

Patty Hanks
SHELTON
SCHOOL OF NURSING

**A Consortium of McMurry University
& Hardin-Simmons University**

2149 Hickory Street, Abilene, Texas 79601

325-793-6720

www.phssn.edu

Graduate Nursing Student Handbook

2023-2024

Graduate Nursing Student Handbook

Patty Hanks Shelton School of Nursing (PHSSN) reserves the right to make changes to the information and policies contained herein. This Nursing Student Handbook supersedes all previous publications of the PHSSN Student Handbook.

The provisions of the PHSSN Student Handbook do not constitute a contract, expressed or implied, between any student, faculty member, PHSSN, or the consortium universities. While every effort is made to provide accurate and timely information, the school of nursing cannot and does not guarantee that the information is correct, complete, or up to date. Please seek verification or clarification using established protocols to ensure accuracy and currency of information.

PHSSN will notify the student of any changes to the PHSSN Student Handbook occurring during the academic year. At any given time, the most current edition of the PHSSN Student Handbook will be available on the PHSSN website, www.phssn.edu

The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to the parent university pursuant to limitations placed by consortium universities and PHSSN policies. The school of nursing will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed because of actions by accrediting associations and other external agencies, PHSSN and the consortium universities, having sole discretion, shall make the final determination whether degree requirements are met.

In addition, PHSSN reserves the right to cancel or discontinue any courses because of low enrollment or for other reasons deemed necessary. To assure quality instruction, the universities and PHSSN reserve the right to close registration when maximum enrollment has been reached. The universities and PHSSN reserve the right to make changes in schedules and/or faculty when necessary.

Affirmed by:

On behalf of Patty Hanks Shelton School of Nursing MSN Faculty Committee

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WELCOME

Welcome to the Patty Hanks Shelton School of Nursing (PHSSN) Graduate Nursing Program. PHSSN is a consortium school of professional nursing education comprised of McMurry University and Hardin-Simmons University in Abilene, Texas. During your graduate we look forward to the exchange of stimulating ideas, the exchange of new knowledge, and the development of a collegial relationship with you. Administration, faculty and staff are dedicated to creating an environment in which your goals can be achieved. We are glad you have made the choice to advance your nursing education with us.

This Nursing Student Handbook contains the policies and procedures that apply to graduate nursing students at PHSSN. For PHSSN to provide the best educational preparation for you, all participants (faculty, staff, and students) are accountable for the information contained herein.

PATTY HANKS SHELTON SCHOOL OF NURSING

Mission

Patty Hanks Shelton School of Nursing develops nurses and other healthcare providers through education enlightened by Christian principles to lead, serve and influence the holistic needs of a complex global society. *(Updated Fall 2020)*

Purpose

The purpose of the Master of Science in Nursing Program is to prepare nurses to assume leadership roles in advanced positions as family nurse practitioners, educators, or managers of patient care services within all variety of institution or health care agencies. In addition, students are guided to incorporate theory and the research process in a variety of roles and practice settings.

Philosophy

The graduate program of PHSSN functions within the structure of an educational consortium. We accept the underlying philosophy and objectives of the consortium universities that individuals be educationally prepared in a manner that promotes the development of intellectual, cultural, moral, and Christian values.

The graduate nursing programs build upon a baccalaureate nursing education.

1. Faculty believe that nursing is a profession that is responsive to the changing health care needs of individuals and is supported by an expanding body of knowledge.
2. Faculty expect graduate students to expand their understanding of health environment, person, and nursing roles.

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3. Faculty believe that development of critical thinking, communication, clinical skills, creativity, and self-direction are essential elements in graduate nursing education.
4. Faculty seek to promote awareness of social, cultural, and ethnic diversity, believing it enriches professional growth and development.
5. Faculty believe collaborative education promotes progressive mastery and increased learner maturity.
6. Faculty promote accountability for lifelong learning, professional growth, competent practice, and effective leadership.

Program Outcomes

The PHSSN graduate program curriculum and outcomes are aligned with current state and national nursing standards and guidelines including the Texas Board of Nursing (TXBON), the American Association of Colleges of Nursing (AACN) Essentials of Master's Nursing Education (AACN, 2011), The AACN Essentials (2021), the Graduate Quality and Safety Education for Nurses competencies (QSEN, 2012), the National League for Nursing (NLN) Nurse Educator Core Competencies (NLN, 2013), the National Organization of Nurse Practitioner Faculties (NONPF) 2022 Nurse Practitioner Competencies, the 2022 NONPF FNP Specialty focus competencies, and the Criteria for Evaluation of Nurse Practitioner Programs (2022 National Task Force on Quality Nurse Practitioner Education), 2022 Standards for Quality Nurse Practitioner Education (National Task Force on Quality Nurse Practitioner Education).

PHSSN MSN graduates are prepared to:

1. Practice advanced nursing roles using the nursing process to deliver advanced, holistic, comprehensive care to individuals and families throughout the life cycle in a variety of settings within a specific population focus, i.e. nursing education, advanced clinical practice.
2. Design and implement strategies that incorporate the use of scientific inquiry and theoretical concepts from nursing and related fields to influence healthcare outcomes for individuals, populations, and healthcare systems.
3. Analyze spiritual, cultural, social, legal, ethical, economic, and healthcare policy perspectives that influence the health care delivery system.
4. Lead interprofessional and collaborative teams in developing evidence-based strategies within various health care systems to foster quality improvement and safety in healthcare delivery.

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5. Integrate the use of information systems and patient care technologies in the development, implementation, and evaluation of evidence-based practices to support decision making for improving health and patient care delivery to a diverse global society.
6. Demonstrate the highest level of accountability for professional practice, Christian service, and life-long learning.
7. Engage in leadership through advocacy for evidence-based health policy development to improve local, national, and global health population outcomes.

Students completing the MSN FNP specialty focus courses are prepared to:

1. Demonstrate advanced practice clinical decision making in providing primary care to individuals and families throughout the life cycle in a variety of settings.
2. Provide collaborative leadership within interprofessional teams to develop and implement cost-effective and ethical treatment plans for individuals and families in primary care settings.
3. Complete a nationally recognized certification exam and apply to the Texas Board of Nursing for licensure as an Advanced Practice Nurse.
4. Analyze spiritual, cultural, social, legal, ethical, economic, and healthcare policy perspectives that influence the health care delivery system and advanced nursing practice.

Students completing the MSN Nursing Education specialty track courses are prepared to:

1. Practice in an advanced nursing and educator role within an academic, community, and Health Care Delivery setting.
2. Demonstrate skills in instructional methods, evaluation strategies, and curriculum development.
3. Analyze spiritual, cultural, social, legal, ethical, economic, and healthcare policy perspectives that influence the health care delivery system and nursing education.
4. Demonstrate effective oral and written communication in the nurse educator role.

