockDown Browser with Monitor.

## **Missed Exams**

- a. Students are encouraged not to miss exams. The student who is entitled to a makeup test will be given 24 hours to make arrangements for taking the missed test, after which the student forfeits the opportunity to make up the test and will receive a zero (0). Faculty members reserve the right to design the test format and set date for the makeup test(s). If an exam is missed, the format for the make-up exam is at the discretion of the course faculty, and will be administered at a convenient time identified by the course Instructor of Record (IOR). If the student misses the scheduled make-up exam, the student will receive a grade of 0% on the exam.
- b. A student absent from class when a test is scheduled is entitled to a makeup test only if prior notification received and evidence is presented to the faculty member that the absence was due to illness or death in the immediate family. If neither of these requirements is met, the student will receive a zero for the scheduled test.
- c. If you miss a test or exam because of an illness or a personal/family emergency, you must:
  - E-mail within the Canvas course or telephone your instructor(s) as soon as you know you will not be able to write an exam. It is important to contact your instructor(s) in a timely manner to determine alternative arrangements.
  - If you cannot reach your instructor(s), call or email the Senior Secretary at Robert E. Smith School of Nursing, and leave a detailed message at 662-846-4255, including the course name, examination date, instructor's name, your name and 900 number.
  - You must submit the medical certificate or other documentation within three (3) working days of the missed test or examination to the course IOR or the Senior Secretary at Robert E. Smith School of Nursing. The course IOR will let your instructor know she/he have received the documentation.
  - Read and understand the Graduate Academic Grievance Policy

## **Test Review:**

- a. Students may review their individual test in the following manner
  - i) Individual test reviews that are scheduled by appointment only with the instructor
  - ii) Instructor-guided review that is offered to the entire class and is scheduled by the instructor.

## **DSU Testing and Disabilities**

- a. Students requesting accommodations due to a disability have the following responsibilities:
  - i. Schedule a meeting with the ADA Coordinator to initiate accommodations processes.
  - ii. Provide the ADA Coordinator with recent documentation of the disability from a professional who is qualified to make a diagnosis ( In most cases the documentation of the disability should be no more than three years old)
  - iii. Request specific, approved accommodations from professors in a timely manner
  - iv. Maintain academic requirements of the university
  - v. Per federal guidelines: Re-request every term you wish to receive accommodations

### **Student Enrichment Contract for FNP Program of Study (MSN or DNP)**

Standardized (HESI) exams will be administered at scheduled times throughout the FNP program of study to identify knowledge strengths and weaknesses. A HESI exam for Advanced Health Assessment (NUR 625) and Advanced Pathophysiology (NUR 603) will be given during the semester the student is enrolled in NUR 625. A HESI exam for Advanced Pharmacology (NUR 605) will be given during the semester the student is enrolled in NUR 605. The first APRN-FNP exam will be administered in January during the semester the student is enrolled in Family Nurse Practitioner Review Course (NUR 680) and a second APRN-FNP Exam will be administered in April of the same semester.

A minimum score of 800 will be required on each HESI exam. If this score is not achieved on an exam the student will be advised to complete a detailed plan of study and submit to their assigned faculty advisor and the Course Instructor of Record (IOR) for review and approval.

In an effort to ensure students succeed in this program, faculty members make the following recommendation; each course specific HESI APRN Exam score be used to develop a plan of study and each HESI APRN Comprehensive Exam score be used to develop a plan of study based on the scores and hours below.

800 or above	0 hours
750 – 799	10 hours
650 – 749	15 hours
Below 650	20 hours

The Enrichment Contract (Appendix D) should be completed by each student with a proposed study plan and submitted to the course IOR for review and approval prior to the end of the semester.

Upon approval from the course IOR the student should provide the faculty advisor with a copy of the Enrichment Contract and schedule a time to meet with the advisor during the first two weeks of the following semester to complete the Enrichment Contract Evaluation.

Students are required to bring the completed study plan, documentation to demonstrate completion of study hours, and the HESI APRN Exam results to the meeting.

### **Transfer Credit for MSN and DNP Degree**

The Delta State University Robert E. Smith School of Nursing permits students to transfer six hours of grades of B or better for required and/or elective courses into either nursing graduate degree program (MSN or DNP). All transferred courses will be listed on the student's program of study. Applicants wanting to transfer credit for prior nursing course(s) taken at another institution must submit a written request with supporting documentation. The request for credit must be submitted and negotiated before admission to a program and not after enrollment. The negotiation process may include revalidation, which could include refresher work followed by a remediation examination and/or competency check-off. Additionally, the Chair of Nursing (CON) and/or advisor will request a course syllabus from each course under consideration for transfer to ensure the equivalency of course content. Only in unusual cases will more than six hours be approved and no more than two-thirds of the total hours required for the degree may be transferred from another institution. Transferring more than six hours requires the recommendation of the advisor, the Chair of Nursing (CON), and the approval of the Dean. No graduate credit is accepted for courses completed by correspondence.