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APPROVAL & ACCREDITATION

Approval: Texas Board of Nursing (TXBON)

The Patty Hanks Shelton School of Nursing has full approval from the Texas Board of Nursing.

Contact information:

[Texas Board of Nursing](#)

William P. Hobby Building

333 Guadalupe, Suite 3-460

Austin, TX 78701-3944

Phone: (512) 305-7400

Accreditation: Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing and the Master of Science degree programs in nursing at Patty Hanks Shelton School of Nursing are accredited by the Commission on Collegiate Nursing Education. (<http://www.ccneaccreditation.org/>)

Contact information:

[Commission on Collegiate Nursing Education](#)

655 K Street, NW, Suite 750

Washington, DC 20001

Phone: [\(202\) 887-6791](tel:2028876791)

[PHSSN is a member of the Southern Regional Education Board, The Southern Council on Collegiate Education in Nursing and the American Association of Colleges of Nursing.](#)

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National Certification Exams/Licensure

PHSSN prepares students for national certification in their discipline. Students in both the Education and Family Nurse Practitioner tracks of the MSN program are eligible upon graduation to sit for national certification exams in their respective disciplines. Students graduating in the Education track are eligible to sit for the optional National League for Nursing Certified Nurse Educator exam. Students graduating from the MSN-FNP program are eligible to sit for a Family Nurse Practitioner certification exam from either the American Academy of Nurse Practitioners or the American Nurses Credentialing Center. Additionally, FNP students in the APRN track are eligible to apply for licensure with the Texas Board of Nursing as an Advanced Practice Registered Nurse.

COVID-19 POLICY

Graduate students follow CDC and facility guidelines for COVID-19. Students attending clinical, who meet at their designated clinical facility, will be screened according to the facility policies.

Frequent hand washing and usage of hand sanitizer is expected while in the clinical setting.

Any student who exhibiting any of the signs or symptoms of COVID-19 must contact their course/clinical faculty prior to attending clinical. Students who come to clinical exhibiting signs/symptoms of COVID-19 will be asked to immediately leave and schedule COVID-19 testing. Students who call from home stating they are exhibiting symptoms will be advised of the same recommendation. The ability to return to the clinical site will be based upon the current CDC COVID-19 guidelines and approval by the clinical site.

COVID-19 signs and symptoms include but are not limited to:

- Fever greater than/equal to 100.4° F
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

ACADEMIC PROFESSIONAL CONDUCT

Professional Honesty and Integrity

In addition to the responsibilities outlined by PHSSN, nursing students are expected to follow the codes of ethics set forth for nurses by their national organizations of the American Nurses' Association (ANA).

The right of privacy for students, faculty, staff, patients, families, and other healthcare professionals shall be judiciously protected by those associated with PHSSN. When knowledge gained in confidence is relevant or essential to others, professional judgment shall be used in sharing information on a need-to-know basis. It is the responsibility of those who have access to confidential information to safeguard that information.

All faculty, students, and professional staff automatically assume responsibility and accountability for their individual and group professional judgments and actions. The individual shall develop and maintain competence commensurate with his or her level of preparation and responsibility.

In the role of client-advocate, the nurse acts to safeguard the client and the public. When healthcare and safety may be affected by the incompetent, unethical or illegal practice of any person, responsible action may include, but is not limited to:

- Reporting to appropriate persons, student, faculty, or staff behavior that could adversely affect the client (including, but not limited to alcohol or drug use).
- Questioning a potentially harmful medical or nursing order.
- Confronting and/or reporting individuals observed misusing clinical or academic materials.

Unprofessional Conduct

PHSSN has adopted the unprofessional conduct rules as delineated by the Texas Board of Nursing, Texas Nursing Practice Act ([Laws & Rules - Nursing Practice Act](#)). Students are expected to be familiar with this document. In addition, in accordance with the Texas Nursing Practice Act Rule 217.11 & 217.12, the faculty of PHSSN have adopted the following policy:

- Except in the structured teaching-learning situation, all aspects of the patient/client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
- Proper identification and white lab coat is required before reading charts/records.

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- Under no circumstances is the student to photograph, copy and/or record any part of the patient's chart/records.
- Failure to honor the basic ethical rights of the patient/client may result in immediate dismissal of the student from the nursing program.

Academic Honesty and Integrity

The education of students at PHSSN is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing, Christian service, and leadership. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing ([ANA Code of Ethics for Nurses with Interpretive Statements](#), 2015). The development and practice of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promote optimal learning.

Nursing students are expected to maintain an environment of academic integrity. It is expected that everyone should complete and maintain responsibility for their own work in each course. Plagiarism is not allowed at PHSSN and can be a dismissible offense. Students will be required to turn in written presentations to Turnitin. The maximum similarity index is 25%. The use and submission of Artificial Intelligence (AI) is considered plagiarism. Academic work includes, but is not limited to reading assignments, assessments, examinations, and tests, required participation activities, written presentations, oral presentations, or computer assisted/assigned activities.

Actions involving scholastic or academic dishonesty violate the professional code of ethics and are disruptive to the academic environment. It is the philosophy of PHSSN that academic dishonesty is unacceptable and will not be tolerated. Students involved and found guilty of academic dishonesty are subject to disciplinary action that can the nursing program. Academic dishonesty occurs when a student submits the work of someone else as his/her own or has special information for use in an assignment/exam activity that is not available to other students in the same assignment/exam activity which may include but are not limited to classroom, clinical, simulation lab, and online environments. Examples and definitions of unacceptable behaviors include, but are not limited to, the following:

A. Cheating includes, but is not limited to:

1. Unauthorized use of cellphones or other electronic devices.
2. Exchanging information during an examination or copying from another's paper.
3. Taking photographs, making copies of exams or other's work.

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4. Utilizing internet access without expressed faculty permission during exams or assignments.
 5. Using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other evaluative document.
 6. Acquiring answers for any assigned work or examination from any source not authorized by the instructor(s) or the specific assignment, such as opening the book on a closed book test, using notes on a non-note test, or seeking answers from a peer, i.e. sharing information outside the testing/simulation lab environment.
 7. Unauthorized altering of a graded work after it has been returned and submitting the work for regrading.
 8. Submission for credit of purchased work, including the utilization of artificial intelligence (AI).
 9. Allowing another person(s) to do all or part of one's work and to submit the work under one's own name.
 10. Collaborating with another student during a test without faculty authorization.
 11. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of a test.
 12. Substituting for another student or permitting another student to substitute for oneself to take a test.
 13. Obtaining an un-administered test or information about an un-administered test.
 14. Informing any person(s) of the contents of any examination prior to it being given or during completion of an exam/simulation testing.
 15. Claiming credit for attendance in classroom, clinical, simulation lab, and online environments, or service activity without attending or performing the activity and related assignments.
 16. Failing to upload exams prior to leaving the testing environment to seek unauthorized information.
- B. **Plagiarism** is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the submission and representation of it as one's own work without due credit

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or acknowledgement; taking credit for someone else's work or ideas, stealing others' results or methods. This includes information obtained online.