### **Transfer Credit for Second Master's Degree**

Upon recommendation of the student's advisor and with approval of the College or School Dean, a candidate for a second master's degree may transfer up to 9 semester hours of credit from the first degree program.

### **Withdrawal from the University**

Students wishing to withdraw from the University must adhere to the withdrawal process as described in the Delta State University Graduate Bulletin. A graduate student who withdraws from the University after the fourth week of the semester and who is not passing at least nine hours of coursework is subject to Academic Probation or Academic Suspension.

### **Incident Reporting Policy**

In the event of an incident occurrence or an issue of concern at a clinical and/or campus site, the following steps should occur:

1. The Preceptor/Mentor and/or the Student should contact the administration and assigned Clinical Instructor immediately. Office and cell phone numbers are provided to the

preceptors in the Preceptor/Mentor Packs. Office and cell phone numbers are provided to the students through courses in the learning management system.

2. The Incident Report Form (Appendix E) should be completed by the preceptor and/or the student within 24 hours of the incident. The form should be mailed to:

Delta State University  
Robert E. Smith School of Nursing  
PO Box 3343  
Cleveland, MS 38733

3. The administration, the IOR of the course, and the assigned Clinical Instructor will schedule an appointment with the MSN or DNP student to discuss the incident.
4. A written response of action(s) taken will be provided to the Preceptor/Mentor and MSN/DNP student.
5. The Incident Report and Response will be filed in the student record at the Robert E. Smith School of Nursing.

### **Medical Records Access**

Students requesting access to a patient's medical record must be currently enrolled in the Delta State University School of Nursing. If the request is outside regularly scheduled clinical hours permission in writing must be obtained from the course clinical faculty and the medical records department of the facility.

### **Standard/Universal Precautions**

#### **Policy and Guidelines for Standard Blood and Body Fluid Precautions**

1. The Delta State University Robert E. Smith School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available. Students should follow the CDC guidelines for the most current precautions at [www.cdc.gov/ncidod/dhqp/gl\\_isolation\\_standard.html](http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html)
2. Prior to any contact with clients for clinical experiences, students will be complete universal blood and body fluid precautions training.
3. If a student has a parenteral or mucous membrane exposure to blood or other body fluids or cutaneous exposure (especially when the exposed skin is chapped, abraded, or afflicted

with dermatitis) the student is to follow the policy of the agency which the incident occurs. In the event that the agency has no exposure policy, the student will be referred to Student Health.

4. Students will not practice parenteral injections, venipunctures, or finger sticks on self, each other, faculty or staff.
5. Students will wear gloves when providing post-mortem care in a hospital setting.

### **HIV Status**

Nursing students who perform “exposure prone” procedures have an ethical responsibility to know their HIV STATUS. Nursing students who believe they may be at risk for HIV antibody, HBeAg, or HBsAg have an obligation to be tested, and to report any positive results to the Dean of the Robert E. Smith School of Nursing.

### **HIV Management and Education**

Students are provided with both printed and verbal instructions on universal precautions for blood and body borne infections in accordance with applicable CDC guidelines prior to any exposure to clients/patients. Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their pre-requisite clinical preparation. These instructions are to be continually reinforced and clinical supervision to be managed to ensure strict compliance in all clinical learning experiences including well child care, psychiatry, and community health, as well as acute in-patient experiences. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Students should understand and follow rules of confidentiality.

### **HIV Positive: Students**

Students who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a clinical setting the CDC guidelines and universal precautions should be followed. Clinical settings which pose additional risk to the personal health of HIV positive students will be identified, and persons affected will be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health. Students who know they are infected are urged to voluntarily inform the Dean of the school who will begin to assess the need for necessary modifications/accommodations in clinical education. Such modifications will be crafted on a case by case basis. Any modification of clinical activity of HIV positive students will take into account the nature of the clinical activity, agency requirements, the technical expertise of the infected person, the risk posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

## **HIV Post-exposure Report and Procedures**

Immediate antiseptic procedures should be followed after possible exposure. A student has an ethical duty to report to the faculty member in charge or the Dean any accident which exposes him/herself or a patient to a risk of transmission of a blood borne disease. Confidential testing and appropriate counseling will be provided according to the clinical agency's policy following exposure. The student is ethically obligated to be tested for HIV when the patient is exposed to a provider's blood. If an accidental exposure occurs, students should follow the CDC guidelines for occupational exposure: <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm>. Other blood/body fluid exposure is defined as:

**Percutaneous inoculation** -needle stick or sharps

**Non-needle percutaneous injury** -open cuts or abrasions, direct mucous membrane contact, accidental splash, direct hand contact with large amounts of blood or body fluids without glove protection.