- C. **Collusion** is the unauthorized collaboration with another person(s) in preparing or completing any academic work offered for credit when specifically appraised by the instructor(s) to do independent work.
- D. **Conspiracy** is the planning or agreeing with other person(s) to commit any act of academic dishonesty.
- E. **Aiding and Abetting Dishonesty** is providing material, information, or assistance to another person(s) with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by ethical standards or by law or another applicable code of conduct. Failure to report occurrences of academic dishonesty is aiding and abetting that dishonesty.
- F. **Falsification of Data** is dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, fabricating any clinically related situation, altering clinical documents and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

Students who commit or have knowledge of academic integrity violations are expected to report such violations through the appropriate Chain of Command. Failure to report violation about which one has knowledge is a failure on the part of the student to comply with professional standards and may result in disciplinary action.

Solicitation

It is the policy that solicitation is not allowed within the PHSSN facility unless authorized by the Program Chair/Program Director and/or Dean.

Smoking Policy

The PHSSN and HHS properties are all non-smoking facilities. This includes no smokeless tobacco and vaping.

Service Animals

Emotional support animals are not allowed at PHSSN. Only service animals with appropriate documentation, training records, and immunization records will be permitted on the PHSSN campus after document review. PHSSN clinical facility protocols will be followed regarding the utilization of service animals.

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Alcohol and Narcotics

No faculty, staff or student shall possess, use, distribute, or be under the influence of any of the following substances on the PHSSN campus, PHSSN clinical facility, PHSSN sponsored activity, function, or event at any time:

- Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance for inhalation.

All students are required to have a urine drug screen completed with verified clear results from a designated lab as determined and scheduled by PHSSN administration. Students may be subject to random drug screening at any time without prior notice. Random screening will occur based on the policies and procedures of the program. A student who uses a drug authorized by a licensed health care provider through a prescription specifically for that student's use shall not be considered to have violated this rule.

Impaired Students

For licensed Registered Nurses pursuing a graduate degree, the School of Nursing actively supports the Texas Peer Assistance Program for Nurses (TPAPN) program should the student be experiencing mental health or substance abuse problems. Faculty or students believing a graduate student is impaired may refer the student to the TPAPN representative or to the PHSSN Peer Review Committee.

Expected Professional Behaviors

Students enrolled in PHSSN are expected to conduct themselves in a professional manner at all times, not only in interaction with patients (clients) but also with peers, faculty and staff. Students represent PHSSN and the nursing profession; thus, students assume responsibilities toward society. Professional behaviors include notification if clinical plans change to the preceptor and faculty. Students are expected to be on time to class and clinical, not use cell phones for personal use during class or clinical, turn in assignments by the due dates, and be professionally dressed in clinical with a lab coat and ID.

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Any behavior that results in a negative reflection on the school, its administration, faculty or staff or its students will not be tolerated. This includes any behavior or communication, written or spoken, that may occur inside or outside of the classroom or inside or outside of the school's regular hours of operation; this includes open-source information such as open chat rooms, and other Internet sources.

Chain of Command

During one's educational experience, questions, challenges, and concerns may arise. Addressing concerns are more appropriately and effectively handled through the use of an approved chain of command to reach a resolution. Use of this structure and channel of communication fosters fairness to all, facilitates protection of rights for both students and faculty, and encourages a more effective forum to reach a more satisfactory resolution for all involved. It is expected that students have knowledge of and will utilize the appropriate chain of command when needed. The intent of a chain of command is to first address the problem, issue, or concern at the lowest possible level to reach a mutually acceptable solution.

PHSSN has established the following chain of command structure to effectively address problems, issues and concerns:

1. Individual faculty member
2. Graduate Program Chair/Director - For FNP students, the FNP Coordinator may be notified in collaboration with Graduate Program Chair/Director
3. Dean

Weapons

No faculty, staff or student shall enter the PHSSN premises, any PHSSN clinical facility, PHSSN sponsored activity, function, or event with a prohibited weapon. Weapons shall include, but are not limited to the following:

- Explosive weapons
- Firearms/Firearm ammunition
- Switchblades or other illegal knives
- Martial arts weapons
- Fireworks
- Straight razors
- Clubs

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Bullying/Violence

The school of nursing adopts a position of zero tolerance for any form of bullying and/or lateral violence based on general professional guidelines. In preparation for a professional nursing career, PHSSN students are expected to refrain from bullying and/or lateral violence.

Assault

Any form of assault is not tolerated by the PHSSN community. Forms of assault include:

- Intentionally or knowingly threatening another with imminent bodily injury.
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative.
- Intentionally, knowingly, or recklessly causing bodily injuries to another.

TITLE IX

PHSSN is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the PHSSN community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the PHSSN community, students, staff and faculty. Sexual harassment will not be tolerated.

Students, staff and faculty have the right to be free from sexual harassment in all its forms. Sexual harassment can include physical conduct or verbal innuendo of sexual nature, imposed on the basis of sex by an employee or agent of PHSSN, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; and (2) such conduct has the purpose or effect of creating an intimidating hostile or offensive environment. Any person who

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engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge from the program as appropriate.

Hardin Simmons University: Students, faculty, or staff are encouraged to report any sexual misconduct directly to the Co-Title IX Coordinator, Tera Gibson, Director of Human Resources, 325-670-1077, Tera.Gibson@hsutx.edu or Co-Title IX Coordinator, Stacy Martin, at 325-670-1253, Stacy.Martin@hsutx.edu. Please see the HSU website for full Title IX policies.

McMurry University: Lecia Hughes, Director of Human Resources, has been designated to serve as Title IX Coordinator. The University has also designated Cammie Petree, Head Volleyball Coach and Senior Woman's Administrator, as well as Vanessa Roberts Bryan, Dean of Students to serve as Deputy Title IX Coordinators respectively. They have been charged with monitoring compliance of Title IX and addressing Title IX concerns and complaints. They are responsible for receiving and investigating complaints of sexual harassment, including sexual assault and sexual violence. Please see the McMurry website for full details related to Title IX policies.

Individuals with questions, concerns or a complaint related to Title IX may contact the university's Title IX Coordinator and/or Title IX Deputy Coordinators:

McMurry Title IX Coordinator:

Lecia Hughes, M.Ed., LPC, Director of Human Resources, Maedgen, Room 218, 1 McMurry University Box 87, Abilene, TX 79697, Phone: 325-793-4998, Email: hughes.lecia@mcm.edu

PHSSN is committed to providing its students, faculty, and staff with an environment free from implicit and explicit coercive behavior used to control, influence, or affect the well-being of any member of the PHSSN community. Title IX Anonymous Reporting links are available at the bottom of the McM, HSU and PHSSN (PHSSN.edu) website homepages.