## **TYPHON**

TYPHON (NSST and NPST) will be used to maintain clinical site/preceptor information, to track expiration dates for clinical requirements (licensure, BLS, TB skin test, malpractice insurance, etc), to enter all clinical experiences, and to build a personal portfolio. Students are required to attend an orientation to TYPHON NSST and NPST prior to using the program. On-line tutorials and help features are also available for students as needed. It is the student's responsibility to notify the Course IOR if a clinical site and/or preceptor are not available in the TYPHON System.

## **OTHER POLICIES & PROCEDURES**

### **Financial Assistance**

#### **Graduate Assistantships and Financial Assistance**

Application for an assistantship is available from the faculty secretary. Other financial assistance may be available – contact the Delta State University Robert E. Smith School of Nursing for additional information.

### **Scholarships**

Scholarships through private donors and the Institute of Higher Learning (IHL) are available. Scholarship applications and additional information may be obtained from the Delta State University Robert E. Smith School of Nursing web site.

### **Emergency Preparedness/Disaster Plan**

This plan (Appendix F) is to ensure preparedness of the Delta State University Robert E. Smith School of Nursing for a crisis or emergency. The procedures outlined are for the protection of

lives and property through effective use of University and surrounding resources. Incidents or emergencies can be sudden and occur without warning. Therefore, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### **Inclement Weather**

Students who commute are excused from classes and/or clinical during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. The student MUST notify the appropriate faculty member prior to the beginning of the class and/or clinical learning experience. If unable to reach the appropriate faculty member the student MUST then notify the agency and the Delta State University Robert E. Smith School of Nursing (an answering machine will pick-up when School of Nursing staff is not available).

### **Major Medical Events**

Students enrolled in the Delta State University Robert E. Smith School of Nursing must immediately report any major medical event which will cause absence from class, clinical or other course requirement as soon as the major medical event is known. Before returning to the program, the nursing student must submit a completed School of Nursing Medical Release Form (Appendix G) which specifies that the student may return, on what date, and with what restrictions, if any. Forms are available in the School of Nursing faculty secretary's office.

### **Parking**

All motor vehicles parked on campus must be registered with the Delta State Police Department. Color-coded parking decals will be issued and cars are to be parked in designated areas. Cars parked in improper areas will be ticketed. Disabled students will need to obtain a special parking permit. Designated disabled parking is available in the Robert E. Smith School of Nursing south lot.

### **Posters**

Each student is expected to remove from the building posters for assigned projects at the completion of the presentation. Any posters left in the building will be discarded.

### **Pregnancy**

Students enrolled in the Delta State University Robert E. Smith School of Nursing must immediately report any pregnancy - as potential hazards to the pregnant woman or fetus may exist in clinical settings. The Pregnancy Form (Appendix H) must be completed by the nursing student as soon as the pregnancy is confirmed. Before returning to class/clinical at the end of the pregnancy, the student must submit the completed School of Nursing Medical Release Form (Appendix E) which specifies that the student may return, on what date, and with what restrictions, if any. Forms are available in the School of Nursing faculty secretary's office.



### **Client Safety in the Clinical Setting**

To provide for the safety of clients at all times, students are expected to validate safety during the skills laboratory and clinical experience. If a student is believed to be a threat to client safety, the faculty member will document the incident(s), notify the Instructor of Record and CON, and schedule a conference with the student.

### **Tobacco Use**

The Delta State University has been designated as a tobacco-free campus. Therefore, the use of tobacco products is prohibited.

### **Transportation**

Transportation to clinical agencies is not provided by the Delta State University Robert E. Smith School of Nursing.

### **Used Books**

Students may post “For sale or books wanted” notices on the Delta State University Robert E. Smith School of Nursing bulletin boards. It is the responsibility of the student who uses the bulletin boards to remove postings by the end of the semester.

### **Visitors**

Students are not allowed to bring visitors to the classroom including children or pets.

## **STUDENT ACTIVITIES**

### **Delta State University Nursing Alumni Association**

Nursing students may participate in the Nursing Alumni Association as honorary members until they graduate. The Delta State University Nursing Alumni Association often sponsors events for students and alumni.

### **Fundraising**

All fundraising ideas/advertisements must be presented for approval to the School of Nursing Student Affairs Committee.

### **Mississippi Nurses Association (MNA) – Professional Organizations**

Several local chapters of the Mississippi Nurses’ Association (MNA) and the American Nurses’ Association (ANA) are located in the Delta area and these organizations function as the professional organizations for Registered Nurses.

### **MSN and DNP Recognition Event**

MSN and DNP Recognition Event is held annually for graduating MSN and DNP students. This may be at the discretion of the graduating class.

## **Orientation**

Orientation sessions for all newly admitted graduate students will be provided.

## **Sigma Theta Tau**

The purpose of this society is to recognize superior academic achievement, recognize development of leadership qualities, foster high professional standards, and encourage creative work and to strengthen commitment to the ideas and purpose of the profession. Candidates for membership into Pi Xi chapter of Sigma Theta Tau International (STTI) are selected from undergraduate and graduate nursing programs on the basis of academic achievement.

## **STUDENT RIGHTS**

### **Americans with Disabilities Act**

Delta State University fully complies with all the provisions of the Americans with Disabilities Act of 1992. No qualified disabled student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity. A student with a disability applying to Delta State University for admission shall also submit a current specialist's evaluation of the disability which will remain on file in the Office of the University Coordinator of the Americans with Disabilities Act. For additional information please contact the Delta State University Office of Disabilities Services.

### **Confidentiality of Records**

Public Law 93-380, Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), requires educational agencies or institutions to provide parents of students and eligible students access to the educational records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a post-secondary institution.

This institution must provide access to official records related to the student and an opportunity to challenge such records on the basis of accuracy.

Under law, letters or statements of recommendation submitted in confidence prior to January 1, 1975, may not be seen by students. However, students may, but are not required to, waive the right of access to future confidential recommendations in the areas of administration, job placement, and receipt of awards. While the student does not have access to medical, psychiatric, or comparable records if these are used solely for treatment purposes, he/she may designate another professional to examine these records. Parent's financial records submitted to

the institution may not be examined by the student. These records may be challenged only on accuracy not as to judgments. The school is prohibited from permitting access to education records, or personally identifiable information other than directory information about the students without written consent, except to specific agencies and persons such as school officials and certain federal or state authorities. A record must be kept of all persons to whom personal information is supplied.

### **Technical Standards for Admission Progression & Graduation**

Selection of qualified students for admission to the Delta State University Robert E. Smith School of Nursing is the responsibility of the faculty acting through the Undergraduate or Graduate Program. Responsibility for advisement towards progression and certification of students for BSN, MSN, or DNP degrees also lie with the faculty. Admission to and progression in a program offered by Delta State University Robert E. Smith School of Nursing is not based on the following technical standards, but these standards facilitate qualified applicants and students in determining whether accommodations are appropriate or necessary. For the purpose of this document a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the Program (Southern Regional Education Board, SREB, 2004). Delta State University provides an academic Support Lab Coordinator who is available to provide assistance and assessment of students with identified disabilities.

Nursing is defined by a task force of the SREB Council on Collegiate Education of Nursing (2004) as: a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Award of the BSN degree signifies that the graduate is prepared for entry into the practice of nursing.

If they are to function in this manner, nursing students must have somatic sensation and the functional use of the senses of vision and hearing, and equilibrium. They must have sufficient communication and motor skills to perform the activities described in the sections that follow. Students also must be able to consistently, quickly, and accurately integrate all information received by the sense(s) and have the intellectual and critical thinking ability to learn, integrate, analyze and synthesize data, and the appropriate behavioral and social skills for client and health team interaction.

The admissions committees of the Delta State University Robert E. Smith School of Nursing, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the American Disabilities Act (PL101-336) have established the essential functions of students in the schools' educational programs. Contact the Dean's office if you believe this may apply to you. For additional information contact the Delta State University Office of Disability Services.

The essential functions in this document can be accomplished through direct student response, the use of prosthetic or orthotic devices, or through personal assistance, i.e., readers, signers,

note-takers. The responsibility for the purchase of prosthetic or orthotic devices serving a student in meeting the abilities noted remains with the student. The School of Nursing will assist with this accomplishment, as required by law and institutional policy.

Upon admission, a student who discloses a properly certified disability will receive reasonable accommodation but must be able to perform the essential functions of the educational curriculum and meet the standards described herein for the educational program. Possible accommodations include opportunities for individual and group counseling, peer counseling, linkages with community services, faculty advisory committees whose members are aware of disabled students and their needs, career counseling, assistance with job searches and interview skills, and extended test taking time, if and when appropriate. Students seeking accommodations must initiate their request with the Dean. Students must request accommodations for classroom, laboratory, and assigned clinical activities.