For additional information:

HSU students please refer to the [HSU Student Handbook](#)

McM students please refer to the [McM Student Handbook](#)

STUDENT COMPLAINT PROCESS

PHSSN is committed to addressing student complaints in a timely and appropriate manner. The PHSSN *Graduate Nursing Student Handbook* contains protocols that provide students the opportunity to seek resolution of complaints.

For complaints that are not covered by the policies or procedures described in the *Graduate Nursing Student Handbook*, the student should make the nature of the complaint known to the school of nursing by filling out the Student Concern Form and submitting it to the Graduate Program Chair. The Graduate Program Chair will review the concern and communicate the appropriate next step(s) to the student within 3 business day

STUDENT GRADE APPEAL PROCEDURE

The process under this policy is **NOT** intended for matters that do not relate to final course grades. Individual assignment or exam grades should be addressed with the specific course instructor. If a student disagrees with the final course grade documented by the course instructor, the student has the right to appeal using a formal appeal process. **Grade appeals deal with policies, as stated in the syllabus, by which final grades are determined.** Classes may vary within the program, but fundamentally, fair treatment of students in compliance with the syllabus provided for the course should be constant. **The specific course instructor's determination of the course grade earned is final** unless conclusive evidence shows discriminatory or irregular application of the policies used to determine the documented course grade. The student is responsible for providing such compelling evidence. The documented course grade will remain effective for all intents and purposes until a final decision regarding the appeal is reached.

Informal Process

- The student should contact the instructor that assigned the grade to determine if the grade was reported correctly. Initial attempts to resolve any dispute of a grade should be between the student and the course faculty that assigned the grade.
- If the meeting with the instructor does not resolve the dispute to the satisfaction of the student, the student may initiate the formal appeal process.
- ***(Must Be Exhausted Within 3 Business Days of the Final Course Grade Notification)***

Formal Process

The student should schedule a meeting with the Graduate Program Chair (if different from the instructor assigning the disputed grade) within 5 business days of receipt of the disputed grade. Prior to meeting,

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the written appeal must be submitted to the Graduate Program Chair and the documents should contain the following elements:

1. The name and number of the course, the name of the instructor assigning the disputed grade and the grade received.
2. A statement of why the student believes the grade assigned was not the grade he or she earned
3. A copy of the syllabus for the course
4. Copies of all major assignments for the course indicating grades earned, and any special comments or instruction from the instructor, which might have altered the description of the assignments in the syllabus
5. Any other supporting information the student deems pertinent

Any documents submitted after the receipt date of the written appeal will not be accepted unless otherwise requested by the Graduate Program Chair/Program Director.

- The Graduate Program Chair/Program Director will have 5 business days from receipt of the written appeal to meet with the student and course instructor individually and review all documents that are relevant to the grade appeal.
- The Graduate Program Chair/Program Director will make a decision within 5 business days of receiving the formal written appeal and forward a recommendation accompanied by all supporting documents to the Dean.
- The Dean will review the documents related to the appeal and schedule any meetings as deemed necessary. The Dean will then make a decision to uphold or deny the appeal within 5 business days of receiving the recommendation.
- Both the student and instructor will be notified in writing of the Dean's decision.
- The student will be informed of the decision by certified mail and/or e-mail sent to the student's address of record. The decision is considered received by the student once it has been mailed appropriately to the students address on file or students school e-mail. It is the student's responsibility to keep their contact information up to date. If a grade is to be changed, the Dean will ensure that the proper forms are filled out in the Office of the Registrar.

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The decision of the Dean is the final step in the grade appeal process at the Patty Hanks Shelton School of Nursing; however, students may seek additional review of the decision through their parent university appeal process as applicable.

Student Non-Academic Appeal Process

This policy is meant to address conduct toward a student that violates ethical or professional nursing standards. Issues involving grades are handled according to the academic appeal process. This policy cannot be used to address issues covered under Title IX.

If a student experiences a situation in which he/she perceives that an act of non-academic misconduct has occurred, the student may initiate a non-academic appeal process. The process is available to any student should a grievance arise between a student and a faculty member or other person(s) pertinent to the student's program of study. Should a grievance exist, it is the student's responsibility to follow the proper sequence in the non-academic appeal process.

Good Faith Phase

1. The student will make a good faith effort to resolve the conflict with the involved party within 3 business days of the incident. The student is to meet with or make an appointment with the involved party to discuss the incident. The goal of this meeting is to agree upon an amicable resolution to the incident.
2. If the conflict fails to be resolved in the good faith phase, and the student wishes to pursue the grievance further, the student may initiate the grievance phase.

Grievance Phase

1. The student should schedule a meeting with the Graduate Program Chair/Program Director (if different from the party involved in the grievance) within 5 business days of the incident occurring. Prior to meeting, a written grievance must be submitted to the Graduate Program Chair/Program Director.
2. The Graduate Program Chair/Program Director will discuss the grievance with the involved parties and make suggestions for resolutions to the person filing the grievance.
3. If satisfactory resolution is impossible at this level, the Graduate Program Chair/Program Director will refer the grievance to the Dean within 2 business days of an impasse being reached.
4. The Dean will review the grievance and make a decision. The Dean may request a recommendation for resolution from the PHSSN MSN Committee (not including the party involved

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in the grievance). The Dean may choose a course of action that is different from the committee recommendations. The Dean will render an amicable solution within 5 business days of receiving the grievance.

The decision of the Dean is the final step in the grade appeal process at the Patty Hanks Shelton School of Nursing; however, students may seek additional review of the decision through their parent university appeal process as applicable.

GUIDELINES AND PROCEDURES

Orientation

A Graduate Student Orientation Program will be presented the first week of classes. The purpose of this orientation is to facilitate the student's entry into and progression through the Graduate Program.

The students in the Family Nurse Practitioner track will receive an orientation specific to that program. The FNP Coordinator will meet with students preceding the commencement of the FNP clinical courses to assist students in preparing for these courses.

Federal Privacy Rights of Students

PHSSN adheres and operates within the federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) and current updates. The School of Nursing does not discriminate based on age, race, sex, religion, or ethnic origin.

Academic Calendar

The PHSSN academic calendar follows the McMurry Calendar except dates for adding, dropping, or withdrawing from classes. Students are required to follow their institution schedules for these exceptions listed above.

Faculty Office Hours

Office hours are posted on course syllabi. Each faculty member is expected to schedule a minimum of ten hours office hours per week for student availability. In addition to regularly scheduled office hours, faculty make their own student appointment times on an as needed basis. If a scheduled appointment cannot be made or lateness is expected, it is a professional courtesy to make every effort to notify the faculty member.