1. **Observation** - The nursing student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the senses of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. **Communication: Auditory and Visual Senses** - A nursing student should be able to effectively use verbal and written forms of communication to speak, to converse with clients and health team members. Students must be able to hear and to have adequate visual skills to observe patients in a sensitive manner. A nursing student should be able to elicit information, describe changes in the client's mood, activity and posture, to perceive nonverbal communications, and to assess client, family and health team member needs. The student also must be able to communicate effectively in oral and written form with all members of the health care team.

3. **Motor Skills and Tactile Sense** - Students should have sufficient motor and tactile function to effectively assess clients by palpation, auscultation, percussion and other diagnostic means. A student should be able to execute the motor movements reasonably required to provide general and emergency care to patients, including, for example, resuscitation, the administration of intravenous medication, and the application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

4. **Intellectual: Conceptual, Integrative, Quantitative, and Critical Thinking Abilities** - These abilities include measurement, calculation, reasoning, analysis, and synthesis. Critical thinking and problem solving are essential skills.

5. **Behavioral and Social Attributes**- A student must possess the emotional health required to fully use their intellectual abilities, to exercise good judgment, to promptly complete the responsibilities of client management and participation in leadership with the health care team,

and to develop mature, sensitive, and appropriate relationships with clients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be flexible and able to adapt to changing environments and capable of functioning in the face of uncertainties inherent in the clinical problems of clients. Students must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds. The student's compassion, honesty, integrity, interpersonal skills, interest, and motivation are also important personal qualities.

### **Nondiscrimination**

The Delta State University Robert E. Smith School of Nursing adopts the University statement of equal education opportunity. As an institution of higher education, and in the spirit of its policies of equal employment opportunity, the University declares its policy of equal educational opportunity. All applicants for admission will be considered without regard to an applicant's race, color, religion, sex and national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status. Complaints or grievances by any student who has reason to think he or she has been affected by discrimination will be considered through established procedures. For additional information see the Delta State University Student Handbook.

### **Sexual Harassment**

Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in educational programs receiving Federal financial assistance. Sexual harassment is a form of prohibited sex discrimination when the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. For more information, refer to the Delta State University Student Handbook.

## APPENDICES

### Appendix A – Influenza Vaccination Declination

The following notice should be read and signed by any Delta State University nursing student who declines the Influenza (flu) vaccination.

I understand that healthcare workers are often exposed to the flu and can play a role in spreading it. The flu vaccine can:

- Protect the contraction of the flu,
- Prevent spreading the flu to others, including patients and/or
- Reduce the risk of severe complications of the flu.

I understand that by declining this vaccine, I may be at risk for the flu. I further understand that I must sign the influenza declination waiver and follow any other requirements of the current clinical agency and then I will be exempt. However, the clinical facility has the right to require further documentation and/or that a mask be worn the entire flu season while on their premises.

---

Signature of Nursing Student

---

Date

Approved 12/11/2014

**Appendix B - Research Project Contract**

Delta State University  
Robert E. Smith School of Nursing  
Research Project Contract and Evaluation Tool

MSN Student and Chair should complete this form **each semester** to document a formal contract/agreement of objectives and outcome measures for evaluation of the research project and thesis.

Objective/Outcome	Projected Completion Date	Evaluation of Objective/Outcome	Final Completion Date

Faculty Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**(optional)**

Student Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Grade Earned: Credit (CR)      No Credit (NC)

If "No Credit" earned provide written documentation: \_\_\_\_\_

\_\_\_\_\_

Cc: **Entire Document to:**

Committee Chair & Member(s)

Student (s)

Advisor

COAP

Student File

**Appendix C - Student Honor Pledge**  
DELTA STATE UNIVERSITY  
ROBERT E. SMITH SCHOOL OF NURSING

*STUDENT HONOR PLEDGE*

I pledge that I will not be involved with any academic or non-academic misconduct during my enrollment at the Delta State University Robert E. Smith School of Nursing, Cleveland, Mississippi. I have read the *Delta State University School of Nursing Code of Ethical & Professional Conduct* and will abide by the code as a condition of admission to the program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from Delta State University and/or Robert E. Smith School of Nursing.

STUDENT ACKNOWLEDGEMENT

I, TYPE YOUR NAME HERE, have read and agree to abide by the principles of academic honesty as described in the *Delta State University School of Nursing Code of Ethical & Professional Conduct*. A copy of this honor code has been provided to me and can also be found on the Delta State University Robert E. Smith School of Nursing website.

I understand that I may address any questions about this policy to Dr. Vicki Bingham, Dean of Robert E. Smith School of Nursing.

Submitting this form via the Assignment Drop Box will serve as acknowledgement of the above statements and of my agreement to abide by these policies as a condition of my enrollment in the Delta State University Robert E. Smith School of Nursing.



**Appendix D – HESI Enrichment Contract**  
**HESI Enrichment Contract**  
**Meet with Course IOR prior to the end of the semester**

**STUDENT**

I, \_\_\_\_\_, agree to complete the \_\_\_\_\_ recommended number of enrichment hours for my HESI score of \_\_\_\_\_ for the following course \_\_\_\_\_/Exit HESI.

Student Signature: \_\_\_\_\_

**COURSE IOR**

Proposed Study Plan Submitted by Student

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Proposed Study Plan Reviewed by Course IOR

\_\_\_\_\_ Accept Study Plan                                      \_\_\_\_\_ Decline Study Plan

Course IOR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADVISOR**

Provide copy of HESI Enrichment Contract to Advisor and schedule a time to meet during the first two (2) weeks of the following semester.

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Enrichment Contract Evaluation**  
**Meet with Advisor during the first two (2) weeks of the following semester**

Evaluation Date: \_\_\_\_\_

Study plan, evidence to demonstrate completion of hours, and HESI APRN Exam results provided by student:

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Comments:

Student Signature: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix E - Incident Report Form**  
 DELTA STATE UNIVERSITY  
 ROBERT E. SMITH SCHOOL OF NURSING  
 Incident Report Form

<p>Details Of Incident</p>	<p>Date of Incident:</p>  <p>Date of Reporting Incident:</p>  <p>Clinic/Practicum/School Location:</p>  <p>Faculty Name:</p>  <p>Preceptor Name (if applicable):</p>  <p>Incident Related to:</p> <p><input type="checkbox"/>Student   <input type="checkbox"/>Patient   <input type="checkbox"/>Staff   <input type="checkbox"/>Visitor   <input type="checkbox"/>Volunteer</p> <p><input type="checkbox"/>Property   <input type="checkbox"/>Other</p> <p>Discovered/Reported by:</p>  <p>Witnessed by:</p>
----------------------------	--

<p>Type of Incident:</p> <ul style="list-style-type: none"> <li>• Injury</li> <li>• Accident</li> <li>• Exposure</li> <li>• Harm to another</li> <li>• Student Illness requiring intervention</li> <li>• Conflict <ul style="list-style-type: none"> <li>○ Personal</li> <li>○ Work related</li> </ul> </li> </ul>	<p>Concise description of the incident</p> <ul style="list-style-type: none"> <li>• What occurred and Outcome</li> </ul>
<p>Follow-Up Action Taken</p>	<p>Immediate:</p>   <p>Long term:</p>
<p>Recommendations to Prevent similar incidents in Future</p>	

Faculty Signature & Date \_\_\_\_\_

Student Signature & Date \_\_\_\_\_

Preceptor/Staff Signature & Date *(If applicable)*  
\_\_\_\_\_

Health Care Provider Signature & Date *(If applicable)*  
\_\_\_\_\_

**Appendix F –SON Emergency Preparedness/Disaster Plan**

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## **I. Fire Incident**

### **A. The person who first notices the fire should:**

1. **R**-Rescue individuals and self from existing fire hazardous area
2. **A**-Alarm the building of the situation by pulling the fire alarm
3. **C**-Contain the fire by shutting door, etc.
4. **E**-Extinguish with an ABC fire extinguisher using the **PASS** technique (if safety permits)
  - a. **P**-Pull the pin
  - b. **A**-Aim the nozzle at the base of the fire
  - c. **S**-Squeeze the handles together
  - d. **S**-Sweep the nozzle from side to side

### **B. The designated secretary should:**

1. Ensure that **911** has been called and notified of the emergency.
2. Notify the Incident Commander.
3. Get instructions from the Incident Commander, follow their lead, and issue warnings as directed.
4. Call the Delta State Police Department at 662-846-4155.
5. Prepare to evacuate the building to designated site at the Gibson-Gunn Commercial Aviation Building.
6. After a timeframe of approximately fifteen minutes to allow everyone who is capable of assembling at the parking lot at the Gibson-Gunn Aviation Building, take a roll call to have an account of those present as well as those who could still be in the building with injuries.

### **C. The Incident Commander(Dean/Designee) should:**

1. Ensure that **911** has been called and notified of the emergency.
2. Assign individual to stop persons from entering the building.
3. Be the point of contact for all outside agencies as well as interior agencies.
4. Initiate actions necessary to evacuate the building starting with the areas nearest the fire.
  - a. Make certain the alarm has been given to all persons in the building.
  - b. Arrange for the safe evacuation of all persons.
  - c. Assign someone to assist any handicapped individuals present.
  - d. Provide the fire department incident responders with a set of building plans showing the layout and evacuation routes.
5. Ensure that someone attempts to extinguish the fire using an approved ABC type extinguisher utilizing the **PASS** technique, only if they can do so without endangering themselves and other lives.
6. Take steps to safeguard essential records (paper and electronic) if it can be done without endangering lives.