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Registration of Classes

It is the student's responsibility to register for classes during the times designated by the parent university. Martha Hartranft, Coordinator of Admissions, Records, and Advising is available to assist. She may be contacted at hartranft.martha@phssn.edu

Student Employment

PHSSN recognizes the need of many students to seek employment during their nursing program. Students should discuss work plans with their graduate program chair/program director.

Students who elect to work are advised that while working they are not in a student status at PHSSN. Any form of PHSSN identification is not to be worn outside of PHSSN clinical assignments. Additionally, students may not wear any work id when in a PHSSN student clinical role.

Students should be aware that (1) PHSSN assumes no responsibility for their activities as employee of an agency; (2) they are personally responsible and liable for any activity in which they participate while employed; and (3) the professional liability insurance purchased by students at the time of registration and admission to PHSSN is only valid in the student role, not their employment role.

Libraries

PHSSN has library holdings on all parent campuses. Students enrolled in PHSSN have library privileges at all consortium universities with proper student identification. Hardin-Simmons University's Library and McMurry University's Library can be accessed through the PHSSN computer lab as well as any computer that has internet accessibility.

Communication with Students

1. Students are responsible to turn in changes of phone number, mailing address, e-mail address, or name to the Coordinator of Admissions, Recruiting, and Advising. A local phone number where you can be reached is necessary for your clinical work at PHSSN and to ensure emergency messages are conveyed in a timely manner. Students are held responsible for all communication from the school offices sent to them at the address last given and may not claim indulgence on the plea of having moved their lodgings and, therefore of not having received the communication.
2. Faculty frequently post information on Canvas specific to a given course. Grades will be posted via this mechanism. Students should frequently check their course site for updated or important information the faculty are posting.
3. Students are required to maintain an e-mail account while enrolled. Students can communicate

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directly with faculty using the web site and email link. All students must have a school email account obtained at parent universities.

Financial Information

Students enrolled in PHSSN must maintain current financial status with their parent university. Parent universities reserve the right to make necessary changes in the tuition and fees, etc. without advance notice.

1. Financial aid - See parent universities financial aid office for information on scholarships, grants and loans. The Director of Student Services has information about certain scholarships.
2. Scholarships - See Academic Advisor for more details, must be in good academic standing to be eligible.
3. Tuition, Fees, Etc. - See catalogue of Parent University.

Textbooks

Textbooks may be purchased from the internet.

Health Policy

Health status is a consideration in admission to and continuation of the student in the nursing major. Students must be in good physical and mental health themselves in order to provide safe nursing care to patients.

PHSSN does not discriminate on the basis of physical handicaps. However, any applicant with a significant physical or emotional problem is advised to make this fact known to PHSSN so that it can be determined whether the student will need assistance in meeting the requirements of the clinical nursing courses.

Documentation of an annual physical examination and current vaccinations/tests (listed below) must be on file at PHSSN prior to participation in any clinical activities. Failure to have the documentation on file may jeopardize a student's progression in the major. Failure to comply will preclude the student from participating in clinical experiences.

In addition to the physical examination documentation, evidence of current immunizations is required.

These include:

- Hepatitis B (3 immunizations) with preferable titer
- Measles (exposure, immunization or titer)

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- Mumps (exposure, immunization or titer)
- Rubella (immunization or titer)
- Tetanus, diphtheria, & pertussis (TDAP) (must be current within 10 years)
- Chickenpox/Varicella (immunization or titer)
- TB Test (Annual Mantoux that is negative). If TB test is positive, chest x-ray or Interferon Gamma Release Assay or IGRA (blood test) results may be submitted. **Note: The TB Tine Test is unacceptable.**
- COVID-19 Immunizations may be required at clinical locations.

Cost for physical exams and immunizations are the responsibility of the student. Health Forms can be obtained from the Coordinator of Admissions, Recruiting, and Advising.

Individual health insurance is required since students are exposed to illnesses and potential injury in the clinical setting. PHSSN will not cover student health care costs in any situation; therefore, students are fully responsible for costs. Each student must present annual proof (card copy, front and back) of medical health insurance, either the University Health Insurance or a private policy. Give your proof of health insurance to the assistant to the Graduate Program Chair/Program Director.

Throughout the program, students must maintain a level of mental and physical health consistent with meeting the objectives of the curriculum. If a mental and/or physical health problem occurs during the student's education program in nursing, the nursing faculty will assess the student's ability to continue in the program and make recommendations for action to the Graduate Program Chair/Program Director and Dean.

Students are advised that student health reports and test results will be made available to health agencies used for student learning experiences upon request by an authorized representative of the agency.

Clinical Evaluations

Clinical performance will be evaluated by faculty according to an evaluation instrument that delineates criteria for successful clinical performance in each course. Faculty will orient the students to this evaluation instrument during orientation to individual courses. These are completed by the instructor, student and/or preceptors. Clinical evaluation involves input from both the student and faculty member at pre-determined times during the semester. Attaining satisfactory performance and identifying learning

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needs to meet the criteria for attaining quality performance is the goal of clinical evaluation. Students are expected to participate in the evaluation process. Faculty may ask students to provide a self-evaluation. Students are encouraged to consult with clinical faculty to review their progress and achievement during the semester. Students are encouraged to make comments on evaluation instruments and sign the evaluation form. Signature implies that the student has participated with the instructor in the evaluation process. Students should follow the chain of command in resolving disputes or disagreements with the clinical evaluation. Students are expected to be in clinicals all the days that are planned. However, if a student cannot be present, it is the responsibility of the student to inform the preceptor and faculty.

Should students not meet essential clinical objectives for a semester, faculty have the option to add additional clinical hours (in forty-hour increments) to facilitate the student's achievement of specific essential clinical objectives.

Grading Scale – No Rounding Will Be Done

92.00 – 100.00	A
83.00 – 91.99	B
75.00 – 82.99	C
67.00 – 74.99	D
66.99 And below	F

Academic Standards to progress in program: Students must maintain a B average. In all clinical courses, students must make a B or better for progression in clinical courses in the curriculum. A grade of "D" or "F" does not meet criteria for progression in the program and results in academic probation and/or suspension. All students not receiving a B or above in a course must retake the course before progression in clinical courses is granted. If a student earns a C in any two courses, this will result in immediate and permanent dismissal from the program.

PROGRESSION AND GRADUATION POLICY AND PROCEDURE

It is the policy of PHSSN to follow the Progression and Graduation guidelines of the PHSSN student handbook. Should there be a discrepancy in policy with the parent universities, the PHSSN handbook will take precedent.

Progression Requirements

Graduate nursing students are expected to know degree requirements and progression policies in the PHSSN Graduate Student Handbook and their parent university handbooks and catalogs.