7. Ensure that everyone exits the building if evacuation is ordered, meets at the designated assembly point (Gibson-Gunn Commercial Aviation Building), and ensure accountability of all staff, students, visitors, etc. by performing roll call checks.
8. Set up a command post in an area away from immediate danger.

**D. Each employee should:**

1. Immediately shut down electrical equipment and prepare to exit the building in a calm and orderly fashion.
2. If ordered by the Incident Commander, assist in evacuation of the premises.
3. Try to remain calm.
4. **Close all doors as the last person exits but do not lock them.**
5. Do not break windows unless it is your only escape route.
6. Do not open hot doors! If you find yourself behind a hot door, try to remain calm and wait to be rescued by fire department personnel.

**E. Important numbers for this section:**

1. **911**
2. Delta State Police Department at 662-846-4155

## **II. Severe Weather such as thunderstorms and tornadoes**

**A. Severe storm watch (thunderstorms):**

**The secretary will:**

1. Listen to local TV, Radio, or NOAA weather radio for alerts and instructions.
2. Open windows slightly if time permits on the side away from the storms approach.
3. Check battery powered equipment and back-up power sources.
4. Make sure that you have a working flashlight in all working areas.
5. Notify appropriate contacts as well as those inside the building as necessary in order to implement the plan of action for severe weather.

**B. Severe storm warning (thunderstorms):**

1. Disconnect electrical equipment not required for emergency use.
2. Do NOT use telephone unless it is an emergency of absolutely essential business.
3. Prepare to take cover.

**C. Tornado warning:**

1. In case of a tornado warning, the City of Cleveland will sound an alarm for approximately three minutes. The university Police will drive around campus with sirens sounding. Delta State University's "Emergency Text Messaging" system will be deployed. An instant message and email will be sent over the computer to all offices advising of the warning.
2. Go to interior hallways and/or interior rooms without windows and sit or kneel facing the interior wall. Stay away from areas of glass or windows.
  - a.If in room 101, exit classroom to rooms 108 and 109
  - b.If in room 102, 104, 105, or 106, exit to rooms 108 or 109
  - c.If in rooms 129 and 130, exit classrooms to rooms 126 A or 126 B

- d.If in rooms 131 and 132, exit classrooms to hallway between rooms 129 and 130
- e.If in computer lab, exit to hallway between rooms 129 and 130
- f. Rooms 113-123 and hallway are designated rooms for cover
- g.If in simulation/skills lab, exit to the nurse practitioner examination room

**3. Important telephone numbers for this section:**

- i. Emergency **911**
- ii. Local Law Enforcement 4155
- iii. County EMA 662-843-2300

**III. Earthquake**

**A. During an earthquake:**

- 1. If indoors:
  - a. Stay indoors and take cover beside sturdy furniture, in a doorway, or next to an exterior or weight bearing wall.
  - b. Do not run for the exits because they may be jammed with people.
  - c. Stay away from windows, mirrors, and other objects that are not stationary because they may become projectiles.
  - d. Do not use open flames or anything that can cause a spark.
  - e. Extinguish small fires with an approved ABC fire extinguisher if possible without endangering yourself.
- 2. If outdoors:
  - a. Move into an open area away from buildings, trees, power lines, etc.
  - b. If you are forced to stand near objects, make sure that they are stationary and not likely to fall easily.

**B. After the earthquake:**

- 1. Be aware that there will likely be after-shocks and that some of them could be as strong as or stronger than the initial shock.
- 2. Many dangers will be created by the earthquake so you should pay close attention to your surroundings and be very careful.
  - a. Watch for power lines that may be loose and still have an electrical charge.
  - b. Be aware of possible fire situations.
  - c. Stay clear from buildings at risk for collapse or further collapse.
- 3. Check your immediate surroundings for those who may be injured or need help. Report to parking lot located behind the Gibson-Gunn Aviation Building.
- 4. Notify Delta State University Campus Police of location and status of situation.
  - a. Delta State University Campus Police contact number: (662) 846-4155

### C. General points of emergency plan

1. Never re-enter the building after an earthquake or other natural disaster.
2. The designated secretary will call roll at the assembly point (Gibson-Gunn parking lot) after a time frame of fifteen minutes. This time frame is used to allow those who are not severely injured to have time to gather at the above mentioned assembly point.
3. Be sure to report
  - a. Your current location
  - b. Status of people at the assembly point
  - c. Any injuries
  - d. Possibility and number of people who may still be inside