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- Students are expected to maintain a minimum GPA of 3.0 in all graduate courses.
- The student will be **permanently dismissed** from the program if a **grade of "C"** is obtained in **two courses**.
- **Clinical courses require a "B"** to pass the course and progress in further clinical courses within the program (AHA, Skills for Advanced Practice, and all FNP courses).
- Students whose GPA falls below 3.0 or earn a grade of D, F, or WF will be placed on **academic probation and/or suspension**. The student will be placed on academic probation for the following twelve credit hours or until the student's cumulative grade point average is returned to a 3.00 or higher. Failure to reach the 3.0 within the next twelve credit hours will result in dismissal from the program.
- Students on academic probation will be required **to re-take the failed course**. Students on academic probation may be required to re-take the failed course before being allowed to enroll in additional courses in the curriculum. Evaluation for progression before repeating the failed course will be based on overall GPA, semester in the program, and remaining coursework in the student's degree plan.
- Failure of the same course twice will result in permanent dismissal from the program.
- Students may not graduate on academic probation and must possess a cumulative GPA of 3.0 or higher.
- Noncompliance of clinical requirements will result in academic dismissal from the program.
- An unrestricted and unencumbered nursing license is required for admission and progression in the program.

Completion of the degree is required within a four-year period. Any infraction with law enforcement must be reported to the graduate program chair immediately.

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Graduation Requirements

Each student is responsible for following the requirements for filing for graduation at his/her Parent University. The student should contact the Graduate Program Chair for assistance as needed with the process. The student must complete the following to be considered for graduation at either parent university:

- Completion of all required credit hours of coursework for MSN program within 4 years
- Cumulative grade point average of 3.0
- All coursework with a maximum of two C's and no D's
- Fulfillment of all financial obligations to the University
- Payment of graduation fee

Transfer Hours

The number of hours permitted to be transferred is outlined in the parent university catalogs. Only grades of B or higher will be transferable. Transcripts should be submitted to the Graduate Program Chair for review and approval of transferable courses.

Readmission Policy

A student who withdraws must reapply for admission if the period exceeds one year from their last enrollment date.

Evaluation of Faculty and Course

The faculty values honest, constructive, student evaluation of teaching effectiveness as a means of improving teaching skills; evaluations are considered prior to modifying courses, specific classes, and clinical experiences. Students are encouraged to evaluate classroom, clinical instruction and the clinical agency using the forms and methods provided. These evaluations are rendered using an online format. Verbal input is always welcome.

Needlestick Injury – Incident Report Form

In the event of a needle stick injury immediately contact your preceptor and PHSSN faculty and follow the **CDC guidelines** below:

If you experienced a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during your work, **immediately follow these steps**:

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- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Immediately seek medical treatment. Report the incident to your faculty and complete the [Incident Report Form](#)

<http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

Students are responsible for any healthcare costs associated with a needlestick injury (i.e. labs, medical treatment).

Body Substance Isolation Guidelines

Students will adhere to all clinical sites policies in regard to Universal Blood and Body Fluid Precautions.

Americans with Disabilities Act (ADA) Policy with Core Performance Standards

Consistent with its parent universities, PHSSN is committed to a policy of non-discrimination toward any individual's admission to, progression in, and graduation from PHSSN. The purpose of this policy, with respect to ADA, is to protect and safeguard against discriminatory practices that might adversely affect any individual who is qualified, yet might need mental and/or physical accommodations, to meet the core performance standards of the nursing curricula. The faculty and administration of PHSSN are committed to making reasonable accommodations to allow any qualified individual to meet the school's objectives in keeping with applicable law and the ADA policies of McMurry University.

Nursing roles are often physically demanding, i.e., standing, sitting, walking, pushing, and lifting, for more than the usual activities of daily living. Present and past physical conditions may hinder one's ability to perform these often-taxing physical activities.

In addition, the demands of decision making and complex problem solving may result in unexpected stress levels. The faculty of the School of Nursing has identified essential requirements and core performance standards as necessary for success in the schools nursing programs. All students are held to the school's standards for providing safe nursing care and meeting the objectives of nursing courses.

Any student who anticipates difficulty in meeting any of the standards is to notify the Graduate Program Chair/Program Director at the start of the Fall Semester. Appropriate referral will be made to the parent institution counseling center for evaluation and coordination of needs.

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If a reasonable accommodation is requested by the student, it is the student's responsibility to provide appropriate documentation of any disabilities. When a qualified student has provided required documentation of requested accommodations, the staff of, in PHSSN consultation with the individual and other appropriate consultants, will determine how the individual with or without reasonable accommodations or modifications can be assisted in meeting the identified core performance standards.

This policy applies also to those students with learning disabilities who request reasonable accommodation. Students have the responsibility to identify themselves as needing accommodations and providing required documentation in a timely manner (no later than beginning of the Semester).

Procedures to request reasonable accommodations can be obtained from the Graduate Program Chair/Program Director.

Student Uniform

PHSSN requires the student to appear in appropriate attire. Additionally, it is the health care consumer's right to know the name and position of the person involved in his/her care. A PHSSN badge may be obtained by sending a professional photograph to the Assistant to the Dean, Emily Seca. She can be reached at seca.emily@phssn.edu

PHSSN picture name badges should always be worn while the student is in the clinical setting.

The Badge should read _____, BSN, RN

PHSSN Graduate Student

FNP students should wear a white laboratory coat with the PHSSN name badge over appropriate street clothes and in the dress required by the agency where clinical time is acquired. Master's students who are NOT in the FNP option should dress in appropriate business clothing or dress as required by the agency where clinical time is acquired.

Student Professional Liability

Students are required to provide proof of current malpractice insurance when participating in clinical courses. Individual policies may be obtained outside the university OR students may obtain coverage through the HSU policy. If the HSU policy is selected, fees per semester will be added to the tuition statement. Copies of individual policies must be submitted to the Program Chair. **Students will not be permitted to participate in clinical courses without proof of current malpractice insurance and an unencumbered registered nurse license.**

- Students will be asked to submit documented proof of professional liability insurance at the

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beginning of each academic year.

- It is the student's responsibility to maintain the professional liability insurance.

Student Cardiopulmonary Resuscitation (CPR) Certification Requirement

It is the policy of PHSSN to require that all students obtain and maintain CPR certification.

- Students will be asked to submit documented proof of CPR at the beginning of each academic year.
- Students are NOT permitted to enter the clinical setting without valid CPR certification.
- It is the student's responsibility to maintain CPR certification.

Student Advanced Cardiac Life Support (ACLS) Certification Requirement

It is the policy of PHSSN to require that all students in the Family Nurse Practitioner Option obtain and maintain ACLS certification.

- Students will be asked to submit documented proof of ACLS certification at the beginning of each academic year.
- Students are NOT permitted to enter the clinical setting in FNP I, II, or III without valid ACLS certification.
- It is the student's responsibility to maintain ACLS certification.

Student Participation in Governance

Students are encouraged to volunteer for positions of various PHSSN committees to facilitate communication. Specifically, students have representation on the graduate faculty committee.

Student Conduct

Students are expected to follow the policies and procedures of their parent universities and all PHSSN Student Policies and Procedures.

Program Evaluation

A total program evaluation plan provides the graduate faculty an outline for on-going evaluation of the graduate program. The plan provides for annual evaluation of most elements of the graduate program including:

- A. organization and administration;

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- B. mission and goals (philosophy and outcomes);
- C. program of study, curriculum and terminal objectives;
- D. student admission policies;
- E. student achievement;
- F. student services;
- G. new faculty orientation;
- H. faculty performance;
- I. clinical resources;
- J. educational resources and services;
- K. evaluations:
 - 1. student evaluation of preceptors;
 - 2. preceptor evaluation of student;
 - 3. faculty evaluation of student;
 - 4. student evaluation of faculty;
 - 5. faculty/student evaluation of clinical site.

All graduate faculty participate in the review and the Director has the responsibility for ensuring any revisions or changes are communicated to students or other concerned parties.

MASTER'S STUDENT ORIENTATION POLICY AND PROCEDURE

I. Policy

It is the policy of Patty Hanks Shelton School of Nursing (PHSSN) Graduate Program to orient new students to the Graduate Program.

II. Procedure

A. General Orientation: All graduate nursing students will be oriented at the beginning of the semester to:

- 1. Overview of Graduate Student Handbook
 - a) Background, philosophy, and function of PHSSN

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- b) Online resources
- c) Support staff and function
- d) PHSSN policies and procedures
- e) Course overview and progression
- f) Procedures for obtaining name badges
- g) Fees may apply to some courses

B. Orientation to Family Nurse Practitioner Option

- 1. Role expectation
- 2. Course overview
- 3. Clinical guidelines and preceptor information
- 4. Malpractice insurance requirements

PLAGIARISM

Plagiarism is:

- 1. Copying someone else's work and passing it off as your own.
- 2. Quoting or copying directly from a source (book, magazine, etc.) without proper acknowledgment in a footnote.
- 3. Borrowing the ideas of someone else, even though you have put them in your own words, without proper acknowledgment in a footnote.
- 4. Making use of an author's words without using quotation marks even though there is proper acknowledgment in a footnote.

You must be careful not only to acknowledge the use of the material of others in footnotes, but also not to borrow the words of the author without using quotation marks. Since you should use quotations sparingly in your paper, you must be sure that you put the ideas of others in your own words.

“Turnitin” should be utilized to detect plagiarism when submitting course requirements. Faculty will also use this resource. The online student may access this resource through Canvas.

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APA Format Required

PHSSN requires all course assignments as determined by course faculty be completed utilizing *the most current form of APA*.

GUIDELINES FOR STUDENTS: AMERICANS WITH DISABILITIES ACT

Consistent with the parent universities, PHSSN is committed to a policy of non-discrimination toward any individual's admission to, progression in, and graduation from the School of Nursing. The purpose of this policy, with respect to ADA is to protect and safeguard against discriminatory practices that might adversely affect any individual who is qualified yet might need reasonable accommodations, to meet the core performance standards of the nursing curricula. The faculty and administration of the School of Nursing are committed to making reasonable accommodations to allow any qualified individual to meet the school's objectives in keeping with applicable law and the ADA.

Nursing roles often require physical demands, i.e., standing, sitting, walking, pushing, and lifting for more than the usual activities of daily living. Present and past physical conditions may hinder one's ability to perform these often strenuous, physical activities. In addition, the demand of decision making and complex problem solving may result in unexpected stress levels. Crisis situations such as but not limited to a Code Blue situation may also result in unexpected levels of stress. The nursing student must be able to cope in these types of situations. Students may be referred as needed to supporting resources.

The faculty of the School of Nursing has identified essential requirements and core performance standards as necessary for success in the school's nursing programs. All students are held to the school's standards for providing safe nursing care and meeting the objectives of nursing courses.

Any student who anticipates difficulty in meeting any of the standards is to notify the Course Faculty at the start of the semester. Appropriate referral will be made to the parent institution's counseling center for evaluation and coordination of needs.

If a reasonable accommodation is requested by the student, it is the student's responsibility to provide appropriate documentation on any disability(ies). When a qualified student has provided required documentation of requested accommodations, the faculty and Leadership Team of PHSSN, in consultation with the individual and other appropriate consultants, will determine how the individual, with or without reasonable accommodations or modifications, can be assisted in meeting the identified core performance standards.

This policy applies also to those students with learning disabilities who request reasonable accommodations. Students have the responsibility to self-identify as needing accommodation and

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providing required documentation in a timely manner to the course faculty (no later than beginning of the semester). The request for reasonable accommodation(s) can be confirmed with the course faculty, or as necessary their assigned academic advisor, or the Graduate Nursing Programs Chair/Program Director.

ANA CODE OF ETHICS FOR NURSES

- Provision 1** The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2** The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3** The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 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.
- Provision 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.
- Provision 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.
- Provision 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.
- Provision 8** The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 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.

Source: American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author. Retrieved from <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation, or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery, and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of

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interest to them, and to express opinions in an informed, professional manner, both publicly and privately.

11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for, and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities, and they should be mindful of their corresponding obligations.
17. Students have the right to belong to or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty

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for clarification and better student-faculty understanding.

22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.

NSNA CODE OF PROFESSIONAL, ACADEMIC, AND CLINICAL CONDUCT

Code of Professional Conduct

1. Maintain the highest standard of personal and professional conduct.
2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
3. Uphold and respect all Bylaws, policies, and responsibilities relating to, the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.
4. Strive for excellence in all aspects of collaboration, decision making, leadership, and management at all levels of the student nurses' association.
5. Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA's Core Values.
6. Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA Bylaws, policies and state/federal law.
7. Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses association.
9. Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.

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10. Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.
11. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.
12. Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing.
13. Use every opportunity to improve faculty and student understanding of the role of the student nurses' association.
14. Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state and national chapter level as defined in bylaws and policies.

First adopted by the 1999 House of Delegates, Pittsburgh, PA. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017, in Dallas, TX.

Code of Academic and Clinical Conduct for Nursing Students

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.

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3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any techniques or procedures for which the student has not been adequately trained
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or other substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issue.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ.