### IV. Bomb Threat

1. A bomb threat is most often received as a telephone call; however they may also be delivered in form of postage/parcel or in person.
2. Remain calm.
3. Listen very carefully, be polite, and show interest in what the caller is saying.
4. Try to keep the caller on the telephone talking to learn as much information as you can about who they are, what they are saying, why they are doing it, what you can hear in the background, etc.
5. Complete the Bomb Threat Checklist (Appendix A) immediately recording as much detail and information as you can remember. **NOTE: A *Bomb Threat Checklist*** should be kept underneath each telephone in the Robert E. Smith School of Nursing building.
6. Do not discuss the threat within earshot of students, faculty, or visitors.
7. Call the Delta State University Police Department immediately, extension **4155**. Inform them of the situation and ask if there are any other threats on campus.
8. Notify the Dean of the Robert E. Smith School of Nursing.
9. If directed by the Delta State University Campus Police evacuate the building and report to the assembly point at the Gibson-Gunn Aviation Building parking lot.
10. If an evacuation is ordered, the building occupants will observe and report any suspicious persons or objects in their immediate surroundings or along the evacuation route to the Gibson-Gunn Aviation Building parking lot.
11. Occupants will not attempt to inspect or move the suspicious packages.
12. After a time frame of fifteen minutes has elapsed from the time of evacuation, the designated secretary will call roll to confirm that everyone has made it to the assembly point at Gibson-Gunn Aviation Building.



## V. Hostile Environment

1. Notify Delta State University campus police at extension 4155 immediately upon any information received, factual or rumored of any hostile environment situation such as an armed gunman.
2. Follow the instructions of the Delta State University campus police.
3. Assist with protecting the facility, staff, and visitors if able to do so without endangering yourself.
4. Evacuate, if directed, to Gibson-Gunn Aviation Building.
5. Do not remain in the vicinity of the disturbance to sight-see!

### Emergency Contact List

<b>Robert E. Smith School of Nursing</b>	
Dean Vicki Bingham	662-846-4268
Dr. Shelby Polk	662-846-4257
Mrs. Judy Haney	662-846-4255
Mrs. Wanda Chouccoli	662-846-4268
<b>University President</b>	
Mr. William LaForge	662-846-4000
<b>Director of Campus Safety/Chief of Police</b>	
Lynn Buford	662-846-4155

Appendix AA

BOMB THREAT CHECKLIST

**Questions to Ask:**

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will trigger it?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your name?
10. What is your address?

**Exact wording of the threat:**

**Caller's Voice: (Circle)**

Calm	Accent or familiar
Angry	Deep breathing
Excited	Voice cracking
Slow	Soft
Loud	Rapid
Crying	Laughter
Normal	Distinct
Nasal	Clearing Throat
Stutter	Slurred
Ragged	Raspy
Lisp	Deep

**BOMB THREAT CHECKLIST (continued)**

If the voice is familiar, who does it sound like?

Were there any identifiable background noises? (i.e., street noises, music, static, voices, etc.)

**Threat language:** (circle)

Well spoken (educated)

Irrational

Incoherent

Rapid

Boasting

**Remarks:** (sex, race, etc.)

**Person Receiving Call:**

**Number where call was received:**

Date:

Time:

**Call-back number displayed on phone or caller ID:**

**CALL REPORT IMMEDIATELY TO:**

**Delta State University CAMPUS POLICE: EXT. 4155**

**Appendix G – Medical Release Form**

I, \_\_\_\_\_ authorize the

medical release of \_\_\_\_\_ (Student Name) to return to:

Class \_\_\_\_\_ Date \_\_\_\_\_

Clinical \_\_\_\_\_ Date \_\_\_\_\_

with the following restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_  
Date

## Appendix H – Pregnancy Form

There are potential hazards to the pregnant woman and fetus which are present throughout the nursing student's educational experience.

A release of responsibility form and physician statement (as shown below) is available in the Faculty Secretary's office and must be completed by the nursing student as soon as the pregnancy is confirmed.

-----

I, the undersigned, release Delta State University Robert E. Smith School of Nursing from any untoward complications to myself or my child which may result from continuing in school during pregnancy.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

-----

I, Dr. \_\_\_\_\_, understand my patient \_\_\_\_\_ is enrolled in the Delta State University Robert E. Smith School of Nursing. It is my professional judgment that her present physical condition will not interfere with her ability to perform the activities associated with a student in the Delta State University Robert E. Smith School of Nursing.

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date