PATIENT CONFIDENTIALITY POLICY

In accordance with the Texas Nursing Practice Act Rule 217.12 Unprofessional Conduct, disclosing confidential information or knowledge concerning the client except where required or allowed by law, the faculty of the School of Nursing have adopted the following policy:

1. Except in the structured, teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any other person or persons under any circumstances
2. Proper identification as stated in the Dress Code/Uniform Policy is required before reading charts/records
3. Under no circumstances is the student to photocopy and/or tape record any part of the patient's chart/records
4. Failure to honor this basic ethical right of the patient/client may result in immediate dismissal of the student from the nursing program.
5. All students are required to comply with the federally mandated Health Information Privacy and Protection Act (HIPAA)

DO NOT USE ABBREVIATION LIST

DO NOT USE ABBREVIATION LIST

Abbreviation	Incorrect Example	Correct Example
1) U (unit)	insulin 5 u	insulin 5 units
<i>Do not use "U" for unit; it can be mistaken for a 0</i>		
2) IU (international unit)	vitamin E 400 IU	vitamin E 400 international units daily
<i>Do not use "IU" for international unit; it can be mistaken for IV or 10</i>		
3) Q.D. (every day)	qd	daily
<i>Do not use "qd" for every day or daily; it can be mistaken for qid or qod</i>		
4) Q.O.D.	qod	every other day
<i>Do not use "qod" for every other day; it can be mistaken for qid</i>		
5) Trailing Zeros	morphine 1.0 mg	morphine 1 mg
<i>Do not use a trailing zero after the decimal point; the decimal point may be missed</i>		
6) Leading Zeros	hydromorphone .5 mg	hydromorphone 0.5 mg
<i>Use a leading zero before the decimal point; the decimal point may be missed</i>		
7) MS	MS 1 mg	morphine 1 mg
<i>Do not use "MS" for morphine sulfate; it can be mistaken for magnesium sulfate</i>		
8) MSO4	MSO4 1 mg	morphine 1 mg
<i>Do not use "MSO4" for morphine sulfate; it can be mistaken for magnesium sulfate</i>		
9) MgSO4	MgSO4 2 g	magnesium sulfate 2 g
<i>Do not use "MgSQ4" for magnesium sulfate; it can be mistaken for morphine sulfate</i>		
10) μ (Greek symbol for meg)	Levothroid 50 μg	Levothroid 50 mcg
<i>Do not use the Greek symbol for micrograms; it can be mistaken for mg</i>		
11) T.I.W. (three times weekly)	Coumadin 2 mg T.I.W.	Coumadin 2 mg three times weekly
<i>Do not use "TIW" for three times weekly; it can be mistaken for three times daily resulting in overdose</i>		
12) c.c. (for milliliter)	10 cc	10 ml
<i>Do not use "cc" for milliliter; it can be mistaken as U (unit) when poorly written</i>		

Graduate Nursing Student Handbook

<u>DANGEROUS ABBREVIATIONS</u>	<u>POSSIBLE INTERPRETATION</u>	<u>ACCEPTABLE TERMINOLOGY</u>
µg (for microgram)	Mistaken for mg (milligrams)	Write "mcg"
T.I.W. (for three times a week)	Mistaken for three times a day or twice weekly	Write "3 times weekly" or "three time weekly"
AS., AD., A.U. (Latin abbreviation for left, right or both ears)	Mistaken for OS, OD, OU, etc	Write: "left ear", "right ear" or both ears"
U (Unit)	Misread as 0, 4, or cc 4U mistaken as 40	Write "Unit"
IU (International Unit)	Misread as IV	Write Unit"
Q.D. (Daily)	The period can be mistaken for an "l"	Write "every day"/"daily"
Q.O.D (Every other day)	The "O" can be mistaken for "l"	Write "every other day"
Zero after decimal point (1.0)	Misread as 10	Write "1"
No zero before decimal dose (.5mg)	Misread as 5 mg	Write "0.5 mg"
MgSO ₄	Misread as Morphine Sulfate	Write "Magnesium Sulfate"
MSO ₄ MS	Misread as Magnesium Sulfate	Write "Morphine Sulfate"

Dangerous Abbreviations - Do Not Use!

WEBSITE REFERENCES

American Association of Colleges of Nursing. (2011). The essentials of master's education in nursing. Washington, DC: Author.

American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. Washington, DC: Author.

Centers for Disease Control. (2022). *Standard precautions for all patient care.*
<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

National League for Nursing. (2022). *NLN core competencies for academic nurse educators.*
<https://www.nln.org/education/nursing-education-competencies/core-competencies-for-academic-nurse-educators>

QSEN Institute. (2021). *Quality and safety education for nurses.* Case Western University.
<https://qsen.org/competencies/pre-licensure-ksas/>

STUDENT CONCERN FORM

Student Concern Form

This form should be used for concerns/complaints that are not covered by the policies or procedures outlined in the *Graduate Student Handbook* Student Complaint Process regarding academic grade appeals or non-academic appeal grievances related to non-academic misconduct. Concerns related to Title IX sexual harassment issues will need to be reported to the parent university Title IX Coordinator.

Student Name:	Date:
Student ID:	Parent University:
Concern:	
Date Received:	Date of Response to Student:
Program Chair:	Dean:

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

All students are required to submit to a criminal background check prior to orientation. All students are required to have a urine drug screen completed with verified clear results from a designated lab as determined by PHSSN Administration. It is mandatory for students to comply with any additional requirements for criminal background checks specific to clinical agencies. If a student tests positive during the drug screening, the student is subject to program dismissal and will be reported to appropriate individuals at the student's parent university.

INCIDENT REPORT FORM

See attached form.



Incident Report Form

This form should be used to report any of the following: injury/illness to students, employees or visitors; environmental accidents (an accident in which a harmful substance is released into the environment); fires; laboratory spills /incidents; non-vehicular accidents; or any unsafe conditions/ acts observed on campus. Complete an Incident Report Form and submit to Dean, Programs Chair and Chair of the Safety Committee.

SECTION 1 - REQUIRED INFORMATION *(Individual reporting the incident)*

First Name

Last Name

Email

Address (Home or Work)

Phone

Date Reported (MM/DD/YYYY)

Status: Student Faculty Staff Visitor Contractor

SECTION 2 - INCIDENT INFORMATION

Date of the Incident (MM/DD/YYYY)

Time of Incident

Location

Type: Injury/Illness Needle Stick Injury Environmental Spill Fire Laboratory Spill/Incident
 Non-Vehicular Accident Other:

Description and cause of the incident (Indicate conditions such as weather, construction, cleaning, etc. with your explanation. Visitors should include their purpose for being on campus)

Name of Parties Involved and/or Witnesses:

SECTION 3: INJURY OR ILLNESS

Type: None Physical Injury Occupational Illness Potential Harmful Exposure

Injured Persons and Description of Injuries:

Treatment: None First Aid Emergency Medical Services Personal Physician
 Student Health Services Hospital (Outpatient) Hospital (Admitted)

SECTION 4: PROPERTY DAMAGE/LOSS (NON-VEHICULAR)

Damaged or Lost Items:

None Personal Property PHSSN/University Property

Description of Damages or Items Lost (include approximate value if the items are insured)

Report Completed by:

Name

Phone

Email

Date Reported (MM/DD/YYYY